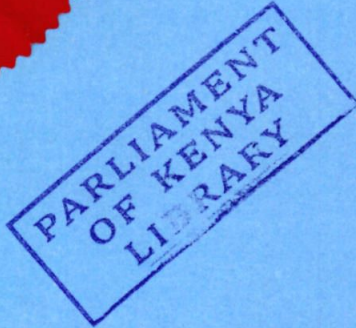


REPUBLIC OF KENYA



*Enhancing Accountability*



**REPORT**

THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 04 MAR 2025	DAY: Tuesday
TABLED BY:	Deputy chief whip Hon. Naome Jillo
CLERK-AT-THE-TABLE:	Benson Inzofu

**THE AUDITOR-GENERAL**

**ON**

**ST. URSULA GIRLS' SECONDARY SCHOOL-  
TUNGUTU**

**FOR YEAR ENDED  
30 JUNE, 2023**

**KITUI COUNTY**



---

# ST. URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU

## ANNUAL REPORT AND FINANCIAL STATEMENTS

### FOR THE FINANCIAL YEAR ENDED

30<sup>th</sup> June 2023

---

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

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30<sup>th</sup> June 2023**

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ST.URSULA GIRLS SECONDARY SCHOOL-TUNGUTU

Annual Report and Financial Statements

For the year ended 30th June 2023

1.0 ACRONYMS AND GLOSSARY OF TERMS

BOM-BOARD OF MANAGEMENT

CEB-COUNTY EDUCATION BOARD

IPSAS-INTRRNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS

KCSE-KENYA CERTIFICATE OF SECONDARY EDUCATION

PFM-PUBLIC FINANCE MANAGEMENT

PSASB-PUBLIC SECTOR ACCOUNTING STANDARDS BOARD

FY- FINANCIAL YEAR

FDSE-FREE DAY SECONDARY EDUCATION

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Reports and Financial Statements**  
**For the year ended 30th June 2023**

**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 Kitui County, Kitui central Sub-County  
 The school was registered in Feb 2020 under registration number 155300012284 and is currently categorized as a (*extra county*) public school established, owned or operated by the Government.

The school is a boarding school and had 511 number of students as at 30<sup>th</sup> June 2023. It has 3 streams and 29 teachers of which 3 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	Anselm kamuti	Chairman	9/6/2022
2	Tarsilla mwilaria	Secretary - Principal	9/6/2022
3	Redempter mutembe	Member	9/6/2022
4	Obed mutua	Member	9/6/2022
5	Rebecca mwengi	Member	9/6/2022
6	Margaret musyoka	Member	9/6/2022
7	Grace muatha	Member	9/6/2022
8	Justus wathe	Member	9/6/2022
9	Ngandi mutemi	Member	9/6/2022
10	Cosmas Nzango	Member	9/6/2022
11	Caroline njillo	Member	9/6/2022
12	Angeline mumbe	Member	9/6/2022
	Anselm kamuti	Member - Rep CEB	9/6/2022
13	Richard kivuva	Member Rep Teachers	9/6/2022
14	Fr.benson katua	Sponsor	9/6/2022
	Grace muatha	Member - Community	9/6/2022
	Margaret musyoka	Member Special Needs	9/6/2022
	joy afande	Rep Students	9/6/2022

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**

**Annual Report and Financial Statements**

**For the year ended 30th June 2023**

**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**

Ref:	Name of Committee	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee	1. Anselm kamuti	B.o.m chairman	
		2. Tarsilla mwilaria	Principal/ b.o.m Secretary	2
		3. Fr. benson katua	Sponsor	
		4. Obed mutua	P.T.A	
		5. Margaret musyoka	Member	
2	Audit Committee	1. Tarsilla mwilaria	Principal	
		2. Justus wathe	Chairperson	N/A
		3. Danic mutemi	Member	
		4. Grace muatha	Member	
		5. Carolline jillo	Member	
3	Finance, procurement and general purposes Committee	1. Tarsilla mwilaria	Principal	
		2. Fr. benson katua	Member	1
		3. Cosmas nzango	Chairperson	
		4. Anselm kamuti	Member	
		5. Obed mutua	Member	

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)**

4	Academic Committee	1.Tarsilla mwilaria	Pincipal	
		2.Rebecca mwengi	Chairperson	
		3.Justus wathe	Member	
		4.Caroline jillo	Member	
		5.Richard kivuva	Member	
5	Development Committee	1.Tarsilla mwilaria	Principal	
		2.Margaret musyoka	Chairperson	
		3.Anselm kamuti	Member	
		4.Obed mutua	Member	
		5.Consolata mueni	Member	
6	Discipline and welfare Committee	1.Tarsilla mwilaria	Principal	
		2.Redempter mutembe	Chairperson	
		3.Fr.benson katua	Member	
		4.Anselm kamuti	Member	
		5.Grace muatha		
7	Adhoc Committee (if any during the year)	1.Consolata mueni	Chairperson	
		2.Rosemary mulwa	Member	
		3.Mumba mwabakari	Member	
		4.Christopher nyamai	Member	
		5.Elizabeth wambua	Member	

**(d) School operation Management**

was under the following persons:

Ref:	Designation	NAME	TSC Number
1	Principal	Tarsilla mwilaria	219455
2	Deputy Principal	Consolata ngiti	403139
3	Bursar/Accounts clerk	Elizabeth wambua	N/A

**ST.URSULA GIRLS SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30<sup>th</sup> June 2023**

**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)**

**(e) Schools contacts**

Post Office Box: 467-90200  
Telephone: 0735647578  
E-mail: st.ursulatnt@gmail.com  
Website: www.stursulagirlstungutu.sc.ke  
Facebook:  
Twitter:

**(f) School Bankers**

The following school operated 7 number of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

1. Name of Bank: national bank of kenya  
Branch: kitui  
Account Number: 01021051520500
  2. Name of Bank: national bank of kenya  
Branch: kitui  
Account Number: 01021051520501
  - 3.name of bank:national bank of kenya  
Branch:kitui  
Account number:01025051520500
  - 4.name of bank:national bank of kenya  
Branch:kitui  
Account number:01020051520500
  - 5.name of bank:national bank of kenya  
Branch:kitui  
Account number01025051520502
  - 6.name of bank:national bank of kenya  
Branch:kitui  
Account:01020220013700
  - 7.name of bank:national bank of kenya  
Branch:kitui  
Account number:01242051520500
3. MPESA Pay Bill No. 7406870 attached to 01021051520500 bank account

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

**ST.URSULA GIRLS SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30<sup>th</sup> June 2023**

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**(g) Independent Auditors**

