

REPUBLIC OF KENYA



Enhancing Accountability



REPORT

DATE: 26 FEB 2025

DAY.

Wed

PARLIAMENT
OF KENYA
LIBRARY

TABLED
BY:

Honre Samuel
Chepkong'o MP
~~George~~

OF

CLERK-AT
THE-TABLE:

M. mado

THE AUDITOR-GENERAL

ON

WATUKA SECONDARY SCHOOL

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

NYERI COUNTY



WATUKA SECONDARY SCHOOL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED
30th June 2021

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

WATUKA 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 Nyeri County, Kieni west Sub-County

The school was registered in 24/05//2002 under registration number GP/A/2199/2002 and is currently categorized as a county public school established, owned or operated by the Government.

The school is a boarding school and had 310 number of students as at 30th June 2021. It has two(2) streams and 13 teachers of which 2 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 | Henry G Kinyua | Chairman | 15 th May 2019 |
| 2 | Paul N Mwangi | Secretary/Principal | 15 th May 2019 |
| 3 | John N Githaiga | Member | 15 th May 2019 |
| 4 | Godfrey N Mboce | Member | 15 th May 2019 |
| 5 | Geoffrey M Muriuki | Member | 15 th May 2019 |
| 6 | Jane G Mwangi | Member | 15 th May 2019 |
| 7 | Miriam M Murimi | Member | 15 th May 2019 |
| 8 | Charles Change Thiong'o | Member Rep CEB | 15 th May 2019 |
| 9 | Onespherous W Wang'ombe | Member Rep CEB | 15 th May 2019 |
| 10 | Esther W Mwangi | Member Rep Teachers | 15 th May 2019 |
| 11 | Susan W Macharia | Member Sponsor | 15 th May 2019 |
| 12 | Lucy W Karitu | Member Sponsor | 15 th May 2019 |
| 13 | Joseph Gatonye Kinyua | Member Sponsor | 15 th May 2019 |
| 14 | John Maina Macharia | Member community | 15 th May 2019 |
| 15 | Henry Gichuhi Kinyua | Member Special Needs | 15 th May 2019 |
| 16 | | Rep Students | 15 th May 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

| Re f: | Name of Committee | Names of Members | Designation | Number of meetings attended during the year |
|--------------|---|---|---|--|
| 1 | Executive Committee | Henry G Kinyua Paul N Mwangi John N Githaiga Susan W Macharia Lucy W Karitu | Chairman Secretary Member Member Member | 3 out of 5 |
| 2 | Audit Committee | Onespherous Wang'ombe John Ngatia Githaiga Lucy Karitu | Chairman Secretary Member | 3 out of 5 |
| 3 | Finance, procurement and general purposes Committee | Joseph Gatonye Charles Thiong'o Jane Mwangi Lucy Karitu | Chairman Secretary Member Member | 3 out of 5 |
| 4 | Development Committee | Henry Kinyua Paul N Mwangi Geoffrey Muriuki Susan Wamuyu | Chairman Secretary Member Member | 3 out of 5 |
| 5 | Academic Committee | Henry kinyua Geoffrey Muchiri Esther Mwangi | Chairman Secretary Member | 3 out of 5 |

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| | | | | |
|---|----------------------------------|--|--|------------|
| 6 | Discipline and welfare Committee | Henry Kinyua John Macharia Godfrey Njoroge Miriam Murimi Jane Mwangi | Chairperson Secretary Member Member Member | 3 out of 5 |
|---|----------------------------------|--|--|------------|

(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 | Paul NgureMwangi | 377115 |
| 2 | Deputy Principal | Martin King'oriMuraya | 351816 |
| 3 | School Bursar | Esther WanjiruWagura | 7995103 |
| | | | |

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KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box 62 – 10107 Endarasha
Telephone 0743 58 71 93
E-mail watakasecondary@yahoo.com

(f) School Bankers

The following school operated 3 number of bank accounts in the following banks (Ensure all accounts including CDF accounts are included)

Name of Bank KCB Bank
Branch Nyeri
Account Number 1102010251

Name of Bank KCB Bank
Branch Nyeri
Account Number 1101962526

Name of Bank KCB Bank
Branch Nyeri
Account Number 1101962062

M-PESA PAY BILL 522123(Attached to KCB Bank)

(g) Independent Auditors

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

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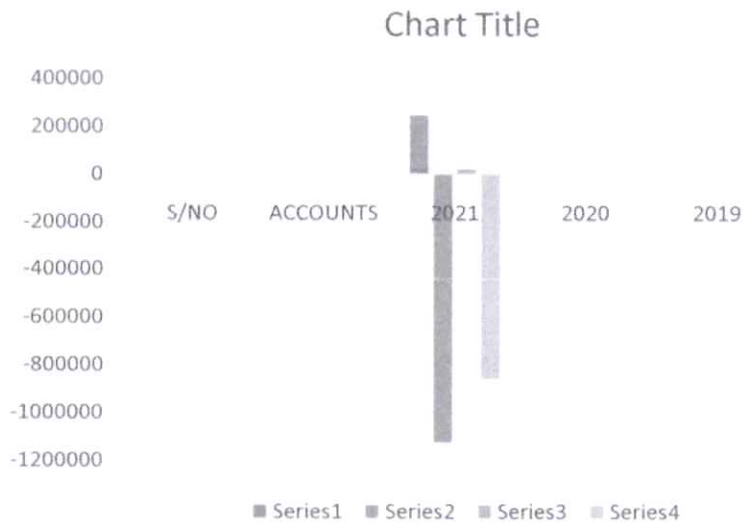
II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

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 financial performance trend for a period of three years is shown as follows:

| SURPLUS/ DEFICIT FOR THE YEAR AND A COMPARISON OF THE SAME FOR THE LAST THREE YEARS | | | | | |
|--|----------------------------|----------------------|----------------------|----------------------|---|
| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS | |
| 1 | SCHOOL FUND ACCOUNT | 245,340.00 | | | |
| 2 | OPERATIONS ACCOUNT | (1,123,906.00) | | | |
| 3 | TUITION ACCOUNT | 20,396.00 | | | |
| | TOTAL | (858,170.00) | | | |
| | INCREASE/DECREASE | | | | - |

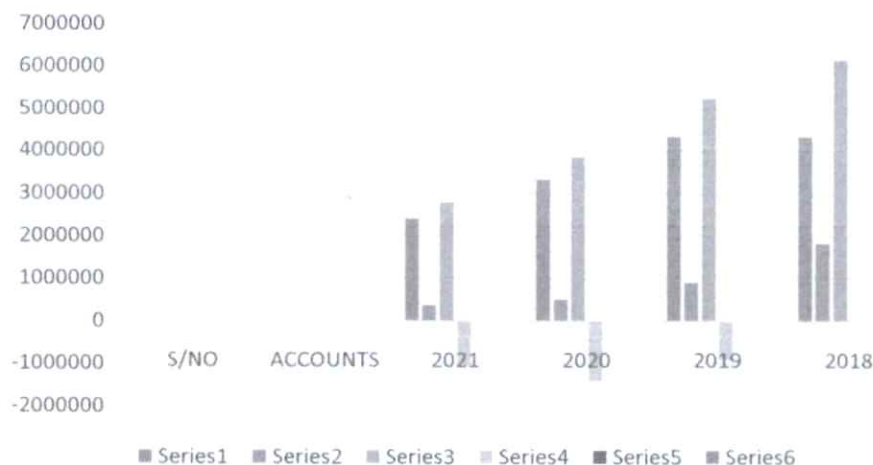


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CAPITATION FROM THE MINISTRY OF EDUCATION FOR THE LAST THREE YEARS GRANTS

| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS | 2018 KSHS |
|------|--------------------------|----------------|----------------|--------------|--------------|
| 1 | OPERATIONS ACCOUNT | 2,415,604.80 | 3,329,525.00 | 4,337,277.10 | 4,332,312.00 |
| 2 | TUITION ACCOUNT | 385,257.50 | 519,850.00 | 913,195.10 | 1,826,091.60 |
| | TOTAL | 2,800,862.30 | 3,849,375.00 | 5,250,472.20 | 6,158,403.60 |
| | INCREASE/DECREASE | (1,048,512.70) | (1,401,097.20) | (907,931.60) | - |

Chart Title

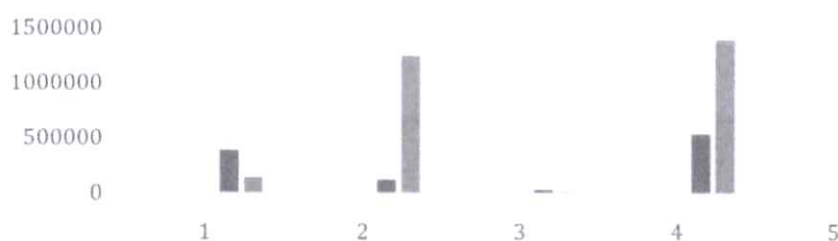


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OVERVIEW GROWTH IN EXPENDITURE OVER A PERIOD OF THREE YEARS

| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS |
|------|---------------------|---------------------|--------------|--------------|
| 1 | SCHOOL FUND ACCOUNT | 3,164,561.00 | | |
| 2 | OPERATIONS ACCOUNT | 2,454,510.00 | | |
| 3 | TUITION ACCOUNT | 356,113.00 | | |
| | TOTAL | 5,975,184.00 | | |
| | INCREASE/DECREASE | | | - |

Chart Title

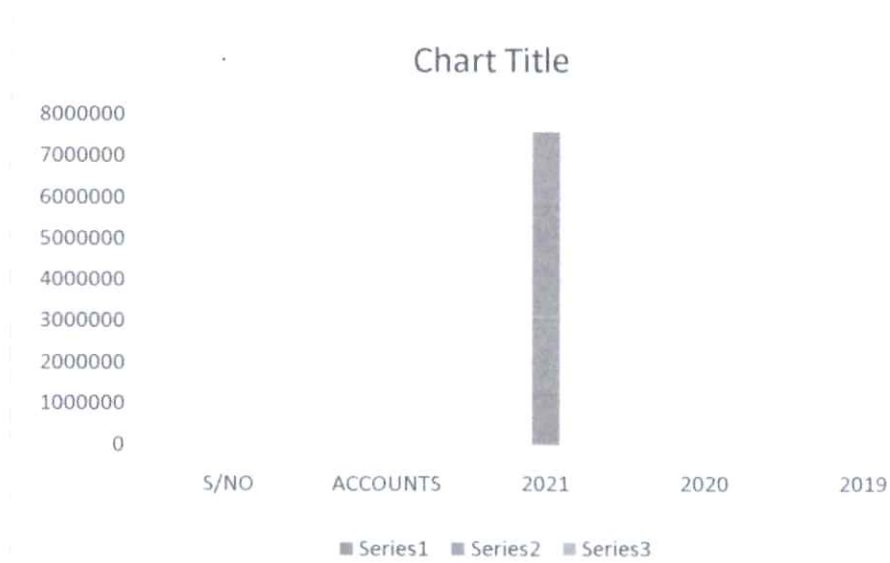


- MOVEMENT OF CASH AND BANK BALANCES OVER THE LAST THREE YEARS
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MOVEMENT OF CREDITORS OF THE SCHOOL OVER THE LAST THREE

WATUKA SECONDARY SCHOOL
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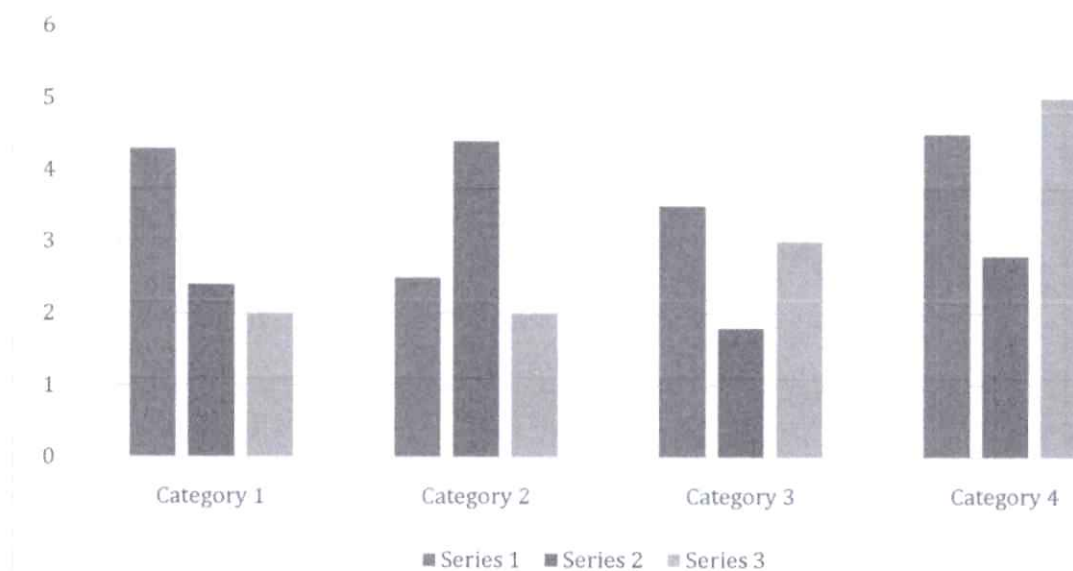
| YEARS | | | | |
|-------|------------------------|--------------|--------------|--------------|
| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS |
| 1 | SCHOOL FUND ACCOUNT | 7,594,989.00 | | |
| | INCREASE/DECREASE | | | - |



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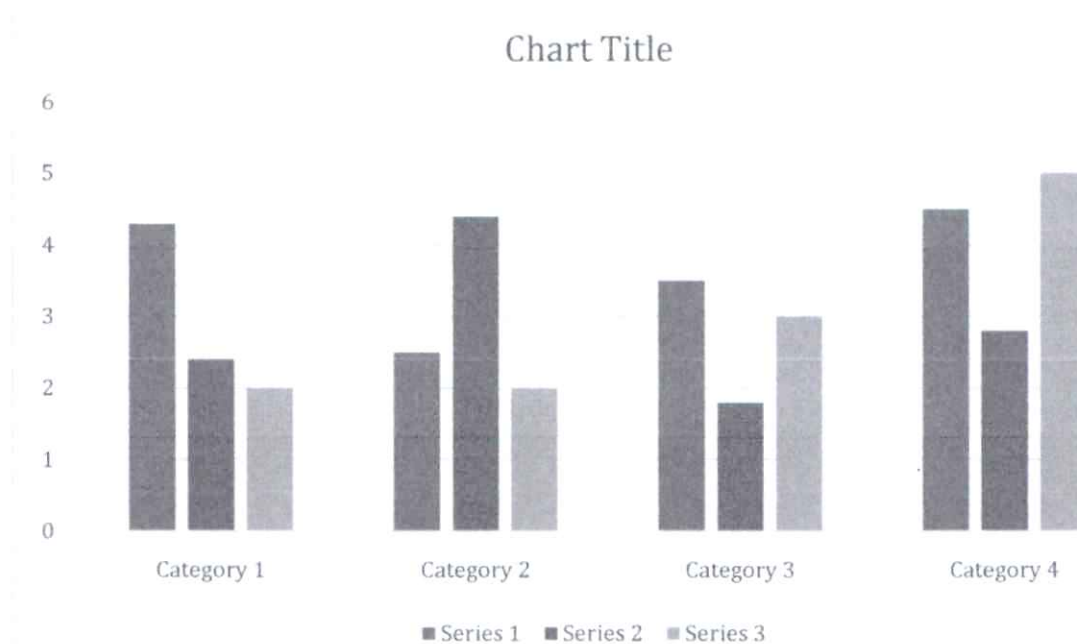
| MOVEMENT OF DEBTORS OF THE SCHOOL OVER THE LAST THREE YEARS | | | | |
|--|---------------------|----------------------|----------------------|----------------------|
| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS |
| 1 | SCHOOL FUND ACCOUNT | 684,500 | 2,529,247.00 | 3,146,042.00 |
| | INCREASE/DECREASE | (1,844,747.00) | (616,795.00) | - |

Chart Title



WATUKA SECONDARY SCHOOL
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| MOVEMENT OF CASH AND BANK BALANCES OVER THE LAST THREE YEARS | | | | |
|---|----------------------------|----------------------|----------------------|----------------------|
| S/NO | ACCOUNTS | 2021 KSHS | 2020 KSHS | 2019 KSHS |
| 1 | SCHOOL FUND ACCOUNT | 384,007.15 | 138,667.15 | |
| 2 | OPERATIONS ACCOUNT | 121,701.70 | 1,245,606.90 | |
| 3 | TUITION ACCOUNT | 30,208.15 | 9,811.65 | |
| | TOTAL | 535,917.00 | 1,394,085.70 | |
| | INCREASE/DECREASE | | | - |



b) Teacher Student ratio:

The status of the of the school teaching staff between the month of January 2021 and June 2021 is as follows:

There are 11 teachers posted by the TSC and 2 recruited by the BOM.

The teacher student ratio stands at 1:23

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c) Mean score in the 2020,2019 and 2018 KCSE:

| year | enrolment | mean | transition | School target | Comments |
|------|-----------|-------|------------|---------------|---|
| 2020 | 88 | 3.943 | 4 | 5.0 | The school with a D+ was aiming for a C |
| 2019 | 64 | 4.250 | 6 | 5.0 | |
| 2018 | 82 | 3.337 | 3 | 4.5 | |

d) Capacity of the school:

With a current no of students at 310, the school is yet to exhaust its capacity.

e)Development projects carried out by the school:

| Sno. | Project | Year | Status | Amount | Fund Source |
|------|---------|------|--------|--------|-------------|
| | | | | | |

Sign
Paul N Mwangi
School Principal

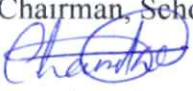
III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY

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 (*Name of 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, 20XX, and of the school's financial position as at that date.

Name: Henry GichuhiKinyua
Designation: Chairman, School Board of Management
Sign: 
Date: 30/7/2024 .

Name: Paul NgureMwangi
Designation: School Principal & Secretary to Board of Management
Sign:
Date:

Name: Esther WanjiruWagura
Designation: Bursar/ Finance Officer
Sign: 
Date: 30/7/24

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

| DESCRIPTION OF VOTE HEAD | Note | 2021-2021 | 2020-2020 |
|--|------|---------------------|-----------|
| | | Kshs | Kshs |
| RECEIPTS | | | |
| Capitation grants for tuition | 1 | 385,257.50 | |
| Capitation grants for operations | 2 | 2,575,604.80 | |
| School Fund Income- Parents' Contributions | 3 | 3,409,901.00 | |
| School fund – other incomes | | - | |
| TOTAL RECEIPTS | | 6,370,763.30 | |
| PAYMENTS | | | |
| Payments for Tuition | 4 | 364,861.00 | |
| Payments for operations | 5 | 3,699,510.00 | |
| Boarding and school fund payments | 6 | 3,164,561.00 | |
| Other payments | | - | |
| TOTAL PAYMENTS | | 7,228,932.00 | |
| | | | |
| SURPLUS/DEFICIT | | (858,168.70) | |
| | | | |

The school financial statements were approved and signed by:

Sign: 

Sign

Sign 

Name Henry Gichuhi Kinyua Name Paul N Mwangi Name Esther W Wagura

Chair BOM

School Principal/
Secretary to BOM

Bursar/
Finance Officer

Date 30/7/2024

Date

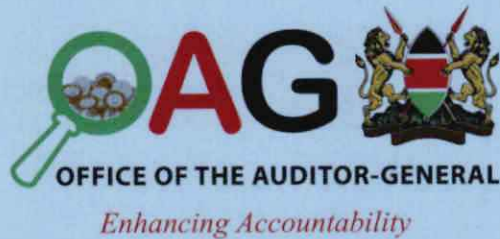
Date 30/7/24

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**IV. REPORT OF THE INDEPENDENT AUDITORS ON THE ANNUAL FINANCIAL
STATEMENTS OF OBSERVATION HILL MIXED DAY SECONDARY SCHOOL
OF THE YEAR ENDING 30TH JUNE 2021**

To be attached

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 WATUKA SECONDARY SCHOOL FOR THE SIX (6) MONTHS' PERIOD ENDED 30 JUNE, 2021 - NYERI 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 the Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on the Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, risk management environment and internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

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 Watuka Secondary School - Nyeri County set out on pages 15 to 27, which comprise of the statement financial assets and liabilities as at 30 June, 2021 and the statement of receipts and payments, statement

of cash flows and notes to the financial statements 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 Watuka Secondary School - Nyeri 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 Basic Education Act, 2013 and the Public Finance Management Act, 2012.

Basis for Qualified Opinion

1. Unsupported Cash and Cash Equivalents

The statement of financial assets and financial liabilities reflects cash and cash equivalents balance of Kshs.535,917 as disclosed in Notes 7 to the financial statements. However, the balances were not supported with bank certificates, cash books and bank reconciliation statements in a prescribed format.

In the circumstances, the accuracy, completeness and existence of the cash and cash equivalents balance of Kshs.535,917 could not be confirmed.

2. Unsupported and Long Outstanding Accounts Receivables

The statement of financial assets and financial liabilities and as disclosed in Note 9 to the financial statements reflects accounts receivables balance of Kshs.8,946,068 which was not supported with schedules and invoices. Further, the balance includes amounts totalling Kshs.3,146,042 which had been outstanding for more than two (2) years.

In the circumstances, the accuracy and completeness of the balance of Kshs.8,946,068 could not be confirmed.

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

Key Audit Matters

Key audit matters are those matters that, in my professional 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.

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution and 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, 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. Long Outstanding Accounts Payables

The statement of financial assets and financial liabilities and as disclosed in Note 10 to the financial statements reflects accounts payables balance of Kshs.7,594,989. However, included in the balance are trade payables balance of Kshs.581,415 which had been outstanding for more than two (2) years. This was contrary to Section 53(8) of the Public Procurement and Asset Disposal Act, 2015 which states that 'an Accounting Officer shall not commence any procurement proceedings until satisfied that sufficient funds to meet the obligations of the resulting contract (s) are reflected in approved budget estimates'.

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

2. Failure to Transfer Infrastructure Funds from Operations Bank Account.

The statement of receipts and payments reflects operations grants amount of Kshs.2,575,605 as disclosed in Note 2 to the financial statements, which was received from the Ministry of Education and credited in the operations bank account. Included in the amount is Kshs.1,062,400 in respect of infrastructure grants which were to be transferred to infrastructure bank account for maintenance and improvement of the School's facilities. However, no money was transferred to infrastructure account during the year. This was contrary to the Ministry of Education Circular Ref.No: MOE.HQS/3/13/3 dated 16 June, 2021 which directed that infrastructure grants as well as maintenance and improvement funds should be transferred to the school infrastructure account fifteen (15) days upon receipt of the funds in the operations account.

In the circumstances, Management was in breach of the Ministry of Education Circular.

3. Lack Procurement Plan

The statement of receipts and payments reflects an amount of Kshs.6,370,763 and Kshs.7,228,932 in respect of total receipts and payments respectively. However, during the year, Management did not prepare an annual procurement plan as part of the annual budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which states that 'a procuring entity shall prepare a procurement plan for each financial year as part of the annual budget preparation process'.

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

4. Failure to Prepare School Improvement Plan

During the year under review, the School did not have an approved School Improvement Plan. This was contrary to Paragraph 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 Ministry of Education Operation Manual.

5. Late Submission of Financial Statements to the Auditor-General

The financial statements for the year 2020/2021 were submitted on 31 July 2024 to the Auditor-General and not on the statutory date of 30 September 2021. This is contrary to Section 47(1) of the Public Audit Act, 2015 which requires that financial statements to be submitted to the Auditor-General within three months after the end of the fiscal year to which the accounts relate.

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

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

necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal control, risk management and 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 the sustainability of services and using the applicable basis of accounting unless Management is aware of the intention to terminate the School or 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.

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

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015 and 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, I confirm that nothing else has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

Basis for Conclusion

1. Lack of Ownership Documents

Review of documents revealed that the School sits on a land valued at 1,140,000 as at 30 June, 2021. However, land ownership documents were not provided for audit.

