

REPUBLIC OF KENYA



Enhancing Accountability

REPORT

THE NATIONAL ASSEMBLY
PAPERS LAID

DATE: 20 FEB 2025

DAY:
THURSDAY

TABLED
BY:

HON. NAOMI WAGG MP
D/MAJORITY WHIP

OF

CLERK AT
THE TABLE

INZEBU MWALE

PARLIAMENT
OF KENYA
LIBRARY

THE AUDITOR-GENERAL

ON

**METKEI GIRLS' PUBLIC SECONDARY
SCHOOL**

**FOR THE YEAR ENDED
30 JUNE, 2023**

ELGEYO MARAKWET COUNTY

Revised 30th June 2023



***METKEI GIRLS SECONDARY
SCHOOL***

***P.O BOX 161-30101, TEL: 0703506000 AINABKOI
WEB SITE: [https://www. Metkeigirls.sc.ke/](https://www.Metkeigirls.sc.ke/)Email: metkeigirlss@gmail.com***

PUBLIC SECONDARY SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED
30th June 2023**



(METKEI GIRLS SECONDARY SCHOOL)
PUBLIC SECONDARY SCHOOL
Annual Report and Financial Statements
For the year ended 30th June 2023

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

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I. KEY SCHOOL INFORMATION AND MANAGEMENT

METKEI GIRLS SECONDARY SCHOOL

(a) Background information

The school is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is located in Elgeyo Marakwet County, Keiyo South Sub-County

The school was registered in 11/2015 under registration number 28s30000287 and is currently categorized as extra county public school established, owned or operated by the Government.

The school is a boarding school and had 1014 number of students as at *30th June 2023* it has 5 streams and 46 teachers of which 6 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:

Ref:	Name of Board Member	Designation	Date of appointment
1	Ms. Providence Kiptoo	Chairman	29/6/2022
2	Ms. Rosemary Tomno	Secretary - Principal	29/6/2022
3	Mr. Mark George	Member	29/6/2022
4	Mr. Josphat Tanui	Member	29/6/2022
5	Ms. Zipporah Ronoh	Member	29/6/2022
6	Rev. Abraham Kemei	Member	29/6/2022
7	Mr. Wilberforce Kutol	Member	29/6/2022
8	Mr. Brian Koletit	Member – Rep CEB	29/6/2022
9	Mr Mathew Kemboi	Member Rep Teachers	29/6/2022
10	- Justice Paul Kosgei - Ms. Rose Kotut - Mr Daniel Makupi	3 Members - Sponsor	29/6/2022
11	Ms. Alice Chirchir	Member - Community	29/6/2022
12	Mr Bernerd Chemweno	MemberSpecial Needs	29/6/2022
13	Sandra Chelimo	Rep Students	29/6/2022

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

The function of the School Board of Management includes:

- 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 pupil's 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

Provide the names of the various committees of the Board established by the Board and the names of the committee members:

Ref:	Name of Committee	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee	<ul style="list-style-type: none"> ➤ Josphat Tanui ➤ Providence Kiptoo ➤ Rosemsry Tomno ➤ -Alice Chirchir ➤ -Paul Kosgei 	Chair B.O.M Chair B.O.M Secretary Member Member	12 times
2	Audit Committee	<ul style="list-style-type: none"> ➤ Wilberforce Kutol ➤ Bernard Chemweno ➤ Daniel Makupi ➤ Vincent Juma 	Chair Member Member Member	3Times
3	Finance,procurement and general purposes Committee	<ul style="list-style-type: none"> ➤ Brian Koletit ➤ Rosemary Tomno ➤ Providence Kiptoo ➤ Mark George ➤ Josphat Tanui 	Chair B.o.m Secretary B.o.m Chair Memeber Member	10 Times
4	Academic Committee	<ul style="list-style-type: none"> ➤ Daniel Makupi ➤ Mathew Kosgei ➤ Caren Kosgei ➤ Wiberforce Kutol ➤ Alice Chirchir 	Chair Member Member Member Member	3 times
5	Development Committee	<ul style="list-style-type: none"> ➤ Rose Kotut ➤ Josphat Tanui ➤ Rosemary Tomno ➤ Providence Kiptoo ➤ Hellen Bargoria ➤ Sub -County 	Chair Member Principal/Bom Secretary B.o.M Chair Secretary	7 Times