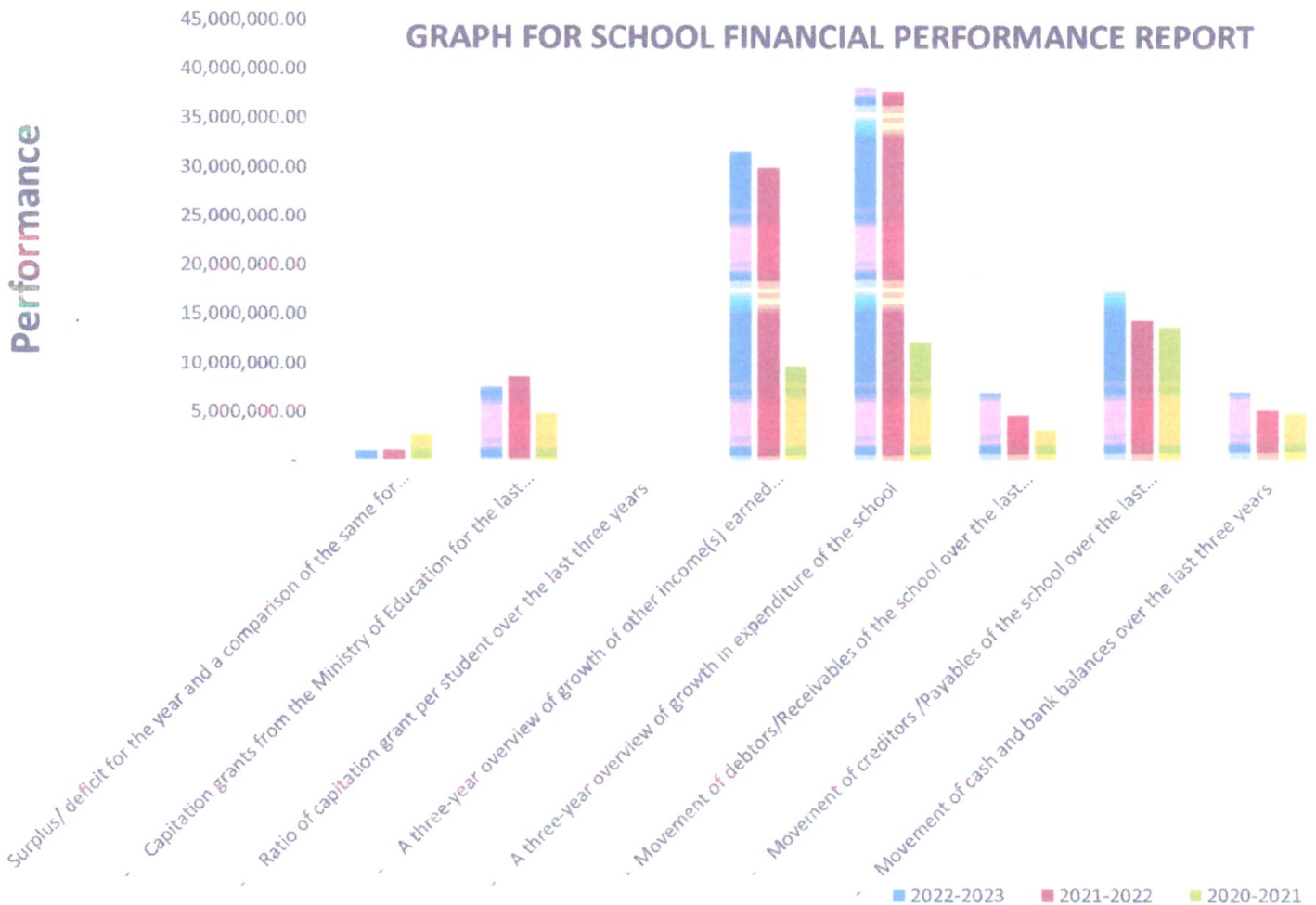
Office of the Auditor General  
Anniversary Towers, University Way  
P.O. Box 30084  
GPO 00100  
Nairobi, Kenya

**SURSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

**II SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL**

The following is a table summary report of the performance of the school

a) Financial performance :	2022-2023	2021-2022	2020-2021
- Surplus/ deficit for the year and a comparison of the same for the last three years	1,101,421.37	1,135,561.40	2,753,611.1
- Capitation grants from the Ministry of Education for the last three years	7,667,228.70	8,728,369.30	4,887,785
- Ratio of capitation grant per student over the last three years	15,004.36	17,813.00	9,995
- A three-year overview of growth of other income(s) earned by the school.	31,553,938.00	29,973,217.50	9,774,976
- A three-year overview of growth in expenditure of the school	38,119,745.33	37,701,484.40	12,244,664
- Movement of debtors/Receivables of the school over the last three years	7,016,559.00	4,712,235.00	3,249,465
- Movement of creditors /Payables of the school over the last three years	17,476,496.16	14,399,732.63	13,749,101
- Movement of cash and bank balances over the last three years	7,127,267.74	5,253,406.84	4,929,984



**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**

Annual Report and Financial Statements

For the year ended 30th June 2021

**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:

		2022-2023	2021-2022	2020-2021
<b>b) Teacher Student ratio:</b>				
The teacher to student ratio				1:19
Number of teachers recruited and posted to the school within the year			1.00	1
Number of teachers that were transferred/ retired during the period		2	3.00	3
Number of teachers employed by TSC		26	25	25
Number of teachers employed by BOM.		3	3	3
Number of teachers the school has for each subject in order to indicate shortage/ allocation of resources				
<b>SUBJECTS</b>	<b>NO.of Teachers</b>			
MATHS	5	7	7	
ENGLISH	4	4	4	
KISWAHILI	6	5	5	
CHEMISTRY	5	5	5	
PHYSICS	1	2	2	
BIOLOGY	5	6	6	
HISTORY	5	5	5	
CRE	3	5	5	
AGRICULTURE	3	3	3	
BUSINESS STUDIES	2	2	2	
GEOGRAPHY	2	4	4	
COMPUTER STUDIES	1	1	1	
<b>c) Mean score in the 2021 KCSE:</b>				
performance of the school for each over the last three years				
Number of students that have since transitioned to institutions of higher learning		19	43	18
Mean score		5.534	<b>5.885</b>	<b>5.3208</b>
comment on improvement or otherwise as compared to the school's set score.				
<b>d) Number of Candidates in the 2021 KCSE:</b>				
Number of candidates sitting for KCSE over the last three years.		88	127	107
<b>e) Capacity of the school:</b>				
Number of students in the school		511	490	483
Dormitories		6	6	6
Dinning hall,		1	1	1
laboratories,		2	2	2
Toilets		39	39	39
Land with legal ownership		1	1	1
Other amenities./staff houses		3	3	3

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

f) Development projects carried out by the school:

Project	Source of fund	Initial cost (Ksh)	Amount spent (Ksh)	Expected Completion Time
Library shelves, tables & seats	MOE	925,200.00	925,200.00	Completed


  
 Sign \_\_\_\_\_
   
 Date \_\_\_\_\_
   
 School Principal

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

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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 st.ursula girls Sec sch 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 30<sup>th</sup> June, 2023, and of the school's financial position as at that date.

Name: Anselm Kamuti  
Designation: Chairman, School Board of Management

Sign:   
Date: 17/10/2023

Name: Tarsila mwilaria  
Designation: School Principal & Secretary to Board of Management

Sign:   
Date: 17/10/2023

Name: Elizabeth wambua  
Designation: Bursar/ Finance Officer

Sign:   
Date: 17/10/2023

# REPUBLIC OF KENYA

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Email: info@oagkenya.go.ke  
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*Enhancing Accountability*

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

## **REPORT OF THE AUDITOR-GENERAL ON ST. URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU FOR THE YEAR ENDED 30 JUNE, 2023 – KITUI COUNTY**

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### **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 St. Ursula Girls' Secondary School-Tungutu – Kitui County set out on pages 1 to 18, which comprise of the statement of financial assets and financial liabilities as at 30 June, 2023, the statement of receipts and payments, statement of cash flows and statement of budgeted versus actual amounts

*Report of the Auditor-General on St. Ursula Girls' Secondary School-Tungutu for year ended 30 June, 2023 - Kitui County*

for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of St. Ursula Girls Secondary School-Tungutu - Kitui County as at 30 June, 2023, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with the Public Finance Management Act, 2012 and the Basic Education Act, 2013.

### **Basis for Qualified Opinion**

#### **1. Unreconciled Variances in the Financial Statements**

Comparison of the statement of budgeted versus actual amounts and amounts in the statement of receipts and payments revealed the following unreconciled variances;

<b>Component</b>	<b>Statement of Receipts and Payments (Kshs.)</b>	<b>Statement of Budgeted Versus Actual Amounts (Kshs.)</b>	<b>Variance (Kshs.)</b>
Capitation Operations	5,600,567	8,950,000	3,349,433
Expenditure for Tuition	2,176,632	2,072,000	104,632
Payments for Operations	6,535,761	8,950,000	2,414,239

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

#### **2. Unsupported Outstanding Accounts Receivables**

The financial statements reflect accounts receivable balance of Kshs.7,016,559 as disclosed in Note 13 to the financial statements. However, included in the receivables balance is Kshs.2,901,835 which was outstanding for more than two (2) years and was not supported with schedules. In addition, significant accounting policies on accounts receivables as disclosed in Note 11 is silent on the treatment of student's fee balances which is a major source of income for the School.

In the circumstances, the accuracy, completeness and recoverability of accounts receivable balance of Kshs.7,016,559 could not be confirmed.

#### **3. Unsupported Cash in Hand**

The statement of financial assets and liabilities reflects cash and cash equivalents balance of Kshs.7,079,691 as disclosed in Note 10 to the financial statements. However, the balance includes cash in hand balance of Kshs.47,576 which was not supported by

a cash survey certificate. Further, the operations account was overdrawn by Kshs.205,446 contrary to Section 28(4)(5) of the Public Finance Management Act, 2012.

In the circumstances, the accuracy, completeness and existence of cash and cash equivalents balance of Kshs.7,079,691 could not be confirmed.

#### **4. Unsupported Account Payables**

The statement of financial assets and financial liabilities reflects accounts payables balance of Kshs.17,476,496 as disclosed in Note 14 to the financial statements. However, this balance includes an amount of Kshs.11,994,337 which have been outstanding for over two (2) years. No explanation or supporting documentation was provided in support of the existence of the trade payables.

In the circumstances, accuracy and completeness of the payables balance could not be confirmed.

#### **5. Inaccuracies in Capitation Grants**

The statement of receipts and payments reflects capitation grants for tuition and operations amount of Kshs.1,236,662 and Kshs.5,600,566 respectively as disclosed in Note 1 and 2 to the financial statements. However, during the year under review, National Education Management Information System (NEMIS) reported a total number of three hundred and forty-one (341) students, four hundred and eighty-nine (489) students, four hundred and eighty-nine (489) students and five hundred and eleven (511) students for the months of July 2022, September 2022, January 2023 and April 2023 respectively. However, the School recorded four hundred and ninety-six (496), four hundred and ninety-one (491), five hundred and thirteen (513) and five hundred and thirteen in the respective months students which resulted in the School missing out on capitation grants of Kshs.662,159.

In the circumstances, the accuracy and completeness of capitation grants for tuition and operations amounts of Kshs.1,236,662 and Kshs.5,600,566 respectively could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the St. Ursula Girls Secondary School-Tungutu 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.

#### **Emphasis of Matter**

##### **Budgetary Control and Performance**

The statement of budget and actual amounts reflects final receipts budget and actual on comparable basis of Kshs.22,767,500 and Kshs.28,276,707 respectively resulting to an over-funding of Kshs.5,509,207 or 24% of the budget. However, the School spent

Kshs.24,744,102 against actual receipts of Kshs.28,276,707 resulting to an under-utilization of Kshs.3,532,605 or 12% of the actual receipts.

The under-utilization affected the planned activities and may have impacted negatively on service delivery to the public.

My opinion is not modified in respect of this matter.

### **Key Audit Matters**

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

### **Other Matter**

### **Unresolved Prior Year Matters**

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

## **REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES**

### **Conclusion**

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

### **Basis for Conclusion**

#### **1. Irregular Transfer of Funds to Kenya Secondary Schools Heads Association**

The statement of receipts and payments reflects boarding and school fund payments amount of Kshs.28,991,609 as disclosed in Note 9 to the financial statements. Included in the expenditure is an amount of Kshs.71,000 transferred to Kenya Secondary Schools Heads Association (KESSHA). However, KESSHA is a welfare organization that draws its membership from School Principals only. The organization is not defined in Government Funding system and there is no assurance that it has implemented effective, efficient, and transparent financial management and internal control systems to manage the funds transferred by schools.

In the circumstances, value for money transferred to KESSHA amounting to Kshs.71,000 could not be confirmed.

