

REPUBLIC OF KENYA



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DATE: 04 MAR 2025

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TABLED
BY:

Deputy chief whip
Majority Party
Hon. Naomi Jillo

CLERK-AT
THE-TABLE:

Benson Inzofu

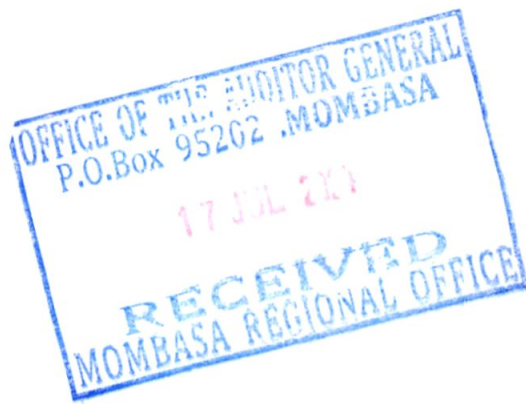
THE AUDITOR-GENERAL

ON

GACHOIRE GIRLS HIGH SCHOOL

**FOR THE YEAR ENDED
30 JUNE, 2022**

KIAMBU COUNTY



Revised 30th June 2022.



*(GACHOIRE GIRLS HIGH
SCHOOL)*
PUBLIC SECONDARY SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED
30th June 2022**

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

(GACHOIRE GIRLS HIGH SCHOOL)
PUBLIC SECONDARY SCHOOL
Annual Report and Financial Statements
For theyearended 30th June 2022

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PUBLIC SECONDARY SCH GACHOIRE GIRLS HIGH SCHOOL
Reports and Financial Statements
For the year ended 30th June 2022

I. KEY SCHOOL INFORMATION AND MANAGEMENT

[Customise the details in this section to suit your School]

(a) Background information

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

The school was registered in **NOV 1986** under registration number H/A/796/86 and is currently categorized as a COUNTY (*National, Extra County, county and Sub County*) public school established, owned or operated by the Government.

The school is a boarding school and had 1184 number of students as at **30TH JUNE 2022**. It has 5 streams and 44 teachers of which 4 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	NORMAN CHEGE	Chairman	May 2022
2	ASENATH NGURU	Secretary - Principal	May 2022
3	JANE MBURU	Member	May 2022
4	KAMAU NJUGUNA	Member	May 2022
5	PAULINE MWANGI	Member	May 2022
6	JONATHAN GIKUNYA	Member	May 2022
7	PETER MUGO	Member	May 2022
8	SAMUEL NGUMO	Member Rep Teachers	May 2022
9	PAUL GATHIRWA	3 Members- Sponsor	May 2022
10	MBURU GITIHA	Member- Community	May 2022
11	ESTHER WARIBU	Member	May 2022
12	BEATRICE GITHINJI	Member	May 2022
13	PETER MWANGI KARATHI	Member	May 2022
14	ELIZABETH MUTHONI WAITHA	Member	May 2022
15	REBECCA M. MUIRURI	Student rep	May 2022

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

The function of the School Board of Management include:

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

(c) Committees of the Board

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

Ref:	Name of Committee	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee			1
2	Audit Committee			
3	Finance, procurement and General purposes Committee			
4	Academic Committee	Mr. Mugo Gitau - Chair Mr. Gathirwa Mdm. Jane Mburu Mr. James Ndirangu		2
5	Development Committee	Mr. Kamau Njuguna - Chair Ms. Pauline Mwangi Mr. Norman Chege Mdm. Asenath Nguru Mr. James Ndirangu		5

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6	Discipline and welfare Committee	Mr. Mburu Gitaha - Chair Ms. Esther Waribu Ms. Beatrice Githinji Mr. Mwangi Karathi Ms. Elizabeth Wanjohi		2
7	Adhoc Committee (if any during the year)			

(d) School operation Management

For the financial year ended 30th June 2022 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	ASENATH NGURU	376220
2	Deputy Principal	ELIZABETH WANJOHI	388852
3	Deputy principal -	JAMES NDIRANGU	396578
4	Bursar	MARGARET KONYE	8779539

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box 86 Kagwe

Telephone: 0724340474

E-mail: gachoiregirls@gmail.com

Website:

Face book:

Twitter:

(f) School Bankers

The following school operated 6 number of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

1. NAME OF BANK	KCB
BRANCH	GITHUNGURI
ACCOUNT NUMBER	1105018288
TUTION ACCOUNT	
BRANCH	GITHUNGURI
ACCOUNT NUMBER	1105026442
OPERATIONS ACCOUNT	
BRANCH	GITHUNGURI
ACCOUNT NUMBER	1105031071
INFRASTRUCTURE ACCOUNT	
BRANCH	GITHUNGURI
ACCOUNT NUMBER	1267568119
2. NAME OF BANK	EQUITY
BRANCH	KAGWE
ACCOUNT NUMBER	1820282328184

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3. NAME OF BANK	FAMILY BANK
BRACH	KAGWE
ACCOUNT NUMBER	04900020456

4. K-UNITY FINANCE	
BRANCH	GITHUNGURI
ACCOUNT NUMBER	002100000016

5. M-pesa pay bill No522123 ACCNO: 33644K attached to KCB bank

6. M- pesa pay bill no;1820282328184 attached to equity bank

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

(g)Independent Auditors

Office of the Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GPO00100
Nairobi, Kenya

