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REPORT

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TABLED
BY:
OF
CLERK-AT
THE-TABLE:

Hon. Owen Baya
(Deputy Majority Leader)

Getrude Chebet

THE AUDITOR-GENERAL

ON

ST. JOSEPH'S GIRLS HIGH SCHOOL

**FOR THE SIX (6) MONTHS' PERIOD
ENDED 30 JUNE, 2021**

TRANS NZOIA COUNTY



OFFICE OF THE AUDITOR GENERAL
P. O. Box 30084 - 00100, NAIROBI
REGISTRY

19 JUN 2024

RECEIVED

**ST. JOSEPH'S GIRLS' HIGH SCHOOL- KITALE
PUBLIC SECONDARY SCHOOL**

SIX MONTH REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL PERIOD ENDED
30th June 2021**

Prepared in accordance with the Cash Basis of Accounting Method under the International Public Sector
Accounting Standards (IPSAS)

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St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

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St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

1. Acronyms and Glossary of Terms

BOM	Board of Management
CEB	County Education Board
IPSAS	International Public Sector Accounting Standards
KCSE	Kenya Certificate of Secondary Education
PFM	Public Finance Management
PSASB	Public Sector Accounting Standards Board
FY	Financial Year
FDSE	

St. Joseph's Girls' High School- Kitale**Six month Report and Financial Statement for the period ended 30th June 2021****2. KEY SCHOOL INFORMATION AND MANAGEMENT****(a) Background information**

The school is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is located in Trans Nzoia County, Trans Nzoia West Sub-County

The school was registered in 4th February,1999 under registration number GP/A/906/98 and is currently categorized as Extra County public school established, owned or operated by the Government.

The school is a boarding school and had 1806 number of students as at 30th June 2021. It has 8(eight)streams and 59(fifty-nine) teachers of which 16(sixteen) teachers are employed by the School Board of Management.

(b) School Board of Management - Board Members

The School Board of Management established under Section 55 of the Basic Education Act, 2013; is composed of the following members:

1	Elizabeth Wafula	Chairlady	10th April, 2019
2	Rosebella K. Munzala	Secretary	10th April, 2019
3	Rose Njogu	Member Parents Association	10th April, 2019
4	Emily Chelimo	Member – Parents Association	10th April, 2019
5	Fency Bukhala	Member – Parents Association	10th April, 2019
6	Dr. Evans Mugarizi	Member – Community	10th April, 2019
7	Luke N. Naibei	Member – Community	10th April, 2019
	Nathaniel Mong'are	Member - Community	10th April, 2019
8	Benedict Wanjala	Member – Rep CEB	10th April, 2019
9	Mwangi Stephen	Member Rep Teachers	10th April, 2019
10	Elizabeth Wafula, Grace Ndemo, Alexander Agui,	3 Members - Sponsor	10th April, 2019
12	Tom Juma	Member - Special Needs	10th April, 2019
	Assumpta N. Obore	Member – Special Interest	10th April, 2019
13	Vivica Toro	Rep Students	10th April, 2019

St. Joseph's Girls' High School- Kitale

Six month Report and Financial Statement for the period ended 30th June 2021

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

The function of the School Board of Management include:

- Promote the best interests of the School and ensure its development.
- Promote quality education for all pupils in accordance with the standards set under the Basic Education Act, 2013
- Ensure and assure the provision of proper and adequate facilities for the School
- Manage the School's affairs in accordance with the rules and regulations governing occupational safety and health.
- Advise the County Education Board on the staffing needs of the School.
- Determine cases of pupils' discipline and make reports to the CEB
- Prepare comprehensive termly report on all areas of its mandate and submit the report to CEB
- Administer and manage the resources of the School
- Receive, collect and account for any funds accruing to the institution in accordance with Article 226 (1) (a) of the Constitution of Kenya, Section 81 of the Public Finance Management Act, 2012 and the Fourth Schedule para 21 and 23 of the Basic Education Act, 2013.