## **2. Failure to Transfer Infrastructure Funds from Operations Bank Account to the Infrastructure Bank Account**

The statement of receipts and payments reflects operations and infrastructure grants totalling Kshs.5,600,566 as disclosed in Note 2 of the financial statements from the Ministry of Education account credited in the operations bank account. Included, in the amount is Kshs.1,830,000 which was supposed to be transferred to the infrastructure account for maintenance and improvement of School's facilities. However, Management only transferred Kshs.978,000 leaving a balance of Kshs.852,000 . In addition, the School did not transfer the funds within the stipulated timelines, contrary to 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 (M & I F) should be transferred to the school infrastructure account fifteen (15) days upon receipt of the funds.

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

## **3. Lack of Procurement Plan**

The statement of receipts and payments reflects an amount of Kshs.39,221,166 and Kshs.38,119,421 in respect of receipts and payments respectively. However, during the year under review, Management did not prepare an annual procurement plan as part of budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which states that a procuring entity prepare a procurement plan for each financial year as part of the annual budget preparation process.

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

## **4. Non-Compliance with the Public Sector Accounting Standards Board Reporting Requirements**

The financial statements presented for audit contained the following anomalies:

- (i) The second page to the financial statements is blank and numbered roman ii.
- (ii) In the Key School information and management section (b) School Board of Management the Chairperson of the School is disclosed twice contrary to the Basic Education Act, 2013. (c) Committees of the Board requires a disclosure of the number of meetings attended during the year, which has not been populated. Further, the Audit Committee and Finance, Procurement and General Purposes never met during the year.
- (iii) Key information and management (d) School operation management requires the School day-to-day management the people in charge that particular time however the slot for school bursar the third column was indicated N/A.
- (iv) Page number VI B to the financial statements has disclosed financial year under audit as 2021.
- (v) The statement of receipts and payments is titled as statement of receipts and payments period to 30 June 2023 as opposed to receipts and payments for the year ended 30 June 2023.

In the circumstances, Management was in breach of the Public Sector Accounting Standards Board (PSASB) guidelines. Further, lack of relevant information may affect users' reliance on the financial statements for decision making.

## **5. Late Submission of Financial Statements for Audit**

During the year under review, Management submitted the financial statements to the Auditor-General on 20 May, 2024 instead of the statutory deadline of 30 September, 2023. This was contrary to the Ministry of Education circular Ref.MOE/DSAS/FIN/17/1/17 dated 19 August, 2021 which stated that the school's financial statements should be ready by 30 September, 2023 in compliance with Section 81 of the Public Finance Management Act, 2012 on preparation of the financial statements.

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

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 governance were not effective.

### **Basis for Conclusion**

#### **Failure to Update Fixed Assets Register**

Annex 2 of the financial statements reflect Nil values for all the School assets. Further, all the columns of the fixed assets register which includes, date of purchase, location, units, historical cost brought forward, additions during the year, disposals during the year and historical cost carried forward at 30 June, 2023 are blank. In addition, the Management did not provide a title deed for the land on which its buildings are constructed.

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

The audit was conducted in accordance with ISSAI 2315 and ISSAI 2330. The standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal control, 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 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 sustainability of services and using the applicable basis of accounting unless Management is aware of the intention to terminate the School or to cease its 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 overall 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 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 time 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 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's policies and procedures may deteriorate.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of the applicable basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to 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, CBS  
AUDITOR-GENERAL

Nairobi

29 November, 2024

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

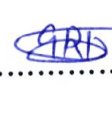
**v. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30<sup>TH</sup> JUNE 2023**

DESCRIPTION OF VOTE HEAD	Note	2022-2023	2021-2022
		Kshs	Kshs
<b>RECEIPTS</b>			
Capitation grants for tuition	1	1,236,662.00	1,620,685.40
Capitation grants for operations	2	5,600,566.70	7,243,142.90
Infrastruicture grant	3	830,000.00	
School Fund Income- Parents' Contributions	4	27,324,995.00	24,597,618.50
Miscellaneous incomes	5	4,228,943.00	5,375,599.00
Proceeds from borrowings		-	-
<b>TOTAL RECEIPTS</b>		<b>39,221,166.70</b>	<b>38,837,045.80</b>
<b>PAYMENTS</b>			
Payments for Tuition	6	2,176,632.60	1,079,208.00
Payments for operations	7	6,535,760.95	8,962,252.10
Infrastructure	8	415,742.25	
Boarding and school fund payments	9	28,991,609.53	27,660,024.30
<b>TOTAL PAYMENTS</b>		<b>38,119,745.33</b>	<b>37,701,484.40</b>
<b>SURPLUS/DEFICIT</b>		<b>1,101,421.37</b>	<b>1,135,561.40</b>

The school financial statements were approved on \_\_\_\_\_ and signed by:

Sign: 

Sign: 

Sign: 

Name: ANSEEM KAMUKI  
 Chair BOM

Name: Carla Mulari  
 School principal/Secretary to BOM

Name: ERIZABETH KIAMBUA  
 Bursar



Date: 17/10/2023

Date: 17/10/2023

Date: 17/10/2023

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
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**VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30<sup>TH</sup> JUNE 2023**

	Note	2022-2023	2021-2022
		Kshs	Kshs
<b>FINANCIAL ASSETS</b>			
<b>Cash and Cash Equivalents</b>			
Bank Balances	10	7,079,691.74	5,253,406.84
Cash Balances	11	47,576.00	-
Short term Investment	12	-	-
<b>Total Cash and cash equivalent</b>		<b>7,127,267.74</b>	<b>5,253,406.84</b>
Account's receivables	13	7,016,559.00	4,712,235.00
<b>TOTAL FINANCIAL ASSETS</b>		<b>14,143,826.74</b>	<b>9,965,641.84</b>
<b>FINANCIAL LIABILITIES</b>			
Accounts Payables	14	17,476,496.16	14,399,732.63
<b>NET FINANCIAL ASSETS</b>		<b>(3,332,669.42)</b>	<b>(4,434,090.79)</b>
<b>REPRESENTED BY</b>			
Accumulated Fund b/fwd	15	(4,434,090.79)	(5,569,652.19)
Surplus/Deficit for the year		1,101,421.37	1,135,561.40
<b>NET FINANCIAL POSITION</b>		<b>(3,332,669.42)</b>	<b>(4,434,090.79)</b>

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

Name: ANSELM KAMUKI  
 Chairman, BoM

Name: Tamsila Mwalano  
 School principal/secretary to BoM

Name: ELIZABETH WAMBUA  
 Bursar/Finance officer

Sign: 

Sign:   


Sign: 

Date: 17/10/2023

Date: 17/10/2023

Date: 17/10/2023

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
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**For the year ended 30th June 2023**

**VI. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30<sup>TH</sup> JUNE 2023**

<b>CASHFLOW FROM OPERATING ACTIVITIES</b>		<b>2022-2023</b>	<b>2021-2022</b>
		<b>Kshs</b>	<b>Kshs</b>
<b>Receipts for operating income</b>			
Capitation grants for tuition			
Capitation grants for operations	<b>1</b>	1,236,662.00	1,620,685.40
Government grants for infrastructure	<b>2</b>	5,600,566.70	7,243,142.90
School fund income- Parents contributions/ fees	<b>3</b>	830,000.00	
other receipts	<b>4</b>	25,231,783.00	23,134,848.50
<b>Total receipts</b>	<b>5</b>	4,228,943.00	5,375,599.00
<b>Payments</b>		<b>37,127,954.70</b>	<b>37,374,275.80</b>
Cash outflow for tuition			
Cash outflow for Operation		1,532,037.60	1,237,378.00
Cash outflow for infrastructure		6,314,748.45	6,726,728.30
Cash outflow for Boarding/Lunch and school fund		415,742.25	
<b>Total payments</b>		26,991,565.50	26,677,337.30
<b>Net cash flow from operating activities</b>		<b>35,254,093.80</b>	<b>34,641,443.60</b>
		<b>1,873,860.90</b>	<b>2,732,832.20</b>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Acquisition of Assets			
Preceeds from sale of asset		-	(2,409,409.00)
Proceeds from investments		-	-
Purchase of investments		-	-
<b>Net cash flows from Investing Activities</b>		-	-
<b>CASHFLOW FROM BORROWING/FINANCING ACTIVITIES</b>			<b>(2,409,409.00)</b>
Proceeds from borrowings/ loans			
Repayment of principal borrowings		-	-
<b>Net cash flow from financing activities</b>		-	-
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>			
Cash and cash equivalent at <b>BEGINNING</b> of the year		1,873,860.90	323,423.20
Cash and cash equivalent at <b>END</b> of the year		5,253,406.84	4,929,983.64
		7,127,267.74	5,253,406.84

*The above presentation of cash flow statement uses the direct method of cash flow presentation which is encouraged under IPSAS. Schools' should therefore adopt the direct method of cashflow as recommended by PSASB.*

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**

**Annual Report and Financial Statements**

**For the year ended 30th June 2023**

**VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR END]**  
**JUNE 2023**

Receipt/expenses Item		Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	% of Utilization
		a	b	c=a+b	d	f=d/c %
		Kshs	Kshs			Kshs
<b>RECEIPTS</b>						
<b>(1) CAPITATION GRANT ON TUITION</b>						
Textbooks and reference materials	1	-	-	-	-	-
Exercise books	2	-	-	-	-	-
Laboratory equipment	3	-	-	-	-	-
Teaching / learning materials	4	2,072,000.0	-	2,072,000.0	1,236,662.0	60%
Chalks	5	-	-	-	-	-
Internal exams	6	-	-	-	-	-
Exams and assessment		-	-	-	-	-
Teachers guides		-	-	-	-	-
<b>TOTAL</b>		<b>2,072,000.00</b>	<b>-</b>	<b>2,072,000.00</b>	<b>1,236,662.00</b>	<b>60%</b>
<b>(2) CAPITATION GRANT ON OPERATIONS</b>						
Personnel emoluments	1	-	-	-	-	-
Gratuity	2	-	-	-	-	-
Administration costs	3	-	-	-	-	-
Repairs and maintenance	4	2,500,000.0	-	2,500,000.0	1,830,000.0	73%
Local transport / travelling	5	-	-	-	-	-
Electricity and water	6	-	-	-	-	-
Medical	7	1,000,000.0	-	1,000,000.0	97,800.0	10%
Activity	8	750,000.0	-	750,000.0	278,637.5	37%
SMASSE	9	-	-	-	-	-
Other vote heads	10	4,700,000.0	-	4,700,000.0	3,299,129.0	70%
<b>TOTAL</b>		<b>8,950,000.00</b>	<b>-</b>	<b>8,950,000.00</b>	<b>5,505,566.50</b>	<b>62%</b>
<b>3 FDSE FOR INFRASTRUCTURE</b>						
Maintenance & improvement	1	-	-	-	-	-
M&I parents contribution	2	-	-	-	-	-
Economic stimulus programs	3	-	-	-	-	-
Administration block	4	-	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	% of Utilization
	a	b	c=a+b	d	f=d/c %
	Kshs	Kshs			Kshs
<b>(4) FEES CHARGED ON PARENTS</b>					
Personnel emoluments	-	-	-	-	-
Repairs and maintenance	1,000,000.0	-	1,000,000.0	1,194,151.0	119%
Local transport / travelling	-	-	-	-	-
Electricity and water	-	-	-	-	-
Medical	-	-	-	-	-
Othervoteheads	6,450,000.0	-	6,450,000.0	7,536,526.0	117%
Administration costs	-	-	-	-	-
Activity	125,000.0	-	125,000.0	205,186.0	164%
SMASSE	-	-	-	-	-
Fee on Boarding Equipment and Stores	12,692,500.0	-	12,692,500.0	15,861,631.0	125%
IGA	-	-	-	-	-
<b>5. Miscellenous incom</b>					
PTA fund	2,500,000.0	-	2,500,000.0	3,479,213.0	139%
Income from farming activities	-	-	-	-	-
Insurance compensation	-	-	-	-	-
Income from Posho mill	-	-	-	-	-
Income from Bus Hire	-	-	-	-	-
Fee for hire of ground and equipment	-	-	-	-	-
Interest income	-	-	-	-	-
Income from any other investment	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>22,767,500.0</b>	<b>-</b>	<b>22,767,500.0</b>	<b>28,276,707.0</b>	<b>124%</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	% of Utilization
	a	b	c=a+b	d	f=d/c %
	Kshs	Kshs			Kshs
<b>(6) EXPENDITURE FOR TUITION</b>					
Textbooks and reference	-	-	-	-	-
Exercise books	-	-	-	-	-
Laboratory equipment	-	-	-	-	-
Internal exams	-	-	-	-	-
Teaching / learning materials	2,072,000.0	-	2,072,000.0	1,531,797.60	74%
Chalks	-	-	-	-	-
Bank Charges	-	-	-	-	-
<b>TOTAL</b>	<b>2,072,000.00</b>	<b>-</b>	<b>2,072,000.00</b>	<b>1,531,797.60</b>	<b>74%</b>
<b>(7) EXPENDITURE FOR OPERATIONS</b>					
Personnel emoluments	-	-	-	-	-
Repairs, maintenance & improvements	2,500,000.0	-	2,500,000.0	-	-
Activity	750,000.0	-	750,000.0	368,665.0	49%
Other voteheads	4,700,000.0	-	4,700,000.0	4,529,073.5	96%
Medical	1,000,000.0	-	1,000,000.0	-	-
<b>TOTAL</b>	<b>8,950,000.00</b>	<b>-</b>	<b>8,950,000.00</b>	<b>4,897,738.45</b>	<b>55%</b>
<b>(8) EXPENDITURE FOR INFRASTRUCTURE</b>					
Construction of classrooms	-	-	-	-	-
Construction of Lab	-	-	-	-	-
Construction of dormitory	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**

**Annual Report and Financial Statements**

**For the year ended 30th June 2023**

Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	% of Utilization
	a	b	c=a+b	d	f=d/c %
	Kshs	Kshs			Kshs
<b>(9) EXPENDITURE FOR SCHOOL FUND</b>					
Personnel emoluments	-	-	-	-	-
Repairs, maintenance and	1,000,000.00	-	1,000,000.0	1,372,565.0	137%
Local transport / travelling	-	-	-	-	-
Electricity, water and conservancy	-	-	-	-	-
Medical Expenses	-	-	-	-	-
PTA	2,500,000.00	-	2,500,000.0	1,219,745.0	49%
Activity	125,000.00	-	125,000.0	166,860.0	133%
Other vote heads	6,450,000.00	-	6,450,000.0	7,804,696.0	121%
Boarding Equipment and Stores	12,692,500.00	-	12,692,500.0	14,180,236.0	112%
Expenditure for Income Generating	-	-	-	-	-
Insurance costs	-	-	-	-	-
<b>TOTALS</b>	<b>22,767,500.00</b>	<b>-</b>	<b>22,767,500.00</b>	<b>24,744,102.00</b>	<b>109%</b>

**Commentary on significant underutilization (below 90% of utilization) and overutilization above 100%]**

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Reports and Financial Statements**  
**For the year ended 30th June 2023**

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**VIII. SIGNIFICANT ACCOUNTING POLICIES**

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

**1. Statement of compliance and basis of preparation**

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

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

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

**2. Recognition of receipts and payments**

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

**3. In-kind contributions**

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

**4. Cash and cash equivalents**

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

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

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**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 30<sup>th</sup> June 2023.

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU****Annual Report and Financial Statements****For the year ended 30th June 2023****8 NOTES TO THE FINANCIAL STATEMENTS****GOVERNMENT GRANT FOR TUITION**

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Textbooks	-	-
Exercise books	-	-
Laboratory Equipments	-	-
Teaching/learning materials	1,236,662.00	1,620,685.40
Reference materials	-	-
<b>Total</b>	<b>1,236,662.00</b>	<b>1,620,685.40</b>

**GOVERNMENT GRANT FOR OPERATIONS**

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel emoluments	-	-
Repairs and maintenance	1,830,000.00	2,285,000.00
Receipts from boarding Account	95,000.00	22,000.00
TUWE	-	78,608.00
Medical	97,800.00	96,800.00
NHIF	-	8,250.00
Activity	278,637.50	
NSSF	-	25,620.00
KUDHEIHA	-	4,847.00
Other voteheads	3,299,129.20	4,721,036.90
PAYE	-	981.00
<b>Total</b>	<b>5,600,566.70</b>	<b>7,243,142.90</b>

**GOVERNMENT GRANT FOR INFRASTRUCTURE**

	<b>Kshs</b>	<b>Kshs</b>
Receipt from operation account	830,000.00	-
<b>Total</b>	<b>830,000.00</b>	<b>-</b>

**PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT**

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel emoluments	-	-
Repairs and maintenance	1,194,151.00	1,370,200.00
Activity	205,186.00	334,638.00
Fee on Boarding Equipment and Stores	18,389,132.00	14,902,835.50
Other voteheads	7,536,526.00	7,989,945.00
<b>Total</b>	<b>27,324,995.00</b>	<b>24,597,618.50</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**MISCELLANEOUS INCOME**

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Damages	146,282.00	-
Home science	161,964.00	-
School bus	306,520.00	-
PAYE	-	9,660.00
Kcse Exam Fee	-	24,400.00
Transfer from Operation account	-	300,000.00
Income from grants and donations*(Bursary from CDF)	-	2,675,020.00
TUWE	-	474,144.00
Uniform	129,964.00	
Advances	5,000.00	
PTA	3,479,213.00	1,838,915.00
KUDHEIHA	-	28,210.00
Farm Account		
ICT- computer	-	15,500.00
Income from farming activities	-	9,750.00
<b>Total</b>	<b>4,228,943.00</b>	<b>5,375,599.00</b>

(Include an explanation on the kind and source of grants/ donations received by the school.)

**PAYMENTS FOR TUITION**

	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Teaching/learning materials	2,176,392.60	1,078,788.00
Chalks	-	-
Bank charges	240.00	
Administration costs	-	420.00
	-	-
<b>Total</b>	<b>2,176,632.60</b>	<b>1,079,208.00</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU****Annual Report and Financial Statements****For the year ended 30th June 2023****NOTES TO THE FINANCIAL STATEMENTS (Continued)****PAYMENTS FOR OPERATIONS**

	2022-2023	2021-2022
	Kshs	Kshs
Administration Cost	-	40,991.40
Repairs and maintenance & improvements	-	1,593,734.00
KUDHEIHA	-	26,311.00
PAYE	-	4,791.00
Infrastructure-	1,319,000.00	2,409,409.00
NSSF	-	190,828.00
Medical Expenses	368,665.00	-
TUWE	-	383,264.70
NHIF	-	61,050.00
Bank charges	12,010.00	-
Other voteheads *	4,836,085.95	3,951,873.00
<b>TOTAL</b>	<b>6,535,760.95</b>	<b>8,962,252.10</b>

**PAYMENTS FOR INFRASTRUCTURE**

	0	0
	Kshs	Kshs
Infrastructure	403,742.25	-
Construction of laboratory	-	-
Construction of dormitory	-	-
Purchase of equipments	-	-
Purchase of operatus	-	-
Bank charges	12,000.00	-
<b>TOTAL</b>	<b>415,742.25</b>	<b>-</b>

**BOARDING AND SCHOOL FUND PAYMENTS**

	2022-2023	2021-2022
	Kshs	Kshs
Repairs and maintenance & Improvements	1,372,565.00	1,091,118.00
Medical Expenses	45,350.00	23,125.00
Administration costs	-	10,920.00
KUDHEIHA	-	28,210.00
Fee on Boarding Equipment and Stores	17,208,253.03	14,455,438.10
School farm	700,950.00	345.00
Activity Expenses	166,860.00	6,650.00
Fund transfer to operations	-	19,500.00
knec	-	24,000.00
PTA	1,219,752.00	-
Bank charges	22,200.00	-
Home science	140,839.00	-
Uniform	4,400.00	474,144.00
Salary Advance	16,000.00	-
Bursary payent to students	-	2,662,240.50
School bus	289,745.00	-
Other voteheads	7,804,695.50	8,854,673.70
PAYE	-	9,660.00
<b>TOTAL</b>	<b>28,991,609.53</b>	<b>27,660,024.30</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

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**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**10 BANK ACCOUNTS**

Name of Bank, Account No. & currency	Bank Account Number	2022-2023	2021-2022
		Kshs	Kshs
Tuition Account	01025051520500	226,447.10	521,822.70
Operations Account	01021051520501	(205,446.50)	508,735.25
School Fund Account/Boarding	01021051520500	1,270,453.20	1,786,914.70
Savings account	01242051520500	3,596,472.34	666,436.34
Farm account	01025051520502	52,948.75	33,778.75
ICT/ computer	01020051520500	253,170.00	264,330.00
Infrastructure Account-Boarding	01025051520501	2,245.30	2,245.30
Infrastructure Account	01020220013700	1,883,401.55	1,469,143.80
<b>Total</b>		<b>7,079,691.74</b>	<b>5,253,406.84</b>

**11 CASH IN HAND**

Description	2022-2023	2021-2022
	Kshs	Kshs
Tuition Account	-	-
Operation Account	-	-
School Fund account	47,576.00	-
Parent Association Development Account	-	-
Infrastructure Account	-	-
<b>Total</b>	<b>47,576.00</b>	<b>-</b>

**12 SHORT TERM INVESTMENTS**

Description	2022-2023	2021-2022
	Kshs	Kshs
Cooperative shares	-	-
Treasury Bills	-	-
Fixed deposit	-	-
Equity stock	-	-
Other investments	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**13 ACCOUNTS RECEIVABLE**

Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears	7,016,559.00	4,712,235.00
Other non-fees receivables	-	-
Salary advances	-	-
Imprest	-	-
<b>Total</b>	<b>7,016,559.00</b>	<b>4,712,235.00</b>

Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears for current year	2,527,501.00	1,587,223.00
Fees arrears for the previous year	1,587,223.00	546,607.00
Fees arrears for prior periods (over two years)	2,901,835.00	2,578,405.00
<b>Total</b>	<b>7,016,559.00</b>	<b>4,712,235.00</b>

**14 ACCOUNTS PAYABLE**

Description	2022-2023	2021-2022
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	17,437,284.16	14,399,732.63
Prepaid fees	39,212.00	-
Caution monies	-	-
Unpaid salaries and statutory deductions		
Other payables		
<b>Total</b>	<b>17,476,496.16</b>	<b>14,399,732.63</b>

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

Description	2022-2023	2021-2022
	Kshs	Kshs
Trade creditors for current year	4,391,234.53	1,332,495.00
Trade creditors for the previous year	1,051,712.00	487,902.00
Trade creditors for prior periods (over two years)	11,994,337.63	12,579,335.63
<b>Total</b>	<b>17,437,284.16</b>	<b>14,399,732.63</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

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**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**15 FUND BALANCE BROUGHT FORWARD**

<b>Description</b>	<b>2022-2023</b>	<b>2021-2022</b>
	<b>Kshs</b>	<b>Kshs</b>
Bank balances	7,079,691.74	5,253,406.84
Cash balances	47,576.00	-
Receivables	7,016,559.00	4,712,235.00
Payables	17,476,496.16	14,399,732.63
<b>Total</b>	<b>(3,332,669.42)</b>	<b>(4,434,090.79)</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

**Other important disclosure notes**

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

**14 Non-current Liabilities Summary**

Description					2022-2023	2021-2022
					Kshs	Kshs
Bank loan(s)	N/A				-	-
Outstanding Leases	N/A				-	-
Hire purchase	N/A				-	-
Gratuity and leave provision	N/A				-	-
<b>Total</b>						-

**15 Biological assets**

Description	Numbers	Opening Balance in Units	Increase during the year	Disposals during the year	At the end of the year	2022-2023	2021-2022
						Kshs	Kshs
Cattle	40,000	8	-	-	-	320,000.00	320,000.00
Goats		-	-	-	-	-	-
Trees	1000	200	220	-	-	420,000.00	200,000.00
Coffee or tea		-	-	-	-	-	-
Pigs & Donkeys		-	-	-	-	-	-
		-	-	-	-	-	-
Poultry	0	0	0	0	0	-	-

**16 Borrowings**

Description					2022-2023	2021-2022
					Kshs	Kshs
<b>a) Borrowings</b>						
Borrowing at beginning of the	N/A				-	-
Borrowings during the year	N/A				-	-
Repayments of during the year	N/A				-	-
<b>Balance at end of the year</b>	N/A				-	-

**ST.MONICA MULUTU GIRLS SECONDARY SCHOOL**  
**Annual Report and Financial Statements**  
**For the year ended 30th June 2023**

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**Other important disclosure notes**

**17 Stock/ Inventory**

<b>Description</b>	<b>2022-2023</b>	<b>2021-2022</b>
	<b>KShs</b>	<b>KShs</b>
Stock/ inventory at beginning of the year	628,697.00	382,356.00
Stock/ inventory purchased during the year	14,687,480.00	7,807,196.00
Stock/ inventory issued during the year	12,186,220.00	7,560,855.00
<b>Balance at end of the year</b>	<b>3,129,957.00</b>	<b>628,697.00</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**

**Annual Report and Financial Statements**

**For the year ended 30th June 2023**

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**18 PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS**

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

<b>Ref No.</b>	<b>Issue / Observations from Auditor</b>	<b>Management comments</b>	<b>Status: (<i>Resolved / Not Resolved</i>)</b>	<b>Timeframe: (<i>Put a date when you expect the issue to be resolved</i>)</b>

**ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU**  
**Reports and Financial Statements**  
**For the year ended 30th June 2023**

**ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER**

Asset class	Date purchased	Location	Units	Historical Cost b/f (Kshs) 1st July 2020	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30th June 2021
Land 1	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
Land 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Buildings and structures						-	-
Motor vehicles						-	-
Office equipment, furniture and fittings						-	-
ICT Equipment, and Other ICT Assets						-	-
Tools and apparatus						-	-
Textbooks						-	-
Other Machinery and Equipment						-	-
Heritage and cultural assets						-	-
Intangible assets- soft ware						-	-
<b>Total</b>							

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

ST.URSULA GIRLS' SECONDARY SCHOOL-TUNGUTU								
Reports and Financial Statements								
For the year ended 30th June 2023								
ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE								
Supplier of Goods or Services	Original Amount	Date Contr	Amount Paid To-Date	Outstanding Balance 2022	Outstanding Balance 2021	comments	ACCOUNT	VOTEHEAD
	a	b	c	d=a-c				
	Kshs	Kshs	Kshs	Kshs	Kshs			
Construction of buildings	-		-	-	-			
Sub-Total	-							
Supply of goods	-						Boarding	
1 Jadean Hardware	1,747,380.00	2016		1,747,380.00	1,747,380.00		Boarding	Bes
2 Beka Crystals	92,400.00	2016		92,400.00	92,400.00		Boarding	
3 Catherine S.Mutua	491,500.00	2016		491,500.00	491,500.00		Boarding	Bes
4 Kitui Wambua Hardware&Plumbing	11,578.00	2016		11,578.00	11,578.00		Boarding	Bes
5 Jubilee Uniforms	1,135,000.00	2016		1,135,000.00	1,135,000.00		Boarding	Rmi
6 Francis Mutua Mulinge General Bu	505,000.00	2016		505,000.00	505,000.00		Boarding	
7 Glory Heath Chemist	13,800.00	2016		13,800.00	13,800.00		Boarding	Bes
8 Johell Investment	1,402,860.00	2016		1,402,860.00	1,402,860.00		Boarding	
9 kanyiva mwendwa	621,796.00	2016		621,796.00	621,796.00		Boarding	
10 Petrotech Services	7,500.00	2016		7,500.00	7,500.00		Boarding	exercise books
11 Flonic General Supplies&Contracto	30,000.00	2017		30,000.00	30,000.00		Boarding	Lab equipments
12 Stephen M.Mbindyo	31,250.00	2017		31,250.00	31,250.00		Boarding	Bes
13 Nicholoas Nzoka	15,000.00	2017		15,000.00	15,000.00		Boarding	
14 Johell investment	1,620.00	2017		1,620.00	1,620.00		Boarding	
15 Bethsaida General Supplies& servid	882,840.00	2017		882,840.00	882,840.00		Boarding	
16 Kithue Nzau Malombe	608,140.00	2017	253,750.00	354,390.00	354,390.00		Boarding	
17 Open gates General Contractors and	1,244,090.00	2017	802,200.00	441,890.00	441,890.00		Boarding	
18 Mulwa Nzambu	777,700.00	2018	354,200.00	423,500.00	423,500.00		Boarding	
19 Kamwiki Enterprise	1,500.00	2018		1,500.00	1,500.00		Boarding	
20 Kanyiva Mwendwa	216,560.00	2018	131,450.00	85,110.00	85,110.00		Boarding	
21 Kleen Homes Security Services Ltd	224,266.67	2018		224,266.67	224,266.67		Boarding	
22 Mwavif Bookshop	36,950.00	2018		36,950.00	36,950.00		Boarding	
23 Stellamaris Enterprises	59,925.00	2018		59,925.00	59,925.00		Boarding	





ST.URSULA GIRL'S SEC SCH.  
 Reports and Financial Statements  
 For the year ended 30th June 2023

ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER							
Asset class	Date purch	Location	Units	Historical Cost b/f (Kshs) 1st July 2020	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30th June 2021
Land 1	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
Land 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Buildings and structures							
Classrooms	N/A	TUNGUTU	17	N/A	N/A	N/A	N/A
Dormitories	N/A	TUNGUTU	6	N/A	N/A	N/A	N/A
Administartion Block	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
Science laaboratories	N/A	TUNGUTU	2	N/A	N/A	N/A	N/A
Dinning hall	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
Ablution block	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bore hole	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
water tanks 50,000lites-Concrete	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
water tanks 10,000lites	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
water tanks 5,000lites	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
Entry/Exit gates	N/A	TUNGUTU	2	N/A	N/A	N/A	N/A
Staff houses	N/A	TUNGUTU	3	N/A	N/A	N/A	N/A
Sports goal posts	N/A	TUNGUTU	8	N/A	N/A	N/A	N/A
Pit Latrine Blocks	N/A	TUNGUTU	4	N/A	N/A	N/A	N/A
			45				
Motor vehicles							
School bus-Isuzu	11/1/2008	TUNGUTU	1	N/A	N/A	N/A	N/A
Office equipment, furniture and fittings .							
Kyocera photocopier Machine	10/8/2013	TUNGUTU	1	N/A	N/A	N/A	N/A
Copy printer Dx2430	N/A	TUNGUTU	5	N/A	N/A	N/A	N/A
Rogda Digital Duplicator	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A
Office staff/office chairs	N/A	TUNGUTU	43	N/A	N/A	N/A	N/A
Office Tables	N/A	TUNGUTU	6	N/A	N/A	N/A	N/A
Students beds	N/A	TUNGUTU	630	N/A	N/A	N/A	N/A
Dinning hall tables	N/A	TUNGUTU	40	N/A	N/A	N/A	N/A
Dinning hall benches	N/A	TUNGUTU	80	N/A	N/A	N/A	N/A
Printers	N/A	TUNGUTU	6	N/A	N/A	N/A	N/A
Office cabinents	N/A	TUNGUTU	2	N/A	N/A	N/A	N/A
School safe	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
Teachers desks	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
Teachers lockers	N/A	TUNGUTU	26	N/A	N/A	N/A	N/A
Paper cutter	N/A	TUNGUTU	N/A	N/A	N/A	N/A	N/A
Paper punches	N/A	TUNGUTU	7	N/A	N/A	N/A	N/A
Paper Staplers	N/A	TUNGUTU	7	N/A	N/A	N/A	N/A
Plastic chairs	N/A	TUNGUTU	60	N/A	N/A	N/A	N/A
Library Reading Tables	N/A	TUNGUTU	6	N/A	N/A	N/A	N/A
Store rooms-Kitchen	N/A	TUNGUTU	2	N/A	N/A	N/A	N/A
Store rooms-Stationery	N/A	TUNGUTU	1	N/A	N/A	N/A	N/A



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