II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

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

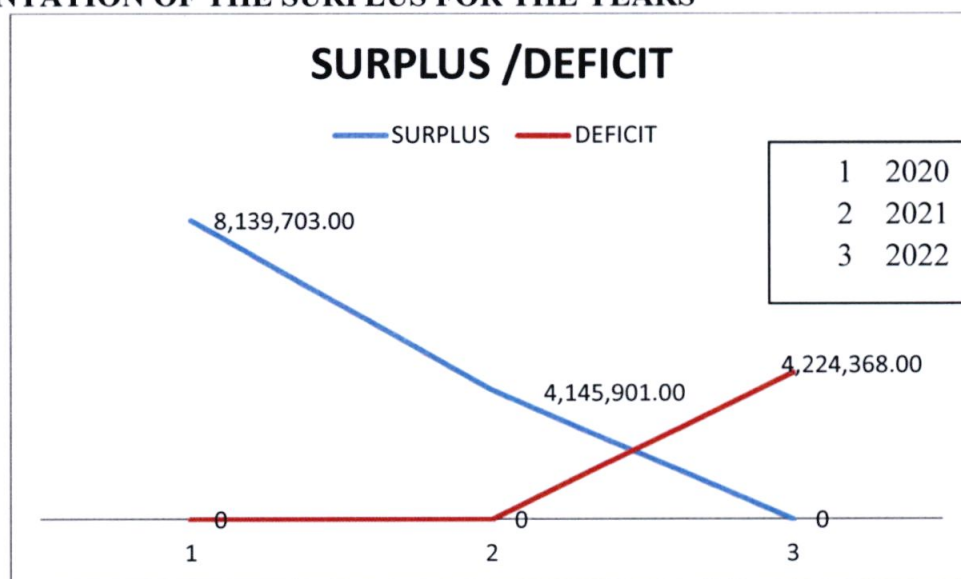
a) Financial performance:

Under this section, the following information should be given:

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

Year	Surplus	Deficit
2020	8,139,703.00	
2021	4,145,901	
2022		4,224,368
Total	12,285,604	4,224,368

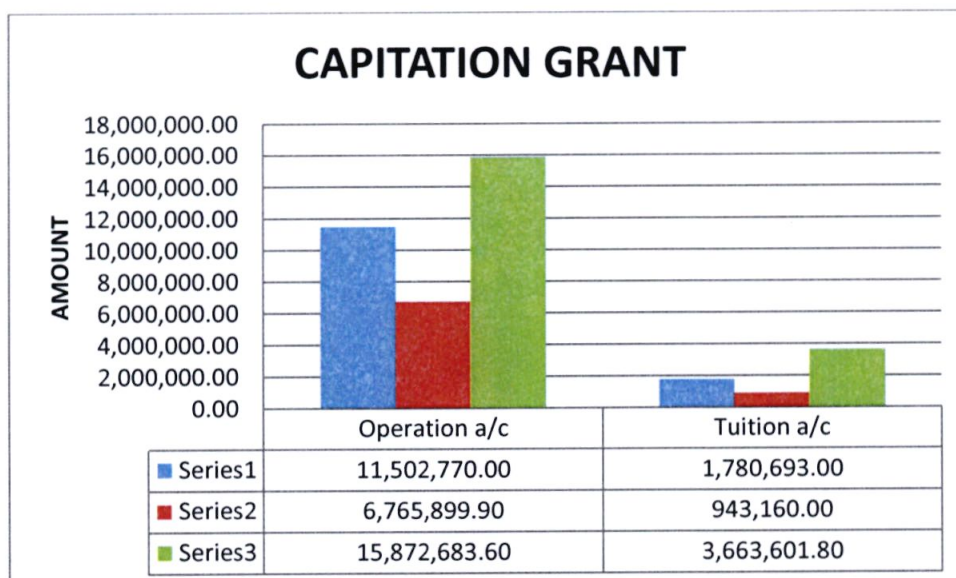
GRAPHICAL PRESENTATION OF THE SURPLUS FOR THE YEARS



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

Year	Operation a/c	Tuition a/c	Total
2020	11,502,770.00	1,780,693.00	13,283,463.00
2021	6,765,899.90	943,160.00	7,709,059.9
2022	15,872,683.60	3,663,601.80	19,538,307.4
Total	34,141,353.5	6,387,454.8	40,530,830.3