(c) Committees of the Board

1	Executive Committee	Elizabeth Wafula Rosebella K. Munzala Grace Ndemo Alexander Agui Martin Waliaula		3
2	Finance, procurement and general purposes Committee	Elizaberth Wafula Rosebella Munzala Martin Waliaula Nathaniel Mong'are Luke N. Naibei	Chair Secretary P.A. Chair Member Member	2
3	Academic Committee	Dr. Evans Mugarizi Rosebella Munzala Benedict Wanjala Assumpta Obore Emily Chelimo Stephen Mwangi	Chair Secretary Member Member Member Member	4
4	Development Committee	Stanley Kirwa Elizabeth Wafula Rosebella Munzala Martin Waliaula Tom Juma	Chair B.O.M. Chair Secretary P.A. Chair Member	7
5	Discipline and welfare Committee	Dr. Evans Mugarizi Rosebella K. Munzala Rose Njogu Benedict Wanjala	Chair Secretary Member Member	2

St. Joseph's Girls' High School- Kitale

Six month Report and Financial Statement for the period ended 30th June 2021

		Nathaniel Mong'are	Member	
		<u>Tender Opening</u>		
		Sylvia Makokha	Chair	
		Naomi Kukali	Member	
		Morgan Juma	Member	
		Alex Nalianya	Member	
		Veronica Achieng	Member	
		<u>Tender Evaluation</u>		
		Anne Okaalo	Chair	
		Abisaki Kabole	Member	
		Stephen Kariuki	Member	
		Elizabeth Nalukesi	Member	
		Antony Nyongesa	Member	
7	Adhoc Committee (if any during the year)			1

(d) School operation Management

For the financial year ended 30th June 2021 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	Rosebella K. Munzala	322172
2	Deputy Principal	Anne Lilian Okaalo	351096
3	School Bursar	Abisaki Kabole	

St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box: **2288 – 30200 Kitale**
Telephone: **0202174577**
E-mail: **sjghs@gmail.com**
Website: **www.stjoga.sc.ke**

(f) School Bankers

The school operated seven bank accounts in the following banks:

1. Name of Bank: **ABSA**
Branch: **Kitale**
Account Number: **0038202154**
0038881833
0038371312

2. Name of Bank: **Equity**
Branch: **Kitale**
Account Number: **0330263648825**
0330278149630
0330295022080
2040786964

(g) Independent Auditors

Office of the Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GPO 00100
Nairobi, Kenya

3. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

The following is a summary report of the performance of the school against the set performance evaluation criteria:

a) Financial performance:

During the financial year 2020/2021 the school reported a surplus of Kshs 6,365,392 and comparatively the school reported a surplus of Kshs 9,492,043.55 in the financial year 2020, deficit of Kshs 14,261,603 in the financial year 2019 and surplus of Kshs 1,309,791,25 in the financial year 2018. The school received capitation from the ministry of education of Kshs 12,927,972, Kshs 21,957,638, Kshs 28,387,012.15 and Kshs 18,893,156.15 for financial year 2021, 2020, 2019 and 2018 respectively. The school ratio of capitation per student was Kshs 7,158, Kshs. 14,668, Kshs. 22,911 and Kshs. 16,869 for the financial year 2021, 2020, 2019 and 2018 respectively. The school reported a total income of Kshs 40,999,961 for the financial year 2021 as compared to a total income of Kshs. 44,746,647 in the financial year 2020 and Kshs. 61,935,103.30 in the financial year 2019. The total expenditure for the financial year 2021 was Kshs. 34,634,569 as compared to Kshs. 44,807,629.25 for the financial year 2020 and Kshs. 80,538,868 for the year 2019. The school reported accounts receivables of Kshs. 20,032,060 in the financial year 2021 as compared to kshs. 6,666,392 in year 2020 and Kshs. 2,2295,113 in the year 2020. The school had outstanding creditors of Kshs. 18,989,988 during the financial year 2021 as compared to Kshs. 6,656,195 in the year 2020 and Kshs. 2,385,969 in the year 2019

b) Teacher Student ratio:

The school had student to teacher ratio of 1:33 where 15 new teachers were posted to the school and 4 teachers were transferred to other schools. 42 teachers were employed by Teachers Service Commission while 13 teachers were employed by the board of management.

c) Mean score in the 2018 – 2020 KCSE:

Year	No. Of Candidates	Mean Score	Transition To Higher Learning Institutions	Comment
2018	240	6.56	119	Positive deviation
2019	242	6.76	178	Positive deviation
2020	287	9.80	285	Positive deviation

St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

d) Number of Candidates in the KCSE for the last three years:

YEAR	NO. OF CANDIDATES
2018	240
2019	242
2020	287

e) Capacity of the school:

Student population:	1805
Dormitories:	13
Dining Hall:	1
Laboratories:	3
Computer lab.	1
Toilets	34 pit latrines 24-door ablution block
Classes:	24 classes
Teachers Houses	8
School Bus	2

f) Development projects carried out by the school:

<i>S/No.</i>	<i>On-going project</i>	<i>Source of funds</i>
1.	8N0. Classrooms	Ministry of Education/Parents
2.	Ablution block	Ministry of Education
3.	Laying of cabro pavements	Bakery

Sign:

School Principal: Rosebella K. Munzala


St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

4. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY

Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, each National Government Schools hall prepare financial statements in respect of that school. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant accounting standards as prescribed by the Public Sector Accounting Standards Board of Kenya from time to time.

Schedule 4 (Section 23) of the Education Act, 2013 requires the Board of Management of a public institution of basic education to be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

The Board of Management of **ST. JOSEPH'S GIRLS' HIGH SCHOOL** accepts responsibility for the school's financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS).

The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended **30th June, 2021**, and of the school's financial position as at that date.

Name: Elizabeth Wafula

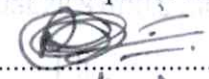
Designation: Chairlady, School Board of Management

Sign: 

Date: 16/06/2024

Name: Rosebella K. Munzala

Designation: School Principal & Secretary to Board of Management

Sign: 

Date: 18/6/2024

Name: Kabole Abisaki

Designation: Bursar/ Finance Officer

Sign: 

Date: 15/6/2024

REPUBLIC OF KENYA

Telephone: +254-(20) 3214000
Email: info@oagkenya.go.ke
Website: www.oagkenya.go.ke



HEADQUARTERS
Anniversary Towers
Monrovia Street
P.O Box 30084-00100
NAIROBI

REPORT OF THE AUDITOR-GENERAL ON ST JOSEPH'S GIRLS HIGH SCHOOL KITALE FOR THE SIX (6) MONTHS' PERIOD ENDED 30 JUNE, 2021 - TRANS NZOIA COUNTY

PREAMBLE

I draw your attention to the contents of my report which is in three parts:

- A. Report on the Financial Statements that considers whether the financial statements are fairly presented in accordance with the applicable financial reporting framework, accounting standards and the relevant laws and regulations that have a direct effect on the financial statements.
- B. Report on Lawfulness and Effectiveness in the Use of Public Resources which considers compliance with applicable laws, regulations, policies, gazette notices, circulars, guidelines and manuals and whether public resources are applied in a prudent, efficient, economic, transparent and accountable manner to ensure the Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on the Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, risk management environment and internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

A Qualified Opinion is issued when the Auditor-General concludes that, except for material misstatements noted, the financial statements are fairly presented in accordance with the applicable financial reporting framework. The Report on Financial Statements should be read together with the Report on Lawfulness and Effectiveness in the Use of Public Resources, and the Report on Effectiveness of Internal Controls, Risk Management and Governance.

The three parts of the report are aimed at addressing the statutory roles and responsibilities of the Auditor-General as provided by Article 229 of the Constitution, the Public Finance Management Act, 2012 and the Public Audit Act, 2015. The three parts of the report when read together constitute the report of the Auditor-General.

Report of The Auditor-General on St Joseph's Girls High School Kitale for the six (6) months' period ended 30 June, 2021-Trans Nzoia County

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of St Joseph's Girls High School Kitale - Trans Nzoia County set out on pages 1 to 17 which comprise the statement of financial assets and liabilities as at 30 June, 2021 and the statement of receipts and payments statement of cash flows and statement of comparison of budget and actual amounts for the year then ended and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of St Joseph's Girls High School Kitale Trans Nzoia County as at 30 June, 2021 and of its financial performance and its cash flows for the period then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with the Public Finance Management Act, 2012 and the Basic Education Act, 2013.

Basis for Qualified Opinion

1. Variance in Boarding and School Fund Payments

The statement of cash flows reflects boarding and school fund payments amount of Kshs.27,535,343 which differs from the statement of budgeted versus actual amounts reflects actual expenditure of Kshs.22,849,364 on boarding and school fund payments. The variance has not been reconciled.

In the circumstances, the accuracy and completeness of boarding and school fund payments amount of Kshs.27,535,343 could not be confirmed.

2. Long Outstanding Receivables

The statement of financial assets and financial liabilities and as disclosed in Note 11 to the financial statements reflects accounts receivables balance of Kshs.20,032,060 in respect to fees arrears out of which Kshs.6,167,134 had been outstanding for more than two (2) years. However, there was no policy on the impairment of long outstanding fees arrears casting doubt on the fair statement of the accounts receivables balance.

In the circumstances, the accuracy and full recoverability of the accounts receivables balance of Kshs.20,032,060 could not be confirmed.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the St Joseph's Girls High School Management in accordance with ISSAI 130 on the Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgement, are of most significance in the audit of the financial statements. There were no key audit matters to report in the year under review.

I have fulfilled the responsibilities described in the Auditor's Responsibilities for the Audit section of the report, including in relation to these matters. Accordingly, the audit included the performance of procedures designed to respond to the assessment of the risks of material misstatement of the financial statements. The results of the audit procedures, including the procedures performed to address the matters below, provide the basis for my audit opinion on the accompanying financial statements

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution, based on the audit procedures performed, except for the effects of the matter described in the Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources section of my report, I confirm that, nothing else has come to my attention to cause me to believe that public resources have not been applied lawfully and in an effective way.

Basis for Conclusion

Lack of Annual Procurement Plan

During the period under review, Management did not prepare an annual procurement plan as part of the annual budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which states that a procuring entity prepare a procurement plan for each financial year as part of the annual budget preparation process.

In the circumstances, Management was in breach of the law.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAI) 4000. The Standard requires that I comply with ethical requirements and plan and perform the audit to obtain assurance about whether the activities, financial transactions and information reflected in the financial statements comply, in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

REPORT ON THE EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, based on the audit procedures performed, except for the effect of the matters described in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Governance section of my report, I confirm that, nothing else has come to my attention to cause me to believe that internal controls, risk management and overall governance were not effective.

Basis for Conclusion

1. Lack of an Audit Committee

During the period under review, the School had not established an audit committee contrary to the guidelines on the establishment and functions of the audit committees as per Section (61)(2)(d) of the Basic Education Act, 2013 which requires the board of management to establish the audit committee.

In the circumstances, the existence of an effective oversight mechanism to ensure efficient system of internal controls could not be confirmed.

2. Lack of a Fixed Asset Register

Review of records revealed that the School did not maintain a fixed asset register indicating the assets owned, dates of acquisition and costs contrary to Regulation 143(1) of the Public Finance Management (National Government) Regulations, 2015 requiring that the accounting officer shall be responsible for maintaining a register of assets under his or her control or possession. It was further noted that the reported biological assets were not valued.

In the circumstances, the accuracy, completeness, existence and ownership of School's assets could not be confirmed.

3. Lack of an Information Technology Service Continuity or Disaster Data Recovery Plan

Review of records revealed that the School did not have an Information Technology Service Continuity or Disaster data recovery strategy plan to mitigate risks of data loss in case of a calamity or disaster. Furthermore, there was no offsite backup storage facility which may lead to catastrophes in the event of a disaster.

In the circumstances, the data recovery measures by the School in case of a disaster could not be confirmed.

The audit was conducted in accordance with the ISSAIs 2315 and 2330. The Standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal controls, risk management and overall governance were operating effectively, in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

Responsibilities of Management and those Charged with Governance

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Public Sector Accounting Standards (Cash Basis) and for maintaining effective internal control as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal control, risk management and overall governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue as going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management is aware of the intention to terminate the School or to cease operations.

Management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 47 of the Public Audit Act, 2015.

In addition to the responsibility for the preparation and presentation of the financial statements described above, Management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities which govern them, and that public resources are applied in an effective way.

Those charged with governance are responsible for overseeing the School's financial reporting process, reviewing the effectiveness of how Management monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the overall control environment.

Auditor-General's Responsibilities for the Audit

My responsibility is to conduct an audit of the financial statements in accordance with Article 229(4) of the Constitution, Section 35 of the Public Audit Act, 2015 and the International Standards for Supreme Audit Institutions (ISSAIs). The standards require that, in conducting the audit, I obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error and to issue an auditor's report that includes my opinion in accordance with Section 48 of the Public Audit Act, 2015. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In conducting the audit, Article 229(6) of the Constitution also requires that I express a conclusion on whether or not in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way. In addition, I consider the entity's control environment in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015.

Further, I am required to submit the audit report in accordance with Article 229(7) of the Constitution.

Detailed description of my responsibilities for the audit is located at the Office of the Auditor-General's website at: <https://www.oagkenya.go.ke/auditor-generals-responsibilities-for-audit/>. This description forms part of my auditor's report.


FCPA Name: Gathungu, CBS
AUDITOR-GENERAL

Nairobi

23 October, 2024

St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

6. Statement Of Receipts And Payments For Period To 30th June 2021

DESCRIPTION OF VOTE HEAD	Note	2020-2021
		Kshs
RECEIPTS		
Capitation grants for tuition	1	1,778,599
Capitation grants for operations	2	11,149,373
School Fund Income- Parents' Contributions	3	8,295,741
School Fund Income- Other receipts	4	19,776,248
TOTAL RECEIPTS		40,999,961
PAYMENTS		
Payments for Tuition	5	1,640,485
Payments for operations	6	5,458,741
Boarding and school fund payments	7	27,535,343
TOTAL PAYMENTS		34,634,569
SURPLUS		6,365,392

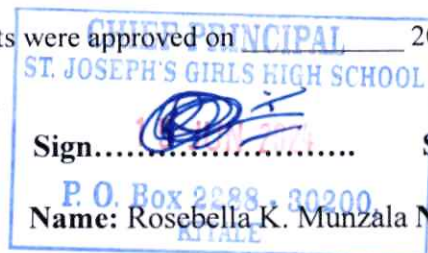
The school financial statements were approved on _____ 2021 and signed by:

Sign: 

Name: Elizabeth Wafula

Chair BOM

Date: 16/06/2024



Sign: 

Name: Rosebella K. Munzala

School Principal/
Secretary to BOM

Date: 15/6/2024

Sign: 

Name: Kabole Abisaki

Bursar/
Finance Officer

Date: 15/06/2024

St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021
7. Statement of Assets and Liabilities As At 30th June 2021

	Note	2020-2021
		Kshs
FINANCIAL ASSETS		
Cash and Cash Equivalents		
Bank Balances	8	9,233,977
Cash Balances	9	60,758
Total Cash and cash equivalent		9,294,735
Account's receivables	11	20,032,060
TOTAL FINANCIAL ASSETS		29,326,795
FINANCIAL LIABILITIES		
Accounts Payables	12	18,989,988
NET FINANCIAL ASSETS		10,336,807
REPRESENTED BY		
Accumulated Fund b/f	13	3,971,415
Surplus/Deficit for the year		6,365,392
NET FINANCIAL POSITION		10,336,807

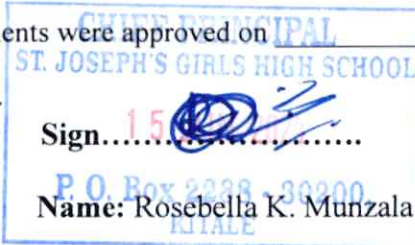
The School's financial statements were approved on 15/06/2021 and signed by:

Sign *Elizabeth Wafula*

Name: Elizabeth Wafula

Chair BOM

Date *16/06/2021*



Sign *Rosebella K. Munzala*

Name: Rosebella K. Munzala

School Principal/
Secretary to BOM

Date *15/6/2021*

Sign *Kabole Abisaki*

Name: Kabole Abisaki

Bursar/
Finance Officer

Date *15/06/2021*

St. Joseph's Girls' High School- Kitale

Six month Report and Financial Statement for the period ended 30th June 2021

8. Statement of Cash Flows for the Year Period 30th June 2021

		2020-2021
		Kshs
Receipts for operating income		
Capitation grants for tuition	1	1,778,598.75
Capitation grants for operations	2	11,149,373.25
School fund income- Parents contributions/ fees	3	8,295,741.00
School fund income- other receipts	4	19,776,248.00
Total receipts		40,999,961.00
Payments		
Payments for Tuition	5	1,640,484.60
Payments for operations	6	5,458,741.00
Boarding and school fund payments	7	27,535,343.20
Total payments		34,634,568.80
Cash flow from operating activities before working capital adjustments		6,365,392.20
Add/less decrease/increase in receivables		-
Add/less decrease/increase in payable		-
Net cash flow from operating activities		6,365,392.20
CASHFLOW FROM INVESTING ACTIVITIES		
Proceeds from Sale of Assets		-
Acquisition of Assets		
Proceeds from investments		-
Purchase of investments		-
Net cash flows from Investing Activities		-
CASHFLOW FROM BORROWING ACTIVITIES		
Proceeds from borrowings/ loans		-
Repayment of principal borrowings		-
Net cash flow from financing activities		-
NET INCREASE IN CASH AND CASH EQUIVALENTS		6,365,392.20
Cash and cash equivalent at BEGINNING of the year		2,929,342.90
Cash and cash equivalent at END of the year		9,294,735.10

St. Joseph's Girls' High School- Kitale
Six month Report and Financial Statement for the period ended 30th June 2021

	1,379,310.00	-	-	-	-				
Parents Association	3,391,246.00	-	3,391,246.00	3,391,246.00	3,391,246.00	-			100%
Activity	1,897,500.00	-	1,897,500.00	697,206.00	1,200,294.00				37%
Fee on Boarding Equipment and stores	19,006,672.00	-	19,006,672.00	12,357,603.00	6,649,069.00				65%
TOTAL INCOME	40,716,378.00		-	20,301,269.00	20,301,269.00				#DIV/0!
(1) EXPENDITURE FOR TUITION									
Teaching / learning materials	3,200,040.00	-	3,200,040.00	1,640,484.60	1,559,555.40				51%
Total	3,200,040.00	-	3,200,040.00	1,640,484.60	1,559,555.40				51%
Total OPERATIONS									
Others voteheads	8,532,900.00	-	8,532,900.00	5,458,741.00	3,074,159.00				64%
Improvement and maintenance	4,491,000.00	-	4,491,000.00	-	4,491,000.00				0%
SMASSE	-	-	-	5,458,741.00	5,458,741.00				0%
(3) EXPENDITURE FOR SCHOOL FUND									
BES	19,006,672.00	-	19,006,672.00	12,927,233.00	6,079,439.00				68%
Local travel and transport	1,631,850.00	-	1,631,850.00	716,912.00	914,938.00				44%
EWC	2,218,000.00	-	2,218,000.00	947,063.00	1,270,937.00				43%
Personnel emoluments	7,351,950.00	-	7,351,950.00	3,421,271.00	3,930,679.00				47%
Administration cost	2,459,850.00	-	2,459,850.00	940,560.20	1,519,289.80				38%
Parents Association	3,381,245.60	-	3,381,245.60		-				100%

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	3,381,245.60	-		3,381,245.60		
Improvement and maintenance	1,380,000.00	-	1,380,000.00	399,280.00	980,720.00	29%
Medical Expenses	1,379,310.00	-	1,379,310.00	4,700.00	1,374,610.00	0%
Activity	1,897,500.00	-	1,897,500.00	111,100.00	1,786,400.00	6%
TOTALS	40,706,377.60		40,706,377.60	16,823,558.60	23,882,819.00	

i There was budget underutilization because the school had resumed operations after covid 19 break where all operations had not resumed

10. Significant Accounting Policies

The principal accounting policies adopted in the preparation of these financial statements are set out below:

1. Statement of compliance and basis of preparation

The financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) with particular emphasis on Cash Basis Financial Reporting under the Cash Basis of Accounting and applicable government legislations and regulations. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

This cash basis of accounting has been supplemented with accounting for; a) receivables that include school fees from parents, imprest, salary advances and other receivables and b) payables that include deposits and retentions and payables from operations.

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the *school*, and all values are rounded to the nearest Kenya Shilling (Kshs). The accounting policies adopted have been consistently applied to all the years presented.

2. Recognition of receipts and payments

The *school* recognises all receipts from the various sources when the event occurs, and the related cash has actually been received by the *school*. In addition, the *school* recognises all expenses when the event occurs, and the related cash has actually been paid out by the *school*. Income arising from school fees is recognised when the event occurs whether cash is received or not. Expenditure arising from operations is recognised when the event occurs irrespective of receipt of cash.

3. In-kind contributions

In-kind contributions are donations that are made to the *school* in the form of actual goods and/or services rather than in money or cash terms. These donations may include vehicles, equipment or personnel services. Where the financial value received for in-kind contributions can be reliably determined, the *school* includes such value in the statement of receipts and payments both as a receipt and as a payment in equal and opposite amounts; otherwise, the contribution is not recorded.

4. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include amounts held at various financial institutions at the end of the financial year.

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5. Accounts Receivable

For the purposes of these financial statements, imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year are treated as receivables. Accounts receivables also include school fees billed to parents for services rendered but not paid. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.

6. Accounts Payable

For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized as accounts payables. This is in recognition of the government practice of retaining a portion of contracted services and works pending fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. Payables also include expenditure incurred for the purchase of goods, works and services that has been rendered and not settled. This is an enhancement to the cash accounting policy adopted for public secondary schools. Other liabilities are disclosed in the financial statements.

7. Non-current assets

Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.

8. Budget

The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The *school's* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.

9. Comparative figures

Where necessary comparative figures for the previous financial year have been amended or reconfigured to conform to the required changes in presentation.

10. Subsequent events

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30th June 2021.

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11. Notes To The Financial Statements

1 Government Grants for Tuition

	Kshs
Tuition	1,291,976.25
Teaching / learning materials	486,622.50
Total	1,778,598.75

2 Capitation Grant For Operations

	Kshs
Personal Emoluments	-
Repairs and maintenance	2,626,040.00
Local Transport and travelling	-
Electricity and water	-
Medical	-
Administrative cost	-
Activity	-
Other overheads	8,523,333.25
Total	11,149,373.25

3 Parents Contribution/Fees - School Fund Account

	Kshs
Personal Emoluments	2,840,825.00
Repairs and maintenance	1,014,389.00
Local Transport and travelling	937,203.00
Electricity and water	1,329,817.00
Administrative cost	1,476,301.00
Activity	697,206.00
Total	8,295,741.00

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 Other Receipts – School Fund Account

	Kshs
Fee on Boarding Equipment and Stores	12,357,603.00
Income from farming activities	704,225.00
Excess fees(prepaid)	2,221,595.00
Income from Bakery	766,000.00
Fees Arrears	320,553.00
Parents Association Fund/Development	3,391,246.00
School ID	3,600.00
Union	5,700.00
Equity account	5,726.00
Total	19,776,248.00

5 Payments For Tuition

	Kshs
Laboratory Equipment	203,327.00
Teaching / learning materials(Textbooks and reference materials)	87,500.00
Bank charges	6,384.60
Administration Costs	-
Sundry creditors	1,343,273.00
Total	1,640,484.60

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

6 Payments For Operations

	Kshs
Personal Emoluments	3,654,898.00
Repairs and maintenance	-
Local Transport and travelling	217,135.00
Electricity and water	667,796.00
Medical	100,000.00
Administrative cost	807,815.00
Activity	-
Bank charges	11,097.00
TOTAL	5,458,741.00

7 Boarding And School Fund Payments

	Kshs
Personnel Emoluments	3,421,271.00
Activity	111,100.00
Repairs and Maintenance	399,280.00
Electricity and water	947,063.00
Local transport and travel	716,912.00
Computer Class	-
House Rent	-
University registration	-
Student ID	-
School farm	707,090.00
Fees prepayment(refund)	-
Bakery Expenses	663,349.00
Administration cost	940,560.20
Expenses on income generating activities	-
Fee on Boarding Equipment and Stores	12,927,233.00
Rent Expenses	-
Sundry creditors	3,315,539.40
Medical	4,700.00
Development	3,381,245.60
TOTAL	27,535,343.20

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

8 Bank Accounts

		Kshs
Tuition Account-ABSA	0038202154	167,830
Operations Account-ABSA	0038881833	535,005
School Fund Account ABSA	0038371312	1,632,925
Infrastructure Account-ABSA	2040786964	4,752,548
School fund Equity	0330263648825	1,960,721
Savings Account School Farm-Equity	0330295022080	16,129
Savings Account Bakery-Equity	0330278149630	168,820
Total		9,233,977

9 Cash In Hand

	Kshs
Tuition Account	-
Operation Account	51,808.00
School Farm	8,213.00
School Fund account	737.45
Total	60,758.45

10 Short Term Investments

Equity stock	0
Other investments	0
Total	0

NOTES TO THE FINANCIAL STATEMENTS (Continued)

11 Accounts Receivable

	Kshs
Fees arrears	20,032,060
Other non-fees receivables	-
Salary advances	-
Imprest	-
Total	20,032,060

	Kshs
Fees arrears for current year	7,198,534.00
Fees arrears for the previous year	6,666,392.00
Fees arrears for prior periods (over two years)	6,167,134.00
Total	20,032,060

12 Accounts Payable

	Kshs
Trade creditors (See ageing below and appendix 1)	9,947,824
Prepaid fees	6,656,195
Retention monies	2,385,969
Total	18,989,988

	Kshs
Trade creditors for current year	9,947,824
Trade creditors for the previous year	-
Trade creditors for prior periods (over two years)	-
Total	9,947,824

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

13 Fund Balance Brought Forward

	Kshs
Bank balances	2,914,246
Cash balances	15,097
Short Term Investments	-
Receivables	20,032,060
Payables	18,989,988
Total	3,971,415

Other important disclosure notes

IPSAS 1 encourages an entity to disclose accrual related information in relation to an entity's assets and liabilities. The notes outlined below are disclosure notes in relation to the school's non- financial assets and liabilities.

14 Non-current Liabilities Summary

Description	
Bank loan(s)	0
Outstanding Leases	0
Hire purchase	0
Gratuity and leave provision	0
Total	0

15 Biological assets

Description		
Cattle	18	0
Sheep	17	0
Trees	520	0
Pigs	21	0
Poultry	105	0
Total	681	0

16 Borrowings

Description	
a) Borrowings	
Borrowing at beginning of the year	0
Borrowings during the year	0
Repayments of during the year	0
Balance at end of the year	0

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Other important disclosure notes

17 Stock/ Inventory

b) Borrowings	
Stock/ inventory at beginning of the year	0
Stock/ inventory purchased during the year	0
Stock/ inventory issued during the year	0
Balance at end of the year	0

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18 PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS

The following is the summary of issues raised by the external auditor, and management comments that were provided to the auditor.

Ref No	Issue / Observations from Auditor	Management Comments	Status: Resolved or Not Resolved?	Timeline: (Date when you expect the issue to be resolved)

CHIEF PRINCIPAL
ST. JOSEPH'S GIRLS HIGH SCHOOL

P. O. Box 2288 - 30200,
School Principal: Rosebella K. Munzala

Sign:

Date: 15/6/2024

ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Construction of buildings							
1.							
2.							
3.							
	Sub-Total						
Supply of goods							
4.							
5.							
6.							
	Sub-Total						
Supply of services							
7.							
8.							
9.							
	Sub-Total						
	Grand Total						

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ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

	Date purchased	Location	Historical Cost (KSh)	Additions during the year (KSh)	Disposals during the year (KSh)	Historical Cost (KSh)
			July 20xx			30 th June 20xx
Land 1						
Land 2						
Buildings and structures						
Motor vehicles						
Office equipment, furniture and fittings						
ICT Equipment, and Other ICT Assets						
Tools and apparatus						
Textbooks						
Other Machinery and Equipment						
Heritage and cultural assets						
Intangible assets- soft ware						
Total						