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		director	SDE	
6	Discipline and welfare Committee	<ul style="list-style-type: none"> ➤ ➤ Paul Kosgei ➤ Rosemary Tomno ➤ Winnie Malonko ➤ Zipporah Rono ➤ Vincent Juma ➤ Hellen Bargarioria 	Member Principal Member Member Member Member	5 Times
7	Adhoc Committee (if any during the year)			

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(d) School operation Management

For the financial year ended 30th June 2023 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	Ms.Rosemary Tomno	435261
2	Deputy Principal	Ms .Hellen Bargoria	312412
3	School Bursar	Ms. Hilda Sang	23692133

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box: 161-30101, AINABKOI
Telephone: 0703-506000
E-mail: metkeigirlss@gmail.com

(f) School Bankers

The following school operated 5 numbers of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

1. Name of Bank: KCB }
Branch: Eldoret } Tuition account
Account Number: 1103467077 }
2. Name of Bank: KCB }
Branch: Eldoret } Operation account
Account Number: 1103467379 }
3. Name of Bank: KCB }
Branch: Eldoret } B.E.S account
Account Number: 1102483486 }
4. Name of Bank: KCB }
Branch: Eldoret } Infrastructure account
Account Number: 1258318679 }
5. Name of Bank: Equity Bank }
Branch: Iten } B.E.S account.
Account Number: 1530278976402 }

MPESA Pay Bill No. 522123 attached to KCB bank account

II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

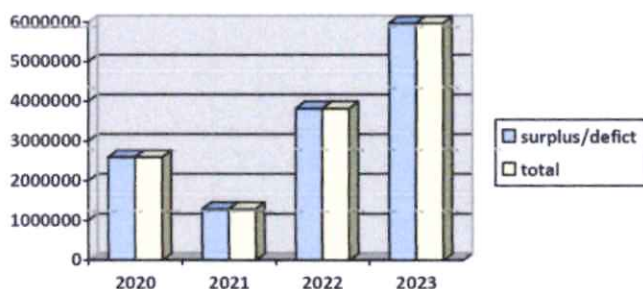
The following is a summary report of the performance of the school against the set performance evaluation criteria:

Financial performance:

- Surplus/ deficit for the year and a comparison of the same for the last three years

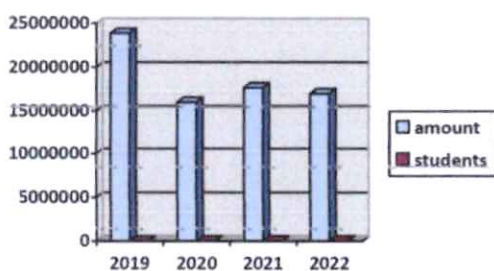
Year	2020	2021	2022	2023
Amount	2,597,884	1,294,424	3,820,711	5,970,387

Graphical presentation of surplus/deficit overview for three years.



- Capitation grants from the Ministry of Education for the last three years

Year	2019	2020	2021	2022
Amount	23,861,771	15,989,713.65	17,652,755.20	16,969,586/=
Students	900	950	957	1110



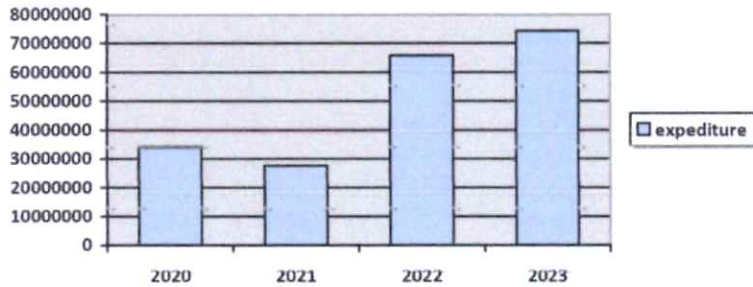
Ratio of capitation grant per student over the last three years

Year	2019	2020	2021	2022
Ratio	1:20,958	1:16,831	1:18,445	1:15,260.8

- A three-year overview of growth in expenditure of the school

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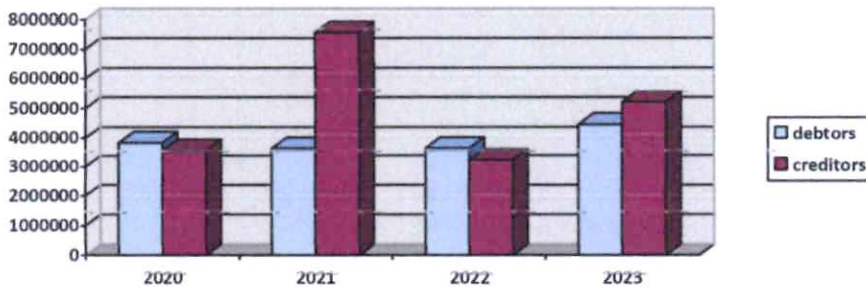
YEAR	2020	2021	2022	2023
EXPENDITURE	34,221,489	27,598,364	65,751,349	74,250,377



- *Movement of debtors and creditors of the school over the last three years*

YEAR	2020	2021	2022	2023
DEBTORS	3,845,100	3,639,037	3,639,037	4,462,654

YEAR	2020	2021	2022	2023
CREDITORS	3,571,540	7,560,859	3,219,703	5,219,263

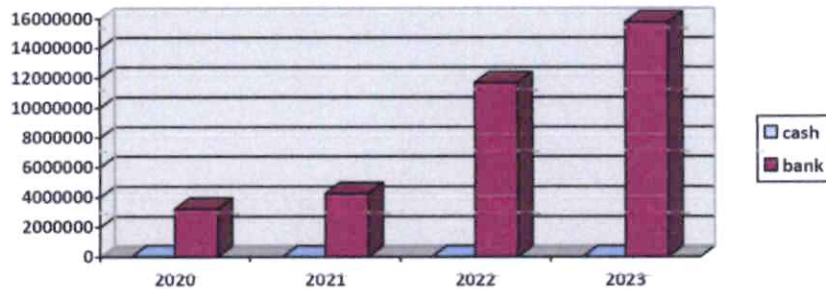


- *Movement of cash and bank balances over the last three years*

YEAR	2020	2021	2022	2023
CASH	39,945	3,787	24,911	7,750

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<i>YEAR</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
<i>BANK</i>	3,238,047.44	4,264,086	11,692,707	15,763,506



a) **Teacher Student ratio:**

<i>S/N</i>	<i>Teacher student Ratio</i>	<i>Teachers Employed by TSC</i>	<i>Teachers Employed by BOM</i>	<i>Teachers Transferred</i>	<i>Teachers posted to school</i>	<i>Teachers Retired</i>
	1:23	33	13	3	1	-

b) **Mean score in the 2022 KCSE:**

<i>Year</i>	<i>No. of students</i>	<i>Mean Score</i>	<i>Transitioned to higher learning</i>	<i>Comment</i>
2022	229	8.9607	200C+ And Above	97% Transition
2021	213	8.103	179c+ And Above	84% Transition
2020	147	8.308	134c+ And Above	91% Transition
2019	161	8.416	137 c+ And Above	85% Transition

c) **Number of Candidates in the 2022 KCSE:**

<i>Year</i>	<i>No of Students</i>	
2022	229	
2021	213	

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2020	147	
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Capacity of the school:

No. of students	Dormitories	Dining hall	Laboratories	Toilets
1110	9	in progress	5	68

d) Development projects carried out by the school:

S/NO	ITEM	SOURCE OF FUNDS	STATUS
1.	Multipurpose hall	M.O.E & RMI From Parents	80% completion
3.	Construction of Bio digester	M.O.E & RMI From Parents	95% complete
4.	Construction of Incinerator	From Parents	100% complete
5.	Dormitory Extension	RMI From Parents	100% complete
6.	Construction of washing points	RMI From Parents	100% complete
7.	Three storeyed Dormitory	M.O.E & From Parents	In progress

Sign




School Principal

III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY

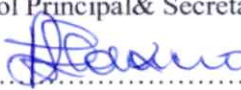

Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, each National Government School shall prepare financial statements in respect of that school. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant 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 (METKEI GIRLS) 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, 2023, and of the school's financial position as at that date 30th June 2023

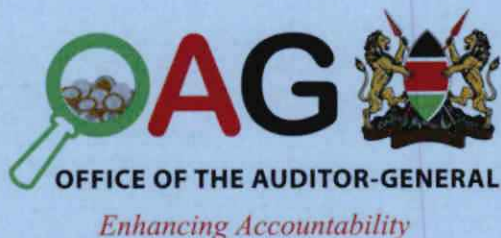
Name: Ms Providence Kimani
Designation: Chairperson, Board of Management
Sign: 
Date: 4/9/2024


Name: Ms. Rosemary Kuto
Designation: School Principal & Secretary to Board of Management
Sign: 
Date: 04/09/2024


Name: Ms. Hilda Sang
Designation: Accounts Officer
Sign: 
Date:


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 METKEI GIRLS' PUBLIC SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2023 – ELGEYO/MARAKWET 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 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 Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on 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, the risk management environment and the internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

An unmodified opinion does not necessarily mean that an entity has complied with all relevant laws and regulations and that its internal controls, risk management and governance systems are properly designed and were working effectively in the financial year under review.

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 ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of Metkei Girls' Public Secondary School – Elgeyo/Marakwet County - set out on pages 13 to 25, which comprises of the statement of financial assets and financial liabilities as at 30 June, 2023, and the statement of receipts and payments, statement of cash flows and statement of budgeted

versus 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 Metkei Girls' Public Secondary School as at 30 June, 2023, and of its financial performance and its cash flows for the year 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. Misstatement in the Financial Statements

The statement of receipts and payments reflects total receipts amount of Kshs.80,220,764 which includes capitation grants for operations amount of Kshs.11,811,730 as disclosed in Note 2 to the financial statements. However, casting of Note 2 revealed an amount of Kshs.14,085,730 leading to a variance of Kshs.2,274,000 which has not been explained.

Further, the statement of financial assets and liabilities reflects net financial position balance of Kshs.15,167,263 which includes accumulated fund brought forward balance of Kshs.9,196,876. However, Note 15 to the financial statement revealed fund balance brought forward of Kshs.10,691,146 leading to a variance of Kshs.1,494,270 which has not been explained.

In the circumstances, the accuracy and completeness of the financial statements could not be confirmed.

2. Unsupported Accounts Receivables

The statement of financial assets and financial liabilities reflects accounts receivable balance of Kshs.4,615,921 as disclosed in Note 13 to the financial statements. However, the supporting schedules, detailed aging analysis and issued invoices were not provided for audit review.

In the circumstances, the accuracy of the accounts receivables balance of Kshs.4,615,921 could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Metkei Girls' Public Secondary School. Management in accordance with ISSAI 130 on 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 judgment, are of most significance in the audit of the financial statements. There were no key audit matters to report in the year under review.

Other Matter

Unresolved Prior Year Matters

In the audit report of the previous year, several issues were raised under the Report on Financial Statements, Report on Lawfulness and Effectiveness in use of Public Resources, and Report on Effectiveness of Internal Controls, Risk Management and Governance. However, Management had not resolved the issues as at 30 June, 2023.

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 matters 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

1. Late Submission of Financial Statements

During the year under review, Management submitted the financial statements to the Auditor-General on 11 July, 2024 instead of the statutory deadline of 30 September, 2023. This was contrary to Section 81 of the Public Finance Management Act, 2012 on preparation of the financial statements.

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

2. Failure to Prepare School Improvement Plan

During the year/period under review, the School did not have an approved School Improvement Plan, contrary to Section 2.2 of the Ministry of Education Operation Manual for Utilization of Learner Capitation Grant and Other School Funds, which requires schools to identify in every three-year school improvement planning cycle, one priority area in each of the four key areas which include curriculum implementation, foundational literacy and numeracy outcomes, an enabling environment for learning and parental involvement and community engagement for implementation.

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

3. Non-Compliance with Public Sector Accounting Standards Requirements

Review of the financial statements revealed misalignment of note numbering between the financial statements and notes to the financial statements as shown in the table below:

Component	Statement of Receipts and Payments/ Statement of Financial Assets and Financial Liabilities	Notes to the Financial Statements
Payments for Tuition	Note 6	Note 5
Payments for Operation	Note 7	Note 6
Payments Infrastructure	Note 8	No Note Indicated
Boarding and School Fund Payments	Note 9	Note 7
Bank Balances	Note 10	Note 8
Cash Balance	Note 11	Note 9
Short term Investment	Note 12	Note 10
Account's Receivables	Note 13	Note 11
Accounts Payables	Note 14	Note 12
Accumulated Fund Brought Forward	Note 15	Note 13

In the circumstances, Management did not comply with the Public Sector Accounting Standards Board Requirements.

The audit was conducted in accordance with 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 are in compliance, 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 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 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. Weaknesses in Inventory Management

Review of the store ledgers maintained revealed that the School procured food items, office stationery and supplies, drugs and sports supplies for its operations. However, the

annual stock take was not conducted as at 30 June, 2023 to confirm the closing stock balances of inventories.

In the circumstances, effectiveness of internal controls in management of inventory could not be confirmed.

2. Lack of Fixed Asset Register

Annex 2 summary of fixed assets register to the financial statements reflect a summary of fixed assets register with Nil values. However, review of records revealed that the School had various assets which include; land, buildings, motor vehicles, furniture, texts books, computers and lab equipment which were not valued. The assets listing provided for review did not indicate the date of acquisition, detailed serial and tagging numbers, cost or valuation amount, depreciation rates and amount, and net book values.

In the circumstances, lack of a comprehensive fixed asset register may lead to loss of assets and inaccurate disclosure in financial statements.

3. Lack of a Disaster Management Committee

Review of the School's Policies revealed that there was no disaster management committee in place. The committee is mandated to oversee the implementation of disaster management initiatives and ensure that the School has a contingency plan in place.

In the circumstances, Management might not properly mitigate and cushion itself in case of an emergency situation or major disaster occurring.

4. Lack of Internal Audit Function and Audit Committee

During the year under review, the School had not constituted an audit committee and an internal audit unit as required by Regulation 166(1) and (2) of the Public Finance Management (National Government) Regulations, 2015 which states that, the internal audit unit of a National Government entity to assess effectiveness of the School through an internal performance appraisal commenting on its effectiveness in the annual report to The National Treasury.

In the circumstances, the School did not benefit from the oversight role and advice from the audit committee and the internal audit function.

5. Lack of Board of Management

During the year under review, the Board of Management that is supposed to direct the School in achieving its strategic objectives was not constituted.

In the circumstances, the School will not achieve its strategic objectives.

The audit was conducted in accordance with ISSAI 2315 and ISSAI 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 International Public Sector Accounting Standards (Modified Cash Basis) and for maintaining effective internal controls 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 controls, risk management and overall governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its services, disclosing, as applicable, matters related to sustainability of services and using the applicable 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 control environment.

Auditor-General's Responsibilities for the Audit

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. 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 and weakness 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 addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, 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 accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal controls in order to give an assurance on the effectiveness of internal controls, risk management and overall governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal controls would not necessarily disclose all matters in the internal controls that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal controls may not prevent or detect misstatements and instances of non-compliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies and procedures may deteriorate.

As part of an audit conducted in accordance with ISSAIs, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of the applicable basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the School to cease to continue to sustain its services.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the School to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

I communicate with Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that are identified during the audit.

I also provide Management with a statement that I have complied with relevant ethical requirements regarding independence and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and where applicable, related safeguards.


FCPA Nancy Gathungu, CBS
AUDITOR-GENERAL

Nairobi

19 September, 2024

V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30TH JUNE 2023

DESCRIPTION OF VOTE HEAD	Note	2022-2023	2021-2022
		Kshs	
RECEIPTS			
Capitation grants for tuition	1	2,853,856	3,792,300
Capitation grants for operations	2	11,811,730	16,244,501
Capitation Grants Infrastructure	3	8,239,000	0
School Fund Income- Parents' Contributions	4	57,316,178	45,714,548
School Fund Income- Other receipts	5		
Proceeds from borrowings			
TOTAL RECEIPTS		80,220,764	65,751,349
PAYMENTS			
Payments for Tuition	6	2,697,799	5,610,774
Payments for operations	7	9,081,521	18,090,792
Payments Infrastructure	8	2,508	
Boarding and school fund payments	9	62,468,549	38,229,072
TOTAL PAYMENTS		74,250,377	61,930,638
SURPLUS/DEFICIT		5,970,387	3,820,711

The school financial statements were approved on ----- and signed by:

Sign: 
 Name Ms. Providence Kiptoo
 Chair BOM
 Date 4 SEP 2024


Sign 
 Name Ms. Rosemary Tomno
 School Principal
 Secretary to BOM
 Date 04 SEP 2024


Sign.....
 Name Ms. Hilda Sang
 Accounts Officer
 Date 04 SEP 2024


PUBLIC SECONDARY SCHOOLS - (METKEI GIRLS SECONDARY SCHOOL)
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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 2023

	Note	2022-2023	2021-2022
			Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	10	15,763,505	11,692,707
Cash Balances	11	7,750	24,911
Short term Investment	12	0	0
Total Cash and cash equivalent		15,771,255	11,717,618
Account's receivables	13	4,615,921	7,659,325
TOTAL FINANCIAL ASSETS		20,387,176	19,376,943
FINANCIAL LIABILITIES			
Accounts Payables	14	5,219,263	3,219,703
NET FINANCIAL ASSETS		15,167,913	16,157,240
REPRESENTED BY			
Accumulated Fund b/fwd	15	9,196,876	12,336,529
Surplus/Deficit for the year		5,970,387	3,820,711
NET FINANCIAL POSITION		15,167,263	16,157,240

The School's financial statements were approved on ----- and signed by:

Sign: 
 Name Ms. Providence Kiptoo
 Chair BOM
 Date 

Sign: 
 Name Ms. Rosemary Tomno
 School Principal/
 Secretary to BOM
 Date 

Sign: 
 Name Ms. Hilda Sang
 Accounts Officer
 Date 

PUBLIC SECONDARY SCHOOLS - (METKEI GIRLS SECONDARY SCHOOL)
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VII STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 2023

		2022-2023	2021 -2022
			Kshs
Receipts for operating income			
Capitation grants for tuition	1	2,853,856	3,792,300
Capitation grants for operations	2	11,811,730	16,244,501
Government grants for infrastructure	3	8,239,000	
School fund income- Parents contributions/ fees	4	57,316,178	45,714,548
School fund income- other receipts	5		
Total receipts		80,220,764	65,751,349
Payments			
Payments for Tuition	5	2,697,799	5,610,774
Payments for operations	6	9,081,521	18,090,792
Boarding and school fund payments	7	62,468,549	38,229,072
Total payments		74,247,869	61,930,638
Net cash flow from operating activities	8	5,972,895	3,820,711
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets	9		7,177,245
Acquisition of Assets			
Proceeds from investments			
Purchase of investments			
Net cash flows from Investing Activities			7,177,245
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		5,972,895	10,997,956
Cash and cash equivalent at BEGINNING of the year	10	11,001,743	3,787
Cash and cash equivalent at END of the year		16,974,638	11,001,743

VII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 2023

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	% of Utilisation
	a	b	c=a+b	d	f=d/c %
RECEIPTS					
<i>(1) CAPITATION GRANT ON TUITION</i>					
Text books	200,500		200,500	-	-
Exercise books	881,832		881,832	-	-
Laboratory equipment's and apparatus	352,733		352,733	-	-
Teaching/learning materials	2,645,496		2,645,496	2,853,856	108
chalks	44,092		44,092	-	-
Internal exams	264,550		264,550	-	-
Reference materials			-	-	
TOTALS	4,389,203		4,389,203	2,853,856	108
<i>(2) CAPITATION GRANT ON OPERATIONS</i>					
Personal emoluments	3,816,400		3,816,400	2,510,413	66
Local transport / travelling	2,960,755		2,960,755	1,755,098	59
Electricity and water	1,431,150		1,431,150	255,800	18
Medical	2,030,000		2,030,000	-	-
Administration costs	1,908,200		1,908,200	1,505,190	79
Activity	1,522,500		1,522,500	1,202,602	79
RMI	5,075,000		5,075,000	2,582,000	51
3) FDSE for Infrastructure					
Maintenance & Improvement MOE	10,000,000		10,000,000	8,239,000	82
M&I Parents Contribution			-		
Economic Stimulus Programs			-		
Transition Infrastructure Grants			-		
Administration Costs			-		
TOTALS	28,744,005		28,744,005	18,050,103	
<i>(4) FEES CHARGED ON PARENTS</i>					
Personnel emoluments	4,738,020		4,738,020	4,900,680	103
Repairs and maintenance	7,105,000		7,105,000	2,237,472	31
Local transport / travelling	5,346,005		5,346,005	3,915,576	73
Electricity and water	3,208,415		3,208,415	3,006,208	94
Medical	-		-		
Administration costs	4,277,210		4,277,210	8,390,520	196
Activity	2,030,000		2,030,000	1,678,104	83
SMASSE			-		
Fee on Boarding Equipment and Stores	21,142,450		21,142,450	30,765,242	146
	47,847,100		47,847,100	54,893,802	

PUBLIC SECONDARY SCHOOL

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5) Miscellaneous income					
Rent Income			-		
Income from farming activities			-		
insurance compensation			-		
income from posho mill			-		
Income from Grants and Donations			-		
Dividends Income			-		
Loans/Borrowings			-		
TOTAL INCOME	80,980,308	80,980,308	78,797,761	97	
(6) EXPENDITURE FOR TUITION					
Text books			-		
Exercise books			-		
Laboratory equipment's and chemicals	1,035,562	1,035,562	881,832	85	
Teaching/learning materials	1,659,255	1,659,255	2,645,496	159	
chalks	44,092	44,092			
Exams and Assessments	264,550	264,550			
Reference Materials			-		
Bank charges	2,982	2,982		-	
creditors			-		
(7) EXPENDITURE FOR OPERATIONS					
Repairs and maintenance	6,690,000	6,690,000	6,239,000	93	
Local transport / travelling	5,346,005	5,346,005	104,000	2	
Electricity and water	3,208,415	3,208,415	64,793	2	
Personal emolument	2,554,420	2,554,420	1,545,781	61	
Administration costs	4,277,210	4,277,210	4,178,399	98	
Activity	2,030,000	2,030,000	47,900	2	
(8) Expenditure for Infrastructure					
Construction of classrooms			-		
Construction of Laboratory			-		
Construction of Dormitory			-		
Purchase of Furniture			-		
Purchase of Equipment			-		
Purchase of Machinery			-		
(9) Expenditure for School fund/Lunch/Boarding					
Personal Emoluments	4,738,020	4,738,020	4,746,261	100	
Repairs, Maintenance and Improvement	5,075,000	5,075,000	4,748,410	94	
Local Transport and Travelling	2,385,250	2,385,250	3,151,590	132	

Electricity Water and Conservancy	1,777,265		1,777,265	2,405,843	135
Administration Cost	4,277,210		4,277,210	9,342,545	218
Activity	2,030,000		2,030,000	1,732,440	85
infrastructure	3,965,000		3,965,000	3,965,000	100
Lunch Programme			-		
Boarding Equipment and stores	29,558,361		29,558,361	30,208,361	102
			-		
Insurance Costs			-		
Other Expenses on Investments			-		
Rent expenses			-		
Bank Charges	3,006		3,006		-
Loan Interest Payment			-		
Loan Principal Payment			-		
Totals	80,921,603		80,921,603	78,007,651	96

VIII. 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 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*.

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.

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. This is in recognition of the government practice where the imprest payments are recognized as expenditure when fully accounted for by the imprest or AIE holders. 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. This is an enhancement to the cash accounting policy adopted by National Government Ministries and agencies. Other liabilities including pending bills are disclosed in the financial statements. Pending bills consist of unpaid liabilities at the end of the financial year arising from contracted goods or services during the year or in past years.

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 2023.

IX. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

	2022-2023	2021-2022
	Kshs	Kshs
Textbooks and reference materials		359,230
Exercise books		1,077,690
Laboratory equipment		1,636,520
Internal exams		179,015
Teaching / learning materials	2,853,856	143,692
Chalks		289,914
Exams and assessment		0
Teachers guides		0
Total	2,853,856	3,792,300

2 CAPITATION GRANT FOR OPERATIONS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments		6,030,069
Repairs and maintenance		1,571,451
Local transport / travelling		1,885,742
Electricity and water		2,357,176
Infrastructure		
Administration costs		4,400,063
MOE	11,811,730	
Total	11,811,730	16,244,501

3 PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	5,245,836	3,351,407
Repairs and maintenance	2,410,052	1,265,472
Local transport / travelling	4,260,734	1,018,352
Electricity and water	3,247,818	3,175,723
Infrastructure		7,224,744
Administration costs	9,081,630	3,036,900
Activity	1,781,651	13,508
Boarding equipment and stores	31,288,457	26,628,442
Total	57,316,178	45,714,548

4 PAYMENTS FOR TUITION

	2022-2023	2021-2022
	Kshs	Kshs
Textbooks and reference materials	0	396,777
Exercise books	0	1,730,332

(METKEI GIRLS SECONDARY SCHOOL)
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Laboratory equipment	1,035,562	2,322,671
Internal exams	1,659,255	0
Teaching / learning materials	0	524,176
Chalks	0	0
Exams and assessment	317,422	634,844
Teachers guides	119,033	0
Administration Costs	0	0
Bank Charges	2,982	1974
Total	3,134,254	5,610,774

5 PAYMENTS FOR OPERATIONS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	1,545,781	4,195,387
Service Gratuity	0	0
Administration Cost	4,178,399	4,550,799
Repairs and maintenance & improvements	0	557,962
Local transport / travelling		1,328,511
Electricity and water	64,793	1,396,737
BES	968,020	0
Activity Expenses	47,900	277,396
Bank Charges	2,628	
Transfer to infrastructure	2,274,000	5,784,000
TOTAL	9,081,521	18,090,792

6 PAYMENTS FOR INFRASTRUCTURE

	2022-2023	2021-2022
	Kshs	Kshs
Bank Charges	2,508	

9 BOARDING AND SCHOOL FUND PAYMENTS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	4,746,261	3,006,850
Repairs and maintenance & Improvements	4,748,410	2,845,515
Local transport / travelling	3,151,590	1,608,220
Electricity and water	2,405,843	1,737,635
Administration costs	9,342,545	3,892,119
Bes Program	30,208,361	17,090,744
Bank Charges	1,260	1,100
Activity	1,732,440	
Creditors	2,013,572	
Transfer to Infrastructure account	3,965,000	7,177,245
Advances	153,267	
TOTAL	62,468,549	38,229,072

NOTES TO THE FINANCIAL STATEMENTS (Continued)

10 BANK ACCOUNTS

Name of Bank, Account No. & currency	Bank Account Number	2022-2023	2021-2022
		Kshs	Kshs
Tuition Account	1103467077	383,658	231,178
Operations Account	1103467379	2,656,166	30,283
School Fund Account/Boarding	1102483486	3,426,982	8,791,243
Savings Account		93,855	1,398,651
Infrastructural Account	258318679	9,202,844	966,352
Total		15,763,506	11,692,707

11 CASH IN HAND

Description	2022-2023	2021-2022
	Kshs	Kshs
Tuition Account	0	0
Operation Account		601
School Fund account	7,750	24,310
Total	7,750	24,911

12 SHORT TERM INVESTMENTS

Description	2022-2023	2021-2022
	Kshs	Kshs
Cooperative shares	0	0
Treasury Bills	0	0
Fixed deposit	0	0
Equity stock	0	0
Other investments	0	0
Total	0	0

NOTES TO THE FINANCIAL STATEMENTS (Continued)

13 ACCOUNTS RECEIVABLE

Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears	4,462,654	7,659,325
Other non-fees receivables	0	0
Salary advances	153,267	0
Imprest	0	0
Total	4,615,921	7,659,325

(METKEI GIRLS SECONDARY SCHOOL)
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Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears for current year	4,462,654	3,639,037
Fees arrears for the previous year	3,639,037	2,781,651
Fees arrears for prior periods (over two years)	2,781,651	1,238,637
Total	10,883,342	7,659,325

14 ACCOUNTS PAYABLE

Description	2022-2023	2021-2022
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	5,219,263	3,219,703
Prepaid fees	0	0
Retention monies	0	0
Total	5,219,263	3,219,703

Description	2022-2023	2022-2022
	Kshs	Kshs
Trade creditors for current year	5,219,263	3,219,703
Trade creditors for the previous year	3,219,703	1,428,500
Trade creditors for prior periods (over two years)	1,428,500	
Total	9,867,466	4,648,203

NOTES TO THE FINANCIAL STATEMENTS (Continued)

15 FUND BALANCE BROUGHT FORWARD

Description	2022-2023	2021-2022
	Kshs	Kshs
Bank balances	11,422,844	11,692,707
Cash balances	24,911	4,380
Receivables	4,462,654	7,659,325
Payables	(5,219,263)	(7,019,883)
Total	10,691,146	12,336,529

Other important disclosure notes

16 Stock/ Inventory

Description	2022-2023	2021-2022
	KShs	KShs
Stock/Inventory		
Stock/ inventory at beginning of the year	1,673,700	326,000
Stock/ inventory purchased during the year	23,500,000	22,352,600
Stock/ inventory issued during the year	24,255,300	21,004,900
Balance at end of the year	918,400	1,673,700

17 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 / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)

PUBLIC SECONDARY SCHOOLS - (METKEI GIRLS SECONDARY SCHOOL)

Reports and Financial Statements

For the year ended 30th June 2023

ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2022-2023	Outstanding Balance 2021-2022	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction of buildings						
1.					0	
2.						
3.						
Sub-Total						
Supply of goods						
4. BOARDING A/C				4,231,123	2,697,736	
5. OPERATION A/C				778,300	587,700	
6. TUITION A/C				1,856,727	1,641,027	
Sub-Total						
Supply of services						
7.						
8.						
9.						
Sub-Total				6,866,150	5,591,383	
Grand Total				6,866,150	5,591,383	

PUBLIC SECONDARY SCHOOLS - (METKEI GIRLS SECONDARY SCHOOL)
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ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

Asset class	Date purchased	Location	Historical Cost b/f (Ksh) 1 st July 20xx	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 th June 2023
Land 1						1
Land 2						0
Buildings and structures						50
Motor vehicles						2
Office equipment, furniture and fittings						3000
ICT Equipment, and Other ICT Assets						50
Tools and apparatus						2,000
Textbooks						7,000
Other Machinery and Equipment						3
Heritage and cultural assets						200,000
Intangible assets- soft ware						500,000
Total						

(The School should ensure that a detailed fixed assets register is maintained).