Graphical presentation of Government capitation

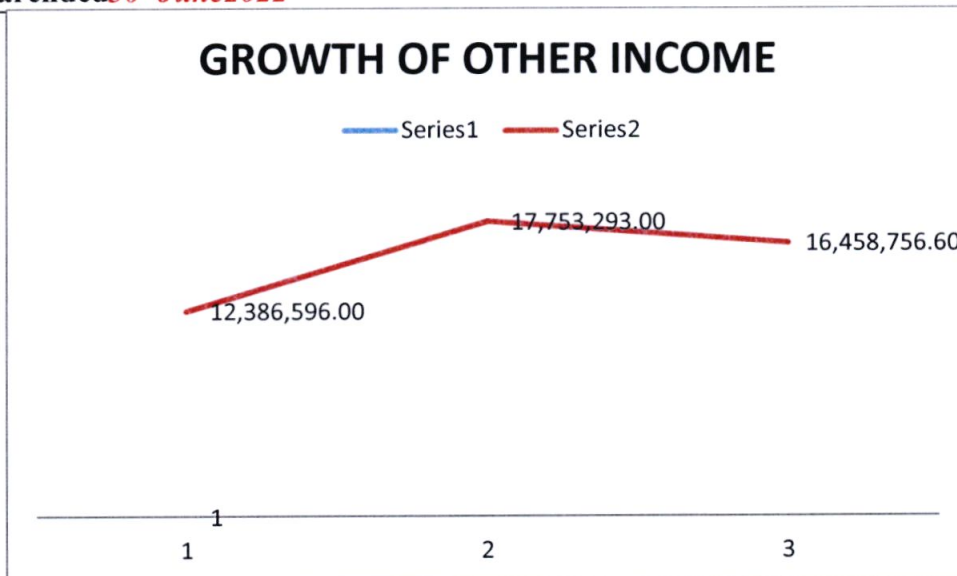


- Ratio of capitation grant per student over the last three years

YEAR	OPERATION A/C	TUTION A/C
2020	1:10,400.00	1:1,610
2021	1:6,025.00	1:840
2022	1:13,406.00	1:3,094.00

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

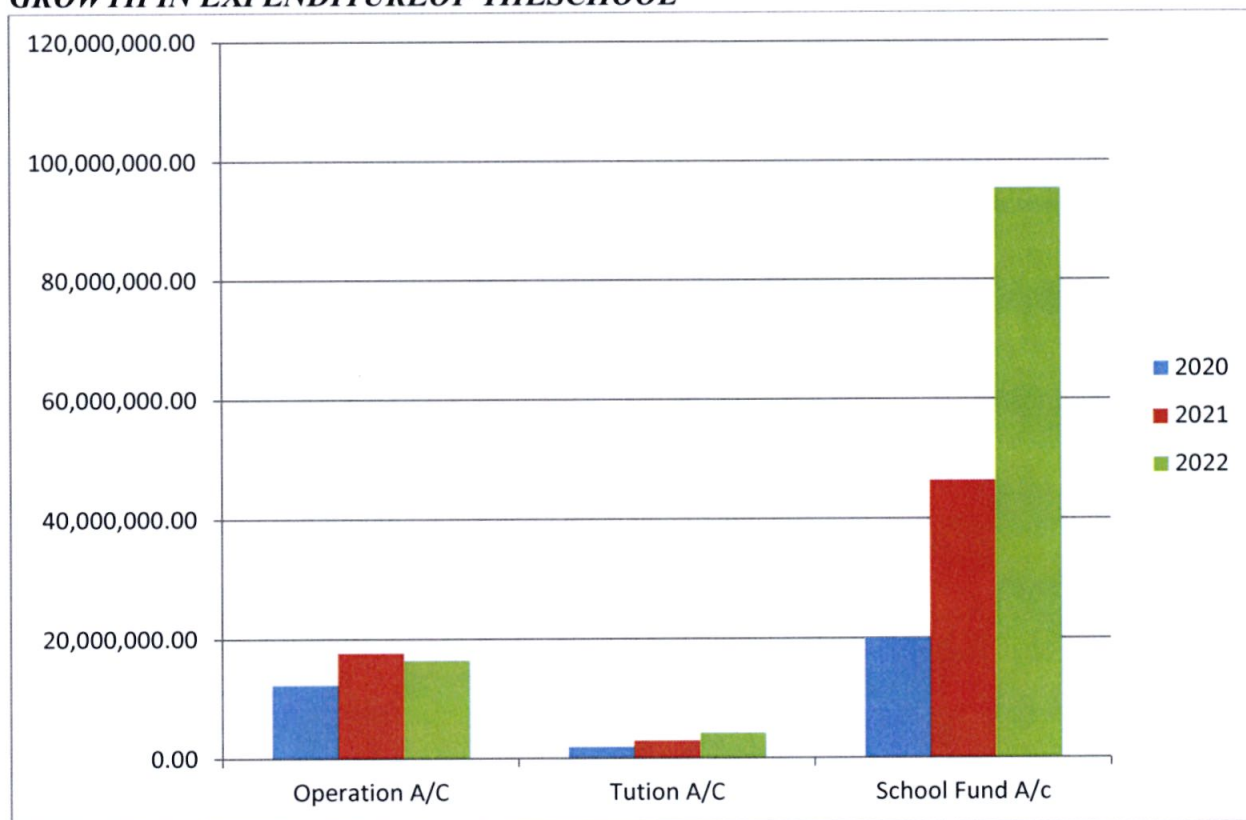
Year	Amount
2020	1,666,445.70
2021	1,942,206.89
2022	2,100,462.15
Total	5,709,114.74



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

Year	Operation A/C	Tuition A/C	School Fund A/c	Total
2020	12,386,596.00	1,941,701.00	19,991,258.40	34,319,555.4
2021	17,753,293.00	3,030,798.00	46,470,059.65	67,254,150.65
2022	16,458,756.60	4,207,290.00	95,445,134.68	116,113,203.28
Total	46,598,645.6	9,179,789	161,906,452.73	217,686,909.33