In the circumstances, the ownership and safe custody of the fixed assets could not be confirmed.

2. 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 requires 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.

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

Responsibilities of Management and those Charged with Governance

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Cash Basis) and for maintaining effective internal control as Management determines is

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal control 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 control 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 control may not prevent or detect misstatements and instances of noncompliance. 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's 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 control.
- 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 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 control 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, GBS
AUDITOR-GENERAL

Nairobi

19 September, 2024

WATUKA SECONDARY SCHOOL
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For the year ended 30th June 2021

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

| | Note | 2021-2021 | 2020-2020 |
|---------------------------------------|------|---------------------|-----------|
| | | Kshs | Kshs |
| FINANCIAL ASSETS | | | |
| Cash and Cash Equivalents | | | |
| Bank Balances | 7 | 535,917.00 | |
| Cash Balances | 8 | - | |
| Total Cash and cash equivalent | | | |
| Account's receivables | 9 | 8,946,068.00 | |
| TOTAL FINANCIAL ASSETS | | 9,481,985.00 | |
| FINANCIAL LIABILITIES | | | |
| Accounts Payables | 10 | (7,594,989.00) | |
| NET FINANCIAL ASSETS | | 1,886,996.00 | |
| REPRESENTED BY | | | |
| Accumulated Fund b/fwd | 11 | 2,745,164.70 | |
| Surplus/Deficit for the year | | (858,168.70) | |
| NET FINANCIAL POSITION | | 1,886,996.00 | |

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

Sign: 

Name Henry Gichuhi Kinyua

Chair BOM

Date 30/7/2024

Sign

Name Paul N Mwangi

School Principal/
Secretary to BOM

Date

Sign

Name Esther W Wagura

Bursar/
Finance Officer

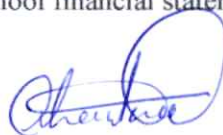
Date 30/7/24

WATUKA SECONDARY SCHOOL
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For the year ended 30th June 2021

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

| | | 2021-2021 | 2020-2020 |
|--|----------|---------------------|------------------|
| | | Kshs | Kshs |
| Receipts for operating income | | | |
| Capitation grants for tuition | 1 | 385,257.50 | |
| Capitation grants for operations | 2 | 2,575,604.80 | |
| School fund income- Parents contributions/ fees | 3 | 3,409,901.00 | |
| Other incomes | | | |
| Total receipts | | 6,370,763.30 | |
| Payments | | | |
| Payments for Tuition | 4 | 364,861.00 | |
| Payments for operations | 5 | 3,699,510.00 | |
| Boarding and school fund payments | 6 | 3,164,561.00 | |
| | | | |
| Total payments | | 7,228,932.00 | |
| Net cash flow from operating activities | | (858,168.70) | |
| CASHFLOW FROM INVESTING ACTIVITIES | | | |
| Net cash flows from Investing Activities | | | |
| CASHFLOW FROM BORROWING ACTIVITIES | | | |
| NET INCREASE IN CASH AND CASH EQUIVALENTS | | | |
| | | (858,168.70) | |
| Cash and cash equivalent at BEGINNING of the year | | 1,394,085.70 | |
| Cash and cash equivalent at END of the year | | 535,917.00 | |

The school financial statements were approved and signed by:

Sign: 

Sign

Sign



Name Henry Gichuhi Kinyua Name Paul N Mwangi

Name Esther W Wagura

Chair BOM

School Principal/
Secretary to BOM

Bursar/
Finance Officer

Date 30/7/2024 Date

Date 30/7/24

WATUKA SECONDARY SCHOOL
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WATUKA SECONDARY SCHOOL

| | | | | | | |
|--|--|--|--|--|--|--|
| Textbooks and reference materials | | | | | | |
| Exercise books | | | | | | |
| Laboratory equipment | | | | | | |
| Internal exams | | | | | | |
| Teaching / learning materials | | | | | | |
| Chalks | | | | | | |
| Exams and assessment | | | | | | |
| Teachers guides | | | | | | |
| Bank Charges | | | | | | |
| SUB-TOTALS | | | | | | |
| | | | | | | |
| (2) EXPENDITURE FOR OPERATIONS | | | | | | |
| Repairs and maintenance | | | | | | |
| Personnel emoluments | | | | | | |
| Local transport / travelling | | | | | | |
| Electricity, water and conservancy | | | | | | |
| Administration costs | | | | | | |
| Activity Expenses | | | | | | |
| Gratuity | | | | | | |
| Bank Charges | | | | | | |
| SUB-TOTALS | | | | | | |
| | | | | | | |
| (3) EXPENDITURE FOR SCHOOL FUND | | | | | | |
| Lunch Program | | | | | | |
| TOTALS | | | | | | |

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

- i. The school haven't received full capitation for the period from 1stjan – 30th June 2021
- ii. The contribution collected from parents was not fully utilized since the year ended between term dates.

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

| Receipt/expenses Item | Original Budget | Adjustments | Final Budget | Actual on Comparable Basis | Budget Utilization Difference | % of Utilization |
|---|-----------------|-------------|--------------|----------------------------|-------------------------------|------------------|
| | a | b | c=a+b | d | e=c-d | f=d/c |
| | Kshs | Kshs | | | Kshs | % |
| RECEIPTS | | | | | | |
| (1)CAPITATION GRANT ON TUITION | | | | | | |
| Textbooks and reference materials | | | | | | |
| Exercise books | | | | | | |
| Laboratory equipment | | | | | | |
| Internal exams | | | | | | |
| Teaching / learning materials | | | | | | |
| Chalks | | | | | | |
| Exams and assessment | | | | | | |
| Teachers guides | | | | | | |
| SUB-TOTALS | | | | | | |
| (2) CAPITATION GRANT ON OPERATIONS | | | | | | |
| Repairs and maintenance | | | | | | |
| Personnel emoluments | | | | | | |
| Local transport / travelling | | | | | | |
| Electricity and water | | | | | | |
| Administration costs | | | | | | |
| Activity | | | | | | |
| Other sources | | | | | | |
| SMASSE | | | | | | |
| SUB-TOTALS | | | | | | |
| (3) FEES CHARGED ON PARENTS | | | | | | |
| Lunch program | | | | | | |
| (1) EXPENDITURE FOR TUITION | | | | | | |

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 *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.

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 *school's* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.

9. Comparative figures

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

10. Subsequent events

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

X. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

| | 2021-2021 | 2020-2020 |
|-----------------------------------|-------------------|------------------|
| | Kshs | Kshs |
| Textbooks and reference materials | | |
| Exercise books | | |
| Laboratory equipment | | |
| Internal exams | | |
| Teaching / learning materials | 385,257.50 | |
| Other sources | | |
| Total | 385,257.50 | |

2 CAPITATION GRANT FOR OPERATIONS

| | 2021-2021 | 2020-2020 |
|-----------------------|---------------------|------------------|
| | Kshs | Kshs |
| Ministry of Education | 2,415,604.80 | |
| Tuition Account | 60,000.00 | |
| Medical | | |
| Activity | | |
| School fund | 100,000.00 | |
| Advance | | |
| Total | 2,575,604.80 | |

3 PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT

| | 2021-2021 | 2020-2020 |
|---------------------|---------------------|------------------|
| | Kshs | Kshs |
| LT&T | 49,530.00 | |
| EWC | 356,372.00 | |
| BES | 1,911,696.00 | |
| Recoveries(debtors) | 67,705.00 | |
| RMI | 177,760.00 | |
| Personal Emoluments | 218,340.00 | |
| ADM cost | 134,930.00 | |
| Caution | 1,000.00 | |
| Activity | 16,580.00 | |
| Other incomes | 24,500.00 | |
| Bursary | 451,488.00 | |
| Total | 3,409,901.00 | |

WATUKA SECONDARY SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 PAYMENTS FOR TUITION

| | 2021-2021 | 2020-2020 |
|-------------------------------|-------------------|-----------|
| | Kshs | Kshs |
| Teaching / learning materials | 175,375.00 | |
| Bank Charges | 486.00 | |
| Operations | 60,000.00 | |
| Imprest | 129,000.00 | |
| Total | 364,862.00 | |

5 PAYMENTS FOR OPERATIONS

| | 2021-2021 | 2020-2020 |
|----------------------|---------------------|-----------|
| | Kshs | Kshs |
| Personnel emoluments | 1,571,342.00 | |
| Administration Cost | 133,170.00 | |
| BES | 158,000.00 | |
| Inward cheque | 90,000.00 | |
| Activity | 50,000.00 | |
| Welfare(creditors) | 100,000.00 | |
| School fund | 2,800.00 | |
| Bank Charges | 4,198.00 | |
| Imprest | 1,590,000.00 | |
| TOTAL | 3,699,510.00 | |

6 BOARDING AND SCHOOL FUND PAYMENTS

| | 2021-2021 | 2020-2020 |
|---------------------|---------------------|-----------|
| | Kshs | Kshs |
| LT&T | 45,500.00 | |
| EWC | 60,360.00 | |
| BES | 808,898.00 | |
| Personal Emoluments | 27,702.00 | |
| Administration cost | 78,687.00 | |
| Inward cheque | 1,074,076.00 | |
| Activity | 3,800.00 | |
| RMI | 21,480.00 | |
| Operations | 100,000.00 | |
| Farm | 5,000.00 | |
| Imprest | 934,984.00 | |
| Bank charges | 4,074.00 | |
| TOTAL | 3,164,561.00 | |

WATUKA SECONDARY SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

7 BANK ACCOUNTS

| Name of Bank | Bank Account Number | 2021-2021 | 2020-2020 |
|------------------------------|---------------------|-------------------|-----------|
| | | Kshs | Kshs |
| Tuition Account | | 30,208.15 | |
| Operations Account | | 121,701.70 | |
| School Fund Account/Boarding | | 384,007.15 | |
| Savings Account | | - | |
| Infrastructural Account | | - | |
| Total | | 535,917.00 | |

8 CASH IN HAND

| Description | 2021-2021 | 2020-2020 |
|---------------------|-----------|-----------|
| | Kshs | Kshs |
| Tuition Account | - | |
| Operation Account | - | |
| School Fund account | - | |
| Total | - | |

9 ACCOUNTS RECEIVABLE

| Description | 2021-2021 | 2020-2020 |
|--------------|---------------------|-----------|
| | Kshs | Kshs |
| Imprest | 2,653,984.00 | |
| Fees arrears | 6,359,789.00 | |
| Recoveries | (67,705.00) | |
| Total | 8,946,068.00 | |

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

| Description | 2021-2021 | 2020-2020 |
|---|---------------------|-----------|
| | Kshs | Kshs |
| Fees arrears for current year | 684,500.00 | |
| Fees arrears for the previous year | 2,529,247.00 | |
| Fees arrears for prior periods (over two years) | 3,146,042.00 | |
| Total | 6,359,789.00 | |

WATUKA SECONDARY SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

10 ACCOUNTS PAYABLE

| Description | 2021-2021 | 2020-2020 |
|---|---------------------|-----------|
| | Kshs | Kshs |
| Trade creditors (See ageing below and appendix 1) | 7,594,989.00 | |
| Prepaid fees | | |
| Retention monies | | |
| Total | 7,594,989.00 | |

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

| Description | 2021-2021 | 2020-2020 |
|--|---------------------|-----------|
| | Kshs | Kshs |
| Trade creditors for current year | - | |
| Trade creditors for the previous year | 7,594,989.00 | |
| Trade creditors for prior periods (over two years) | - | |
| Total | 7,594,989.00 | |

11 FUND BALANCE BROUGHT FORWARD

| Description | 2021-2021 | 2020-2020 |
|------------------------|---------------------|-----------|
| | Kshs | Kshs |
| Bank balances | 140,085.70 | |
| Cash balances | 1,254,000.00 | |
| Short Term Investments | - | |
| Receivables | 8,946,068.00 | |
| Payables | (7,594,989.00) | |
| Total | 2,745,164.70 | |

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.

BIOLOGICAL ASSETS

| Description | Numbers | 2021-2021 | 2020-2020 |
|--------------|---------|-----------|-----------|
| | | Kshs | Kshs |
| Cattle | 4 | | |
| Trees | 150 | | |
| Total | | | |

The value of trees awaits official valuer to ascertain its actual value.

STOCK/ INVENTORY

| Description | 2021-2021 | 2020-2020 |
|--|-----------|-----------|
| | KShs | KShs |
| a) 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 | - | |

12 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) |
|----------------|--|----------------------------|--|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

WATUKA SECONDARY SCHOOL
Annual Report and Financial Statements
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13 ANNEXES

ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

| Supplier of Goods or Services | Original Amount | Date Contracted | Amount Paid To-Date | Outstanding Balance 20XX | Comments |
|----------------------------------|-----------------|-----------------|---------------------|--------------------------|----------|
| | a | b | C | d=a-c | |
| | Kshs | Kshs | Kshs | Kshs | |
| Construction of buildings | | | | | |
| Supply of goods | | | | | |
| Tuition Account | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| Sub-Total | | | | | |
| Operations | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| Sub-Total | | | | | |
| School Fund | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| Sub-Total | | | | | |
| Supply of services | | | | | |
| • | | | | | |
| • | | | | | |
| • | | | | | |
| Sub-Total | - | | | - | |
| Grand Total | | | | | |

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ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

| Asset class | Date purchased | Description | Historical Cost c/f (Kshs) 30th June 2021 |
|--|-----------------------|---|---|
| Land 1 | Balb/f 01/01/2021 | 3.8 hectares | |
| Buildings and structures | Balb/f 01/01/2021 | 8 classes, 4 dormitories, 1 dining hall, 2 laboratories, 1 adm block, 1 library, 8 teachers houses. | |
| Motor vehicles | Balb/f 01/01/2021 | School bus and a van | |
| Office equipment, furniture and fittings | Balb/f 01/01/2021 | 12 tables , 400 chairs | |
| ICT Equipment, and Other ICT Assets | Balb/f 01/01/2021 | 1 photocopier, 1 printer, 1 scanner, 1 laptop, 3 computers | |
| Tools and apparatus | Balb/f 01/01/2021 | | |
| Textbooks | Balb/f 01/01/2021 | | |
| Other Machinery and Equipment | Balb/f 01/01/2021 | 1 light generator | |
| Heritage and cultural assets | Balb/f 01/01/2021 | | |
| Intangible assets- soft ware | Balb/f 01/01/2021 | 1 zeraki | |
| Total | | | |