

REPUBLIC OF KENYA



Enhancing Accountability

REPORT

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TABLED
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THE TABLE:

Hon Owen Bayo Ombija
Deputy majority leader
Marian

THE AUDITOR-GENERAL

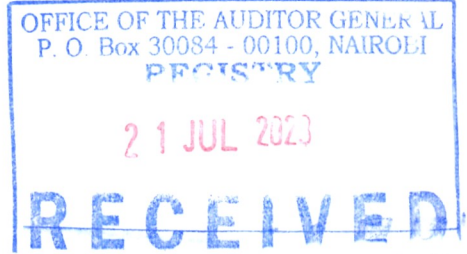
ON

MWAKITAWA SECONDARY SCHOOL

**FOR THE YEAR ENDED
30 JUNE, 2021**

TAITA/TAVETA COUNTY

Revised 30th June 2021.



**MWAKITAWA
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)**

MWAKITAWA SECONDARY SCHOOL
Annual Report and Financial Statements
For the year ended 30th June 2021

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I. 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 Taita Taveta County, Voi Sub-County

The school was registered in 11/12 under registration number PU/S/2/8851/12 as full girls boarding school and is currently categorized as Extra county public school established, owned or operated by the Government.

The school is a day/boarding school and had 720 numbers of students as at 30th June 2021. It has four streams and 31 teachers of which 8 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	Rosina Katema	Chairperson-Sponsor	18/06/2019
2	Florence Sirengo	Secretary - Principal	18/06/2019
3	David Mulwa	Member -Sponsor	18/06/2019
4	Faith Mwagharo	Member	18/06/2019
5	Hope Gloria	Member-Community	18/06/2019
6	Anne Mutinda	Member	18/06/2019
7	Sabina Mwasi	Member	18/06/2019
8	Master Johnson Gona	Member	18/06/2019
9	Mghoi Salim	Member	18/06/2019
10	Benard Omondi	Member	18/06/2019
11	Felix M.Kiteto	Member – Rep CEB	18/06/2019
12	Edward Kamu	Member Rep Teachers	18/06/2019
13	Veronica Mwawasi	Member	18/06/2019
14	Christopher Maungu	Members- Sponsor	18/06/2019
15	Peter Mwakundia	MemberSpecial Needs	18/06/2019
	Jenifer Mwawasi	Rep Students	18/06/2019

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

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	Rosina Katema	Chairperson	5
		Florence Sirengo	Principal	
		John Mulwa	Member	
		Peter Mwakundia	Member	
2	Audit Committee	Rosina Katema	Member	N/A
		John Mulwa	Member	
		Christopher Maungu	Member	
3	Finance, procurement and general purposes Committee	Benard Omondi	Member	2
		Christopher Maungu	Member	
		Benard Omondi	Member	
		Johnson Gona	Member	
4	Academic Committee	Sabina Mwasi	Member	1
		John Mulwa	Member	
		Hope Gloria	Member	
6	Discipline and welfare Committee	Edward Kamu	Member	1
		Anne Mutinda	Chairperson	
		Hannah Salim	Member	

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		Rosina Katema	Member	
7	Adhoc Committee (if any during the year)			

(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	Florence Sirengo	361351
2	Deputy Principal	Loice Mbogho	394579
3	School Bursar	CPA Pascal Kalume	23899693

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box: 40-80309 Tausa
Telephone: 0708231632
E-mail: mwakitawaschool@yahoo.com/mwakitawagirls@gmail
Website: www.mwakitawaschool@yahoo
Facebook:
Twitter:

(f) School Bankers

The following school operated 10 number of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

1. Name of Bank: Kenya Commercial Bank
Branch: Voi
Account Number: 1109921616
1104834065
1108139841
1103947437
1104017792(Closing process underway)
1104245264(Closing Process underway)
1104245264(Closing process underway)
1104018578(Closing Process underway)
2. Name of Bank: Equity Bank Kenya
Branch: Voi
Account Number: 0790297658298
0790263574674
3. MPESA Pay Bill No. 576294 attached to 1109921616 bank account

(Ensure all bank accounts operated by the school are disclosed and that all Pay Bill Numbers are also disclosed)

(g) Auditor General

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

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:

a) Financial performance:

Under this section, the following information should be given:

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

Accounts	Year 2020	Year 2019	Year 2018
Currency	Kshs	Kshs	Kshs
School fund a/c	-242,019	-275,593	+5,402,494
Operation A/C	+886	-1087412	-1425968
Tuition A/C	-108097	+545620	-978967

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

Year	Operation Account	Tuition Account	Total Amount(Kshs)
Currency	Kshs	Kshs	Kshs
2020	8,677,878	1,302,843	9,980,718
2019	10,912,651	2,307,676	13,220,327
2018	6,599,655	2,528,641	9,128,296

- *Ratio of capitation grant per student over the last three years*

Year	2021	2020	2019
Capitation Ratio	1:10612.25	1:14177	1:18832

- *A three-year overview of growth of other income(s) earned by the school.*

Year	2021	2020	2019
Currency	Kshs	Kshs	Kshs
GROWTH OF INCOME	26,030,637	32096022	38556802

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

Year	2021	2020	2019
------	------	------	------

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Currency	Kshs	Kshs	Kshs
Growth of Expenditure	21727056	32445252	39374187

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

Year	2021	2020	2019
Currency	Kshs	Kshs	Kshs
Growth of Debtors	13811325	11906201	11453912
Growth of Creditors	12636311	13458747	9580689

Movement of cash and bank balances over the last three years

YEAR	2021	2020	2019
Currency	Kshs	Kshs	Kshs
Movement	1954123	-1118821	735592

Graphical presentation, ratios, tables, and pie charts should be used to show/ indicate trends.

b) Teacher Student ratio:

Teacher student ratio

TSC Teacher 24

Bom teacher 8

Number of students 720

Teacher ratio therefore 1 teacher to 30 students

One teacher was recruited by Teachers service commission in the period

One teacher was transferred by Teacher Service Commission in the period

Subject	Teachers Teaching
English	4
Kiswahili	5
Mathematics	5
Chemistry	3

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Biology	4
Physics	2
CRE	5
History	3
Geography	6
Computer	1
Agriculture	2
Business studies	1

c) **Mean score in the 2021 KCSE:**

Year	No.of student	No.of student transitioned	Mean score	Comparison to the school target
2020	154	11	4.59	Improved but did not meet the target
2019	154	5	4.23	Improved but did not meet the target
2018	133	1	3.66	Improved but did not meet the target

d) **Number of Candidates in the 2021 KCSE:**

Year	2020	2019	2018
No.of student	<i>154</i>	<i>154</i>	<i>133</i>

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e) **Capacity of the school:**

Indicate the number of students in the school vis a vie the facilities like the dormitories, the dining hall, the laboratories, toilets and other amenities. This information will provide useful details for the Ministry of Education.

Facility	Available	Shortfall	Required
Classrooms	12	4	16
Computer Laboratory	1	1	2
Science laboratory	2	2	4
Home science Room	0	1	1
Workshop	0	1	1
Library	0	1	1
Dining hall	0	1	1
Dormitory	7	2	9
Toilets (Doors)	29	12	41
Sanatorium	1	1	2

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f) Development projects carried out by the school:

-Construction of 8 Number classrooms which is ongoing funded by infrastructure fund (IMF)



Sign

School Principal



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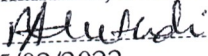
III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY

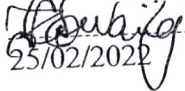
Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, each National Government School shall prepare financial statements in respect of that school. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant 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.

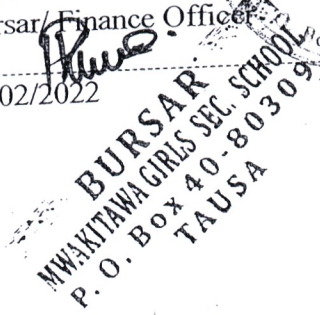
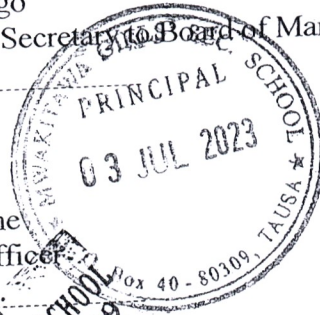
The Board of Management of Mwakitawa Girls Secondary School accepts responsibility for the school's financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (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: Md. Rosinah Katema
Designation: Chairman, School Board of Management
Sign: 
Date: 25/02/2022

Name: Md. Florence Sirengo
Designation: School Principal & Secretary to Board of Management
Sign: 
Date: 25/02/2022

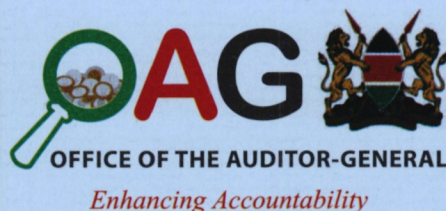
Name: CPA Pascal Kalume
Designation: Bursar/ Finance Officer
Sign: 
Date: 25/02/2022





REPUBLIC OF KENYA

Telephone: +254-(20) 3214000
E-mail: 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 MWAKITAWA SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2021 – TAITA/TAVETA 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 Mwakitawa Secondary School – Taita/Taveta County set out on pages 13 to 32, which comprise of 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 budgeted versus actual amounts for

Report of the Auditor-General on Mwakitawa Secondary School for the year ended 30 June, 2021 – Taita/Taveta County

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 effects of the matter described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of Mwakitawa Secondary School – Taita/Taveta County as at 30 June, 2021, 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

Inaccuracies of Cash and Cash Equivalents

The statement of financial assets and financial liabilities reflects cash and cash equivalent balance of Kshs.1,975,037 while the statement of cash flows reflects Kshs.2,149,624 resulting to unexplained variance of Kshs.174,587. In addition, the statement of cash flows reflects cash and cash equivalent at the end balance of Kshs.2,149,624 while re-casting revealed Kshs.5,326,949 resulting to unexplained variance of Kshs.3,177,325

In the circumstances, the accuracy and completeness of cash and cash equivalent balance of Kshs.1,975,037 could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the Mwakitawa 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

Budgetary Control and Performance

The statement of budgeted versus actual amounts reflects a final budgeted income of Kshs.49,260,720 against actual receipts of Kshs.24,469,769 resulting to a revenue shortfall of Kshs.24,790,951 or 50% of the budget. Similarly, the statement reflects final budgeted payments of Kshs.48,541,820 and actual on comparable basis of

Kshs.17,021,719 resulting to under-expenditure of Kshs.31,520,101 or 65% of the budget.

The under-collection of revenue and under-performance on expenditure may have impacted negatively on service delivery.

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. Non-Compliance with the Public Sector Accounting Standards Board (PSASB) Reporting Requirements

The Public Sector Accounting Standards Board (PSASB) Guidelines on Implementation of International Public Sector Accounting Standards (IPSAS) by Secondary Schools in Kenya of 20 August, 2021 requires the first financial statements after adoption of IPSAS to be presented for eighteen (18) months from 1 January, 2020 to 30 June, 2021 with comparatives being for twelve (12) months from 1 January, 2019 to 30 December, 2019. Further, a disclosure note ought to have been included in the financial statements that the reason for preparing for longer period is due to the adoption of IPSAS for school and the change from calendar year to government fiscal year. In addition, a disclosure note should be made in the financial statements that the comparative information may not be comparable due to the longer period covered by the current financial period.

However, Management presented the annual report and financial statements covering only one year for financial year 2020-2021 with comparative balances for financial year 2019-2020. Therefore, the financial statements have not been prepared for eighteen-months (18) as prescribed the Public Sector Accounting Standards Board (PSASB).

Further, no disclosure was made on the change in the preparation of financial statements from calendar year to government fiscal year or on the lack of comparability due to longer period covered by the current financial period.

In the circumstances, Management did not comply with guidelines issued by Public Sector Accounting Standards Board (PSASB).

2. Budget Imbalance

The statement of budgeted versus actual amounts reflects a final income budget of Kshs 49,260,720 and final expenditure budget of Kshs.48,541,820 resulting to an unexplained difference of Kshs.718,900. The budget imbalance is contrary to the provisions of Section 33(c) of the Public Finance Management (National Government)

Regulations, 2015 which states that budget revenue and expenditure appropriation shall be balanced.

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

3. Shortfall in Distributed Subject Textbooks

Review of text books documents provided for audit revealed that there were discrepancies between the test books issued by the Ministry of Education and the School records relating to the enrolment of students. The school reported a total number of 11,839 books in all subjects. However, documents provided revealed a shortfall of books in home science and IRE subjects. The student to text books ratio of one to one was therefore not achieved.

In the circumstances, the effectiveness of distribution of textbooks could not be confirmed.

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 matter 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

Long Outstanding Accounts Receivables

The statement of financial assets and liabilities reflects accounts receivable balance of Kshs.13,811,326 as disclosed in Note 11 to the financial statements. These receivables comprise of current year fee arrears of Kshs.2,824,080, previous year receivables of Kshs.4,845,178 and receivables above two (2) years of Kshs.6,142,067. However, the analysis was based on classes instead of individual students. In addition, the balance of Kshs.6,142,067 dates back when the school started operating and whose recoverability is doubtful. Further, student debtor's cut-off date matches calendar year instead of the Government financial year.

In the circumstances, the effectiveness of internal controls on debtors management could not be confirmed.

The audit was conducted in accordance with ISSAI 2315 and ISSAI 2330. The standard requires 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 (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 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 control 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 School 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 the Management.
- Conclude on the appropriateness of the 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 the 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.


CPA Nancy Gathungu, CBS
AUDITOR-GENERAL

Nairobi

11 October, 2023

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For the year ended 30th June 2021

V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30TH JUNE 2021

DESCRIPTION OF VOTE HEAD	Note	2020 - 2021	2019 - 2020
			Kshs
RECEIPTS			
Capitation grants for tuition	1	887,183	1,303,103
Capitation grants for operations/Infrastructure	2	5,732,857	8,925,625
School Fund Income- Parents' Contributions	3	18,851,878	20,047,819
School Fund Income- Other receipts	4	558,719	1,819,475
Proceeds from borrowings			
TOTAL RECEIPTS		26,030,637	32,096,022
PAYMENTS			
Payments for Tuition	5	1,120,515	1,411,200
Payments for operations/Infrastructure	6	3,677,109	8,924,739
Boarding and school fund payments	7	16,929,432	22,109,313
TOTAL PAYMENTS		21,727,056	32,445,252
SURPLUS/DEFICIT		4,303,581	(349,231)
		26,030,637	32,096,022

The school financial statements were approved on 11/10/2022 and signed by:

Sign: *Rosina Katema*
 Name: Rosina Katema
 Chair BOM

Date 11/10/2022

Sign *Florence sirengo*
 Name Florence sirengo
 School Principal/
 Secretary to BOM

Date 11/10/2022

Sign *Pascal Kalume*
 Name: Pascal Kalume
 Bursar/
 Finance Officer

Date: 11/10/2022



BURSAR
 MWAKITAWA GIRLS' SEC. SCH
 P.O. Box 40 - 80 -
 TAUSA

MWAKITAWA SECONDARY SCHOOL
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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 2021

-	Note	2020 - 2021	2019 - 2020
		Kshs	Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	8	1,954,123	(1,118,821)
Cash Balances	9	20,914	140
Short term Investment	10	-	-
Total Cash and Cash Equivalents		1,975,037	(1,118,681)
Accounts receivable	11	13,811,326	11,906,201
TOTAL FINANCIAL ASSETS		15,786,363	10,787,520
FINANCIAL LIABILITIES			
Accounts Payable	12	12,636,311	11,941,049
NET FINANCIAL SSETS		3,150,052	(1,153,529)
REPRESENTED BY			
Fund balance b/fwd 1st Jan 2020	13	(1,153,529)	(804,298)
Surplus/Defict for the year		4,303,581	(349,231)
NET FINANCIAL POSITION		3,150,052	(1,153,529)

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The School's financial statements were approved on 14/04/ 2022 and signed by:

Name: Rosinah Katema
Chairman, BoM

Sign: *Rosinah Katema*

Date: 11/10/2022

Name: Florence Sirengo
School Principal/Secretary
to BoM

Sign: *Florence Sirengo*

Date: 11/10/2022

Name: Pascal Kalume
Bursar/Finance

Sign: *Pascal Kalume*

Date: 11/10/2022



BURSAR
MWAKITAWA GIRLS' SEC. SCHOOL
P.O. Box 40 - 80309
TAUSA

MWAKITAWA SECONDARY SCHOOL
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VII. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 2021

STATEMENT OF CASH FLOW

	2020 - 2021	2019 - 2020
	Kshs	Kshs
Receipts from operating activities		
Capitation grants for tuition	887,183	1,303,103
Capitation grants for operations	5,732,857	9,203,885
School fund income- Parents contributions/ fees	19,854,331	22,741,136
School fund income- other receipts	624,719	-
Total receipts	27,099,090	33,248,124
Payments		
Payments for Tuition	808,955	1,341,375
Payments for operations	5,278,499	10,011,793
Boarding and school fund payments	19,422,973	22,762,360
	25,510,427	34,115,527
Net cash flow from operating activities	1,588,663	(867,403)
CASHFLOW FROM INVESTING ACTIVITIES		
Proceeds from Sale of Assets	-	-
Acquisition of Assets-Abolition block/classrooms	-	-
Proceeds from investments	-	-
Net cash flows from Investing Activities	-	-
NET CASHFLOW FROM FINANCING ACTIVITIES		
Proceeds from borrowings/ loans	-	-
Repayment of principal borrowings	-	-
Net cash flows from Financing Activities	-	-
NET INCREASE IN CASH AND CASH EQUIVALENT	1,588,663	(867,403)
Cash and cash equivalent at BEGINNING of the year 1st JAN ,2021	3,738,286	4,605,690
Cash and cash equivalent at END of the year-30-6-2021	2,149,624	3,738,286

MWAKITAWA SECONDARY SCHOOLS
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VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 2021

(1) *CAPITATION GRANT ON TUITION*

Receipt/Expense Item	Original Budget	Adjustment	Final budget	Actual on Comparable basis	Budget Utilization Difference	% Of Utilization
Tuition	2,900,800	0	2,900,800	887,182	2,013,618	31
Exercise books	0	0	0			
(2) CAPITATION GRANT ON OPERATIONS/INFRASTRUCTURE						
Repairs and maintenance/Infrastructure	3,500,000	0	3,500,000	2,727,500	772,500	
Other votes	5,530,000		5,530,000	2,838,359	2,691,641	51
(3) FEES CHARGED ON PARENTS						
Personnel emoluments	2,170,000	-	2,170,000	1,003,635	1,166,365	
Repairs and maintenance	1,400,000	-	1,400,000	892,545	507,455	
Activity	455000	-	455000	148,350	306650	
Electricity and water	2,969,380	-	2,969,380	1,416,500	1,552,880	
Administration costs	3,272,020	-	3,272,020	687,600	2,584,420	21
Local travelling and transport	3,272,020	-	3,272,020	36300	3235720	
SMASSE	72,000		72,000		72,000	
Fee on Boarding Equipment and Stores	17,769,500	-	17,769,500	10,439,323	7,330,177	
OTHER INCOMES						

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<i>Bom teachers</i>	5,950,000	-	5,950,000	3,392,475	2,557,525
TOTAL INCOME	49,260,720	-	49,260,720	24,469,769	24,790,951
(1) EXPENDITURE FOR TUITION					
Textbooks and reference materials	2,900,800	-	2,900,800	1,120,515	1,780,285
Exercise books		-			
PAYMENTS FOR OPERATIONS/INFRASTRUCTURE					
Repairs and maintenance & improvements	3,500,000	-	3,500,000	-	3,500,000
Other voteheads	5,530,000	-	5,530,000	5,278,499.	251,501
BOARDING AND SCHOOL FUND PAYMENTS					
Activity	1,225,000	-	1,225,000	259,000	966,000
BOM Teachers	5,950,000		5,950,000	1,808,650	4,141,350
Personnel emoluments	2,170,000	-	2,170,000	983,230	1,186,770
Repairs and maintenance & Improvements	1,400,000	-	1,400,000	982,602	417,398
Local transport / travelling	455,000.00	-	455,000.00	993,230	(538,230)
Electricity and water	2,969,500	-	2,969,500	1,367,100	1,602,400
Administration costs	3,272,020	-	3,272,020	278,498	2,993,522
Activity	1,400,000	-	1,400,000	259,000	1,141,000

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Fee on Boarding Equipment and Stores	17,769,500	-	17,769,500	4,684,625	13,084,875
TOTAL	48,541,820	-	48,541,820	17,021,719	30,526,870

[Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization above 100%]

- i. *Nemis data*
- ii. *Enrollment*

IX. 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 Mwakitawa Secondary 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 Mwakitawa Secondary recognises all receipts from the various sources when the event occurs and the related cash has actually been received by the Mwakitawa Secondary. In addition, the Mwakitawa Secondary recognises all expenses when the event occurs and the related cash has actually been paid out by the Mwakitawa Secondary.

3. In-kind contributions

In-kind contributions are donations that are made to the Mwakitawa 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 Mwakitawa 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.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 Mwakitawa 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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X. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

I. NOTES TO THE FINANCIAL STATEMENTS				
1 CAPITATION GRANT FOR TUITION				
			2021-2020	2020-2019
			Kshs	Kshs
	Textbooks and reference materials		887,183	1,303,103
	Laboratory equipment			
	Total		887,183	1,303,103

2 CAPITATION GRANT FOR OPERATIONS & INFRASTRUCTURE

			2021	2020
			Kshs	Kshs
	Repairs and maintenance/Infrastructure		2,727,500	2,816,000
	BOM Teachers		-	670,000
	Medical		-	140,800
	Activity			281,600
	Other Voteheads		2,838,359	4,665,725
	Covid 19 FUNDS			351,500
	Nhif		38,150	-
	Nssf		128,848	-
	Total		5,732,857	8,925,625

3 PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT

			2021	2020
			Kshs	Kshs
	Fees on Boarding Equipment and Stores		10,439,323	11,388,301
	Personnel emoluments		1,003,635	1,532,098
	Repairs and maintenance		892,545	941,720
	Local transport / travelling		148,350	411,700

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Electricity and water		1,416,500	2,258,245
Administration costs		687,600	825,483
Activity		36,300	161,550
Bom Teachers		3,804,625	2,528,717
PTA Development		423,000	
Total		18,851,878	20,047,819

4 OTHER RECEIPTS – SCHOOL FUND ACCOUNT

		2020-2021	2019-2020
		Kshs	Kshs
General damages		500	950
Kuceps/Motivation/pocket		67,800	112,475
Tender		-	51,000
Suspense		95,705	
Bus hire			40,000
Student uniforms		97,850	1,615,050
Nhif		71,000	-
Nssf		225,864	-
Total		558,719	1,819,475

5 PAYMENTS FOR TUITION

		2020-2021	2019-2020
		Kshs	Kshs
Textbooks and reference materials		-	15,000
Exercise books		262,500	337,500
Laboratory equipment		470,910	448,270
Teaching / learning materials		-	304,940
Tuition		386,745	304,040

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	Bank Charges	360	1,450
	Total	1,120,515	1,411,200
6	PAYMENTS FOR OPERATIONS/INFRASTRUCTURE		
		2020-2021	2019-2020
		Kshs	Kshs
	Personal Emoluments	1,473,184	3,167,060
	Administration Cost	1,502,602	475,860
	Repairs and maintenance & improvements	-	2,816,000
	Local transport / travelling	235,475	-
	Electricity and water	296,800	286,330
	Nhif	38,150	-
	Nssf	128,848	
	BOM Teachers		834,320
	Bank Charges	2,050	1,570
	COVID 19 Funds	-	489,029
	Other Voteheads	-	854,570
	TOTAL	3,677,109	8,924,739
7	BOARDING AND SCHOOL FUND PAYMENTS		
		2020-2021	2019-2020
		Kshs	Kshs
	Activity	259,000	1,627,075
	Student Uniforms	42,000	1,452,150
	BOM Teachers	1,808,650	2,013,369
	Personnel emoluments	983,230	1,753,076
	Tender		37,500
	Repairs and maintenance & Improvements	982,602	3,739,519

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	Local transport / travelling		993,860	844,509
	Electricity and water		1,367,100	785,650
	School Bus		119,015	258,351
	Administration costs		278,498	932,240
	RD Cheque		42,000	
	Bank Charges/Interest		5,857	8,571
	Insuarance		269,960	-
	Fee on Boarding Equipment and Stores		9,415,556	8,652,702
	Medical		-	4,600
	Nhif		71,000	-
	Nssf		225,864	-
	Suspense fee		65,240	
	TOTAL		16,929,432	22,109,313

*Expenses on income generating activities** should include all costs relating to the school earnings on other receipts as recorded in note 4. These costs should include farm maintenance, posho mill maintenance, ground maintenance and costs incurred during hire of school bus among others.*

8 BANK ACCOUNTS

Name of Bank, Account No. & currency	Bank Account Number	2020-2021	2019-2020
		Kshs	Kshs

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	Tuition Account		79,640	1,412
	Operations Account		627,572	265,087
	School Fund Account/Boarding		901,992	(1,592,883)
	Savings Account-KCB		135,184	(16,315)
	Pta Saving Equity		22,202	129,517
	Caution account KCB		9,335	7,815
	Exam account KCB		15,577	8,766
	MSEF Account Kcb		15,953	15,953
	BUS Fund a/c Equity		4,670	9,830
	Bakery Ac Coop		500	500
	Infrastructure Account		141,496	51,496
	Total		1,954,123	(1,118,821)

9

CASH IN HAND

Description	2020-2021	2019-2020
	Kshs	Kshs
Tuition Account	-	-
Operation Account	1,981	108
School Fund account	18,933	32
Total	20,914	140

10

SHORT TERM INVESTMENTS

Description	2020-2021	2019-2020
	Kshs	Kshs
Total	-	-

11

ACCOUNTS RECEIVABLE

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Description	2020-2021	2019-2020
	Kshs	Kshs
Fees arrears	13,811,326	11,873,201
Other non-fees receivables		-
Salary advances		19,000
Imprest		14,000
Total	13,811,326	11,906,201

[Include an ageing of the fees / non fees arrears below]

Description	2020-2021	2019-2020
	Kshs	Kshs
Fees arrears for current year	2,824,080	-
Fees arrears for the previous year	4,845,178	5,731,133
Imprest		14,000
Advance		19,000
Fees arrears for prior periods (over two years)	6,142,068	6,142,068
Total	13,811,326	11,906,201

12 ACCOUNTS PAYABLE

Description	2020-2021	2019-2020
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	11,208,769	11,449,278
Prepaid fees	1,427,542	491,771
Cautions money	-	-
Total	12,636,311	11,941,049

[Include an ageing of the creditor's arrears below]

Description	2020-2021	2019-2020
-------------	-----------	-----------

MWAKITAWA SECONDARY SCHOOL
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			Kshs	Kshs
	Trade creditors for current year		6,498,977	-
	Trade creditors for the previous year		1,824,095	8,513,327
	Prepayment		1,427,542	491,771
	Trade creditors for prior periods (over two years)		2,885,697	2,935,951
	Total		12,636,311	11,941,049

13	FUND BALANCE BROUGHT FORWARD			
	Description		2020-2021	2019-2020
			Kshs	Kshs
	Bank balances	8	1,954,123	(1,118,821)
	Cash balances	9	20,914	140
	Receivables	11	13,811,326	11,906,201
	Payables	12	12,636,311	11,941,049
	Total		3,150,052	(1,153,529)

14	Other important disclosure notes			
	Non-current Liabilities Summary			
	Description		2020-2021	2019-2020
			Kshs	Kshs
	Total		-	-

15	Biological assets			
	Description	Numbers	2020-2021	2019-2020
			Kshs	Kshs
	Cattle	2	-	-
	Coffee or tea plantation		-	-
	Total		-	-

MWAKITAWA SECONDARY SCHOOL
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16 Borrowings				
	Description		2020-2021	2019-2020
			Kshs	Kshs
	a) Borrowings			
	Balance at end of the year		-	-
17 1 Stock/ Inventory				
	Description		2020-2021	2019-2020
			Kshs	Kshs
	Stock/Inventory			
	Stock/ inventory at beginning of the year		-	-
	Stock/ inventory purchased during the year		-	-
	Stock/ inventory issued during the year		-	-
	Balance at end of the year		-	-

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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.

2 Non-current Liabilities Summary

Description	2020-2021	2019-2020
	Kshs	Kshs
Total	0	0

3 Biological assets

Description	Numbers	2020-2021	2019-2020
		Kshs	Kshs
Total		0	0

4 Borrowings

Description	2020-2021	2019-2020
	Kshs	Kshs
a) Borrowings		
Balance at end of the year	0	0

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Other important disclosure notes

5 Stock/ Inventory

Description	2020-2021	2019-2020
	Kshs	Kshs
b) Borrowings		
Balance at end of the year	0	0

MWAKITAWA SECONDARY SCHOOL
Annual Report and Financial Statements
For the year ended 30th June 2021

6 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)

This is the 1st adoption of IPSAS Cash no Auditor recommendations.

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ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2021	Outstanding Balance 2021	Comments
	a	b	c	d=a-c	Kshs	
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction of buildings						
1. MVOI VENTURES LIMITED	972,602	2021		972,602	972,602	Already Paid in the financial year 2021/2022
2.						
3.						
4.						
Sub-Total	972,602			972,602	972,602	
Supply of goods						
1.MVOI VENTURES LTD	510,710	2021		510,710	510,710	Already Paid in the financial year 2021/2022
2.COMPCARE SOLUTION	10,500	2021		10,500	10,500	Already Paid in the financial year 2021/2022
3.MULTIPLE SEVEN ENTERPRISE	449,600	2021		449,600	449,600	Already Paid in the financial year 2021/2022
4.ROMZE ENTERPRISE	34,345	2021		34,345	34,345	Already Paid in the financial year 2021/2022
5.MULTIPLE SEVEN ENTERPRISE	38,800	2021		38,800	38,800	Already Paid in the financial year 2021/2022
6.MBINGA GENERAL STORES	1,851,700	2021		1,851,700	1,851,700	Already Paid in the financial year 2021/2022
7.MSHAPWA SUPPLIES	140,800	2021		140,800	140,800	Already Paid in the financial year 2021/2022
8.KIRIKO DAIRY MILK	63,520	2021		63,520	163,520	Already Paid in the financial year 2021/2022
9.BETTY MWALIKUKU GREEN GROCERY	115,200	2021		115,200	115,200	Already Paid in the financial year 2021/2022
10.NAIROBI SPORT HOUSE	170,000	2021		170,000	170,000	Already Paid in the financial year 2021/2022
11.MYKSONS INVESTMENT	200,000	2021		200,000	200,000	Already Paid in the financial year 2021/2022
12.VENTY GENERAL SUPPLIES	551,785	2021		551,785	551,785	Already Paid in the financial year 2021/2022
13.FAME MERCHANTS	786,375	2021		786,375	786,375	Already Paid in the financial year 2021/2022
14.MWAKIKI WATER PROJECT	30,000	2021		30,000	30,000	Already Paid in the financial year 2021/2022
15.VOI PEST AND SEWERAGE CONTROL	220,000	2021		220,000	220,000	Already Paid in the financial year 2021/2022
16.MWAKIKI INVESTMENT LIMITED	16,000	2021		16,000	16,000	Already Paid in the financial year 2021/2022
17.PREVIOUS YEAR	1,824,095	2020		1,824,095	1,824,095	Already Paid in the financial year 2021/2022
18.OTHER YEARS OVER TWO YEARS	2,885,697	2009-2014		2,885,697	2,885,697	Will be Paid when funds are available
19.FEE PREPAYMENTS	1,427,542	2020-2021		1,427,542	1,427,542	Will be Paid when funds are available
Sub-Total	11663709			11663709	11663709	
Supply of services						
5.						

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Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2021	Outstanding Balance 2021	Comments
6.						
7.						
Sub-Total						
Grand Total	12636311			12636311	12636311	

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Reports and Financial Statements
For the year ended 30th June 2021

ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

Asset class	Date purchased	Location	Historical Cost b/f (Kshs) 1 st July 2021	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 th June 2021
Land 1	1974	MWAKIKI	1			
Land 2	-	-	-	-	-	-
Buildings and structures						
Motor vehicles	2016	Mwakitawa	1	Nil	Nil	
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						

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