GROWTH IN EXPENDITURE OF THE SCHOOL

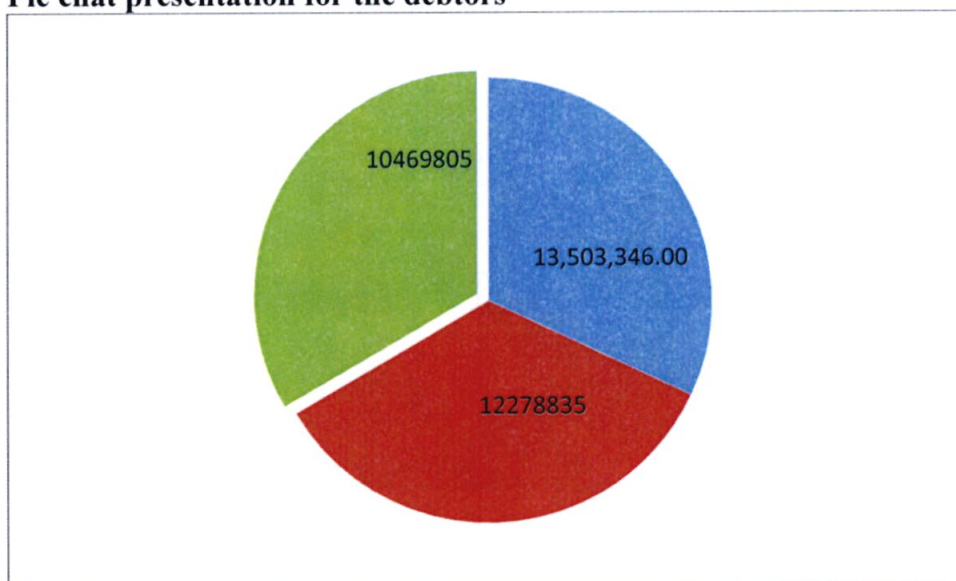


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- *Movement of debtors and creditors of the school over the last three years*

Year	Debtors	Creditors
2020	13,503,346.00	-
2021	12,278,835	-
2022	10,469,804.10	-

Pie chat presentation for the debtors



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

Year		Operations	Tuition	School fund	Total
2020	Bank	80,6830.7	11,614.2	GREEN 2022	1,493,577.87
	Cash	7,945	106		9,551
2021	Bank	539,831	7,822.8	RED 2021	12,644,229.17
	Cash	1,280	106		101,896
2022	Bank	190,594	106	BLUE 2020	1,271,424.42
	Cash	1,280	3,329		2,861
Total	Bank	2,813,962.4	191,811.20		19,405,838.99
	Cash	9,225.00	318		111,553.00

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

b) Teacher Student ratio:

Include the teacher to student ratio, number of teachers recruited and posted to the school within the year, number of teachers that were transferred/retired during the period as well as number of teachers employed by TSC, and number employed by BOM. One may also include how many teachers the school has for each subjecting order to indicate shortage/ allocation of resources.

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Year	Teachers	Tsc employed	BOM employed	Transferred	Retired	Students	RATIO	SHORTAGE
2020	43	39	4	0	2	1106	1:28	8
2021	43	39	4	0	0	1123	1:29	8
2022	45	40	5	0	0	1184	1:32	10

c) Mean score in the 2022 KCSE:

Give performance of the school for each over the last three years. Include the number of students that have since transitioned to institutions of higher learning. Include the mean score and comment on improvement or otherwise as compared to the school's set score.

Year	Entry	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	X	MEAN	TRANSITION	COMMENTS
2020	190	0	0	1	12	15	42	57	46	15	1	0	0	1	6.1746	173 (91.5%)	RISE
2021	217	0	0	1	4	24	48	72	43	18	3	2	0	2	6.0744	173 (79.72%)	DROP
2022	255	0	0	0	6	14	53	70	73	37	1	1	0	0	5.7843	216 (84.71)	DROP

d) Number of Candidates in the 20XX KCSE:

Tabulate the number of candidates sitting for -KCSE over the last three years.

Year	Entry
2020	190
2021	217
2022	255

e) Capacity of the school:

Indicate the number of students in the school visa via the facilities like the dormitories, the dining hall, the laboratories, toilet sand other amenities. This information will provide useful details for the Ministry of Education.

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Number of students	1184	Ratio
Number of dorms	6	1:187
Number of classes	20	1:56
Number of toilets	70	1:16
Number of bathrooms	81	1:14
Hall	1	Capacity-1,500 students
Number of labs	5	@ capacity of 30 students

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f) Development projects carried out by the school:

Development projects carried out in the year and ongoing projects including a disclosure of project fund sources in a tabular format

YEAR	PROJECT	SOURCE OF FUNDS
2022	Staff houses	1. MIF 2. Parents contributions

Sign



School Principal

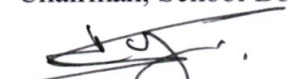
III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY


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


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

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

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

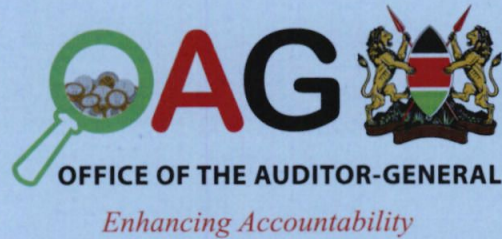
Name: NORMAN CHEGE
Designation: Chairman, School Board of Management
Sign: 
Date:

Name: ASENATH N. NGURU
Designation: School Principal Secretary to Board of Management
Sign: 
Date: 12/7/20

Name: MARGARET N KONYE
Designation: Bursar/Finance Officer
Sign: 
Date: 12/7/20

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 GACHOIRE GIRLS' HIGH SCHOOL FOR THE YEAR ENDED 30 JUNE, 2022 - KIAMBU 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 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 Gachoire Girls' High School-Kiambu County set out on pages 16 to 34, which comprise the statement of financial

assets and liabilities as at 30 June, 2022, and the statement of receipts and payments, statement of cash flows and statement of budgeted versus actual amounts for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of Gachoire Girls' High School as at 30 June, 2022, 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 liabilities and Notes 8 and 9 to the financial statements reflects cash and cash equivalents balance of Kshs.7,522,183. However, the balance was not supported with cash books, monthly bank reconciliation statements and board of survey reports.

In the circumstances, the accuracy and completeness of the cash and cash equivalents balance of Kshs.7,522,183 could not be confirmed.

2. Unsupported School Fund Income - Parents' Contributions

The statement of receipts and payments and Note 3 to the financial statements reflects School fund income – parents' contributions amount of Kshs.22,994,812. However, the amount was not supported with student fee receipts summary and schedules.

In the circumstances, the accuracy and completeness of School fund income – parents' contributions amount of Kshs.22,994,812 could not be confirmed.

3. Unsupported School Fund Income-Other Receipts

The statement of receipts and payments and Note 4 to the financial statements reflects School fund income – other receipts amount of Kshs.68,975,793. However, review of the expenditure revealed that the payment of boarding equipment and stores amounting to Kshs.41,532,264 were not supported with official receipts.

In the circumstances, the accuracy and completeness of an amount of Kshs.41,532,264 in respect of School fund income-other receipts could not be confirmed.

4. Unsupported Payments for Tuition

The statement of receipts and payments and Note 5 to the financial statements reflects payments for tuition amount of Kshs.4,207,290. However, included in the balance are payments amounting to Kshs. 3,266,290 which were not supported with orders.

In the circumstances, the accuracy and completeness of the expenditure of Kshs.3,266,290 could not be confirmed.

5. Unsupported Boarding and School Fund Payments

The statement of receipts and payments and Note 7 to the financial statements reflects payments for boarding and School fund amount of Kshs.95,643,996. However, included in the amount are payments amounting to Kshs.2,820,510 in respect of administration costs which were not supported with orders and Board approvals.

In the circumstances, the accuracy and completeness of the expenditure amounting Kshs.2,820,510 could not be confirmed.

6. Unsupported Accounts Payables

The statement of financial assets and liabilities and Note 12 to the financial statements reflects accounts payables balance of Kshs.3,636,508. However, the schedules and aging analysis supporting the balance was not provided for audit.

In the circumstances, the accuracy and completeness of the balance of Kshs.3,636,508 could not be confirmed.

7. Long Outstanding Accounts Receivables

The statement of financial assets and liabilities and Note 11 to the financial statements reflects accounts receivable balance of Kshs.10,469,805, which relates to School fees arrears. However, included in the balance are fees arrears totaling Kshs.8,050,173 which has been outstanding for more than two (2) years. Management has not explained how the balance will be recovered.

In the circumstances, the accuracy, completeness and recoverability of School fees arrears of Kshs.8,050,173 could not be confirmed.

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

Key Audit Matters

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

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, 2022.

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 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 Transfers of Funds to Kenya Secondary Heads Schools Association

The statements of receipts and payments and Note 7 to the financial statements reflects boarding and School fund payments of Kshs.95,643,996. However, review of documents revealed that the School transferred co-curricular funds totalling Kshs.2,164,650 to Kenya Secondary School 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, Management was in breach of the law and value for money transferred to KESSHA amounting to Kshs.2,164,650 could not be confirmed.

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

The financial statements for the year 2020/2021 were submitted on 29 May, 2023 to the Auditor-General and not on the statutory date of 30 September, 2022. 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, Management was in breach of the law.

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

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

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015 and 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 Establish Board Committees

The School failed to establish the Board Committees, namely: Audit Committee and the Finance, Procurement & General Purposes Committee, and Executive Board Committee. This was a contravention of Section 2 of the fourth schedule of Basic Education Act, 2013 and Section 61(2) of Basic Education Act, 2013.

In the circumstances, the effectiveness of governance system could not be confirmed.

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

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.

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 the Management.
- Conclude on the appropriateness of the Management's use of the applicable basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the School to cease to 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

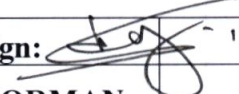


27 September, 2024

(GACHOIRE GIRLS HIGH SCHOOL)
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V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30TH JUNE 2022

DESCRIPTION OF VOTE HEAD	Note	2021-2022 Kshs	2020-2021 Kshs
RECEIPTS			
Capitation grants for tuition	1	3,663,602.00	1,297,521.00
Capitation grants for operations	2	15,872,683.6	8,155,553.00
School Fund Income-Parents 'Contributions	3	22,994,812.0	4875735
School Fund Income-Other receipts	4	68,975,793.0	19,022,239.0
Proceeds from borrowings			
TOTAL RECEIPTS		111,506,891.0	33,351,048
PAYMENTS			
Payments for Tuition	5	4,207,290.00	762,118
Payments for operations	6	16,078,835.0	8,572,263
Boarding and school fund payments	7	95,643,996.0	19,870,766
TOTAL PAYMENTS		115,731,259.0	29,205,147
SURPLUS/DEFICIT		(4,224,368)	4,145,901

The school financial statements were approved on _____ 2022 and signed by:

Sign: 	Sign: 	Sign: 
Name NORMAN CHEGE	Name ASCHATH H. M. Guedey	Name MARGARET KONYE
Chair BOM	School Principal/ Secretary to BOM	Bursar/ Finance Officer
Date	Date 12/7/22	Date 12/7/22

(GACHOIRE GIRLS HIGH SCHOOL)
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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 2022

	Note	2021-2022	2020-2021
		Kshs	Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	8	7,517,936	9,337,204.00
Cash Balances	9	4,247	1,709
Short term Investment	10		
Total Cash and cash equivalent		7,522,183	9,338,912
Account's receivables	11	10,469,805	<u>12,278,835</u>
TOTAL FINANCIAL ASSETS		17,991,988	21,617,747
FINANCIAL LIABILITIES			
Accounts Payables	12	3,636,508	2,839,039
NET FINANCIAL ASSETS		14,355,480	18,579,848
REPRESENTED BY			
Accumulated Fund b/fwd	13	18,778,709	14,632,808
Surplus/Deficit for the year		(4,224,368)	4,145,901
NET FINANCIAL POSITION		14,554,341	18,778,709


The School's financial statements were approved on _____ 2022 and signed by:

Name: NORMAN
 CHEGE
 Chairman, BoM

Sign: 

Date:

Name: ASENATH NGURU
 School Principal/Secretary
 to BoM

Sign: 

Date: 12/7/2024

Name: MARGARET KONYE
 Bursar/Finance

Sign: 

Date: 12/7/2024

(GACHOIRE GIRLS HIGH SCHOOL)
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VII. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 2022

		2021-2022	2020-2021
		Kshs	Kshs
Receipts for operating income			
Capitation grants for tuition	1	3,663,602	1,297,521
Capitation grants for operations	2	15,872,684	8,155,553
School fund income-Parents contributions/fees	3	22,994,812	4875735
School fund income-other receipts	4	68,975,793	19022239
Total receipts		111,506,891	33351048
Payments			
Payments for Tuition	5	4,207,290	762,118
Payments for operations	6	16,078,835	8,572,263
Boarding and school fund payments	7	95643996	19,870,766
Total payments		115,731,259	29,206,147
Net cash flow from operating activities		(4,224,368)	4,145,901
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets			
Acquisition of Assets			
Proceeds from investments			
Purchase of investments			
Net cash flows from Investing Activities			
CASHFLOW FROM BORROWING ACTIVITIES			
Proceeds from borrowings/loans			
Repayment of principal borrowings			
Net cash flow from financing activities			
NET INCREASE IN CASH		(4224368)	4,145,901
Cash and cash equivalent at BEGINNING of the year		12,642,867	8,496,966
Cash and cash equivalent attend of the year		8,418,499	12,642,867

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 cash flow as recommended by PSASB.

PUBLIC SECONDARY SCHOOLS- (GACHOIRE GIRLS HIGH SCHOOL)

Reports and Financial Statements

For the year ended 30th June 2022

PUBLIC SECONDARY SCHOOLS - (GACHOIRE GIRLS HIGH SCHOOL)

Reports and Financial Statements

For the year ended 30th June 2022

VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 2022

Receipt/expenses Item	Original Budget	Adjustment	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
	Ksh	K			Kshs	Kshs
RECEIPTS						
(1) CAPITATION GRANT ON TUITION						
Textbooks and reference materials						
Exercise books						
Laboratory equipment						
Internal exams						
Teaching / learning materials	3663601.8		3663602.80	3663602.80	0	0%
Chalks						
Exams and assessment						
Teachers guides						
(2) CAPITATION GRANT ON OPERATIONS						
Personnel emoluments	7333988		7333988	7333988	0	0%
Repairs and maintenance	5325487		5325487	5325487	0	0%
Local transport / travelling	411729		411729	411729	0	0%
Electricity and water	1045713		1045713	1045713	0	0%
Medical						
Administration costs	1571566		1571566	1571566	0	0%
Activity						
Gratuity						
SMASSE						

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(GACHOIRE GIRLS HIGH SCHOOL)
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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	K			Kshs	Kshs
(3) FEES CHARGED ON PARENTS						
Personnel emoluments	4,398,900		4,398,900	6,127,789	(1,728,889)	139%
Repairs and maintenance	2,640,000		2,640,000	2,841,355	(201,355)	107%
Local transport / travelling	2,985,430		2,985,430	1,383,393	1,602,037	46%
Electricity and water	5,430,928		5,430,928	8,307,121	(2,876,193)	152%
Medical						
Administration costs	2,948,126		2,948,126	3,954,983	(1,006,857)	134%
Activity	275000		275000	380171	(105171)	138%
SMASSE						
Fee on Boarding Equipment and	35,085,534		35,085,534	41,532,264	(6,446,730)	118%
OTHER INCOME						
Rent income						
Income from farming activities	5,660,580		5,660,580	4,087,346	1,573,234	72%
Insurance compensation						
Income from Posho mill						
School uniform	17294397		17294397	17294397	0	0%
B.o.m development	5170000		5170000	6029486	859486	116%
Interest income						
Income from any other investment						
TOTAL INCOME	101,240,980		101,240,980			
(1) EXPENDITURE FOR TUITION						
Textbooks and reference materials						

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(GACHOIRE GIRLS HIGH SCHOOL)
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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	K			Kshs	Kshs
Exercise books						
Laboratory equipment						
Internal exams						
Teaching / learning materials	3663601.80		3663601.80	4207290	(543688)	
Chalks						
Exams and assessment						
Teachers guides						
Administration costs						
Bank Charges						
(2) EXPENDITURE FOR OPERATIONS						
Personnel emoluments	7333988		7333988	7398159	(64171)	101%
Repairs, maintenance & improvements						
Local transport / travelling	411729		411729	0	411729	100%
Electricity, water and conservancy	1045713		1045713	0	1045713	100%
Medical	184200		184200	184945	745	1%
Administration costs	1571566		1571566	1501238	70328	95%
Activity Expenses				1067530		
Gratuity						
infrastructure	5325487		5325487	6714773	1389286	126%
(3) EXPENDITURE FOR SCHOOL FUND						
Personnel emoluments	4398900		4398900	2614491	1784409	59%

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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	Kshs
Repairs, maintenance and improvements	2640000		2640000	4051539	(1411539)	153%
Local transport / travelling	2985430		2985430	2478837	506593	83%
Electricity, water and conservancy	5430928		5430928	4654257	776671	85%
Medical Expenses						
Administration costs	2948120		2948120	7798947	(4850827)	264%
Activity	275000		275000	95066	179934	35%
Gratuity						
Lunch programme						
Boarding Equipment and Expenditure for Income Generating Activity-School	35085534		35085534	39646289	(4560755)	119%
Insurance costs	2285605		2285605	1242480	1043125	54%
uniform	17294397		17294397	14440115	2854282	83%
Rent Expenses						
Bank Charges						
Loan Interest Repayment						
Loan Principal Repayment						
Acquisition of Assets						
TOTALS						

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

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Underutilization

- I. Some goods were delivered but the invoices were not submitted by the close of the year.*

Overutilization

- i. The prices of most of the commodities went up beyond the budget*

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 2022

(GACHOIRE GIRLS HIGH SCHOOL)
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X. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

	2021-2022	2020-2021
	Kshs	Kshs
Textbooks and reference materials		
Exercise books		
Laboratory equipment		
Internal exams		
Teaching / learning materials	3663601.80	1297521
Chalks		
Exams and assessment		
Teachers guides		
Total	3663601.80	1297521

2 CAPITATION GRANT FOR OPERATIONS

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	7333988.00	2355964.90
Repairs and maintenance	5325487.00	3443584
Local transport/ travelling	411729.60	471192
Electricity and water	1045713.00	1177982
Medical	184200.00	
Administration costs	1571566.00	706830
Activity		
Total	15,872,683.60	8155552.90

3 PARENTS CONTRIBUTION/FEES- SCHOOL FUND ACCOUNT

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	6127789.00	856790
Repairs and maintenance	2841355.00	566425
Local transport/ travelling	1383393.00	242302
Electricity and water	8307121.00	1249309
Medical		
Administration costs	3954983.30	1265770
Activity	380171.00	99500
Tuition		
TOTAL	22,994,812.30	4280096

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

**4 OTHER RECEIPTS-
SCHOOL FUND ACCOUNT**

	2021-2022	2020-2021
	Kshs	Kshs
Fee on Boarding Equipment and Stores	41532264	16816797.50
Rent income	32300	10500
Income from farming activities	4087345.84	212573.05
Insurance compensation		
Income from Posho mill		
Income from Bus Hire		
Uniform	17294397.00	134324
Income from grants and donations*		
B.o.m development	6029486.40	1848044.40
Dividends income		
Total	68,975,793.24	19022238.95

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

5 PAYMENTS FOR TUITION

	2021-2022	2019-2020
	Kshs	Kshs
Textbooks and reference materials		
Exercise books		
Laboratory equipment		
Internal exams		
Teaching learning materials	4,207,290.00	762,118.00
Chalks		
Exams and assessment		
Teachers guides		
Administration Costs		
Bank Charges		
Total	4,207,290.00	762,118.00

(GACHOIRE GIRLS HIGH SCHOOL)
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

6 PAYMENTS FOR OPERATIONS

	2021-2022	2021-2022
	Kshs	Kshs
Personnel emoluments	7,398,159.0	2,139,531
Service Gratuity		
Administration Cost	1,501,237.6	678,301
Repairs and maintenance & improvements	279,720	
Local transport/ travelling		427,906
Electricity and water		1,069,766
Medical	184,945.00	684,675
Activity Expenses	1,067,530.0	128,500
Infrastructure	5,647,243.0	3,443,584
Insurance Cost		
Bank Charges		
Acquisition of Assets		
TOTAL	16,078,834.	8,572,263

7 BOARDING AND SCHOOL FUND PAYMENTS

	2021-2022	2019-2020
	Kshs	Kshs
Personnel emoluments	2,614,491.00	696,997
Service Gratuity		
Repairs and maintenance & Improvements	4,051,539.00	246,589
Local transport/ travelling	2,478,837.00	1,012,728
Electricity and water	4,654,257.00	2,061,131
Medical Expenses		
Administration costs	7,798,946.68	3,263,803
Lunch Programme		
activity	950,66.00	101,310
School farm	1,242,480.00	614,740
Fee on Boarding Equipment and Stores	39,845,151.00	10,760,832.00
Rent Expenses		
B.o.m development	18,423,114.00	1,112,636.20
tuition		
uinform	14,440,115.00	
Acquisition of Assets		
TOTAL	95,643,996.68	19,870,766.

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

(GACHOIRE GIRLS HIGH SCHOOL)
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NOTES TO THE FINANCIAL STATEMENTS(Continued)

8 BANK ACCOUNTS

Name of Bank, Account No. & currency	Bank Account Number	2021-2022	2020-
		Kshs	Kshs
Tuition Account	1105026442	3329.00	547,017.20
Operations Account	1105031071	190,594.60	397,785.60
School Fund Account/Boarding	1105018288	1,271,424.42	5,011,746.72
Savings Account			
k-unity finance	002116582	145,438.15	145,438.15
Family bank	049000204566	1,393,519.05	867132.05
Infrastructural Account	1267568119	2,403,335.00	2368084.00
Equity bank	1820282328184	2,110,296.00	
TOTAL		7,517,936.22	9337203.72

9 CASH IN HAND

Description	2021-2022	2020-2021
	Kshs	Kshs
Tuition Account	106.00	106
Operation Account	1280.00	280
School Fund account	2861.27	1322.72
Total	4247.27	1708.72

10 SHORT TERM INVESTMENTS

Description	2021-2022	2020-2021
	Kshs	Kshs
Cooperative shares	xxx	xxx
Treasury Bills	xxx	xxx
Fixed deposit	xxx	xxx
Equity stock	xxx	xxx
Other investments	xxx	xxx
Total	xxx	xxx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

11 ACCOUNTS RECEIVABLE

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears	10,469,804.10	12,278,835
Other non-fees receivables		
Salary advances		
Imprest		
Total	10,469,804.10	12,278,835

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears for current year	1,333,412.00	1440880
Fees arrears recovered during the year	(1812047.90)	(1146850.00)
Fees arrears for the previous year	2,898,267.00	1751417
Fees arrears for prior periods (over two years)	8,050,173.00	10233388
Total	10,469,804.10	12,278,835.00

12 ACCOUNTS PAYABLE

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	428,018.00	
Prepaid fees	1,893,793.00	1,520,342
Caution money	1,318,697.00	1,318,697
Total	3,636,508.00	2,839,039

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors for current year	424,018.00	
Trade creditors for the previous year		
Trade creditors for prior periods (over two years)		
Total	424,018.00	

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

13 FUND BALANCE BROUGHT FORWARD

Description	2021-2022	2020-2021
	Kshs	Kshs
Bank balances	7,517,936.22	9,337,204
Cash balances	4,247.27	1709.00
Short Term Investments		
Receivables	10,469,805	12278835
Payables	(3,636,508.00)	(2,839,039)
<u>Total</u>	<u>14,355,480.49</u>	<u>18,778,708.44</u>

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Other important disclosure notes

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	2021-2022	2020-2021
	Kshs	Kshs
Bank loan(s)	xxx	xxx
Outstanding Leases	xxx	xxx
Hire purchase	xxx	xxx
Gratuity and leave provision	xxx	xxx
Total	xxxx	xxx

15 Biological assets

Description	Numbers	2021-2022	
		Kshs	Kshs
Cattle	7	700,000	
pigs	67	1,340,000	
Trees	1500	4,500,000	
Coffee or tea plantation	7500	225,000	
Poultry			
Total		6,765,000	

16 Borrowings

Description	2021-2022	2020-2021
	KShs	KShs
a) Borrowings		
Borrowing at beginning of the year	xxx	xxx
Borrowings during the year	xxx	xxx
Repayments of during the year	(xxx)	(xxx)
Balance at end of the year	xxx	xxx

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17 Stock/Inventory

Description	2021-2022	2020-2021
	KShs	KSh
b) Borrowings		
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		

EXERCISE BOOKS

DESCRIPTION	2021-2022	2020-2021
Stock/inventory beginning of year	NIL	5,229
Stock /inventory purchased during yhe year	27,006	2,145
Stock /inventory issued during the year	(9,820)	(7,134)
Balance at the end of the year	17,186	NIL

OTHER STATIONARIES

Description	2021-2022	2020-2021
Opening balance	358	410
Purchases	1294	216
Issued / used	(896)	(268)
Balance in stock	756	358

Kitchen

Description	2021-2022	2020-2021
Open balance	5,105	10,521
Purchases	163,614	54,539
Issued /used	(166,086)	(59,955)
Balance in stock	2,733	5,105

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18 PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS

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

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

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ANNEX1-ANALYSIS OF PENDING ACCOUNTSPAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 20XX	Outstanding Balance 20XX-1	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction of buildings						
1.						
2.						
3.						
Sub-Total						
Supply of goods						
4.weham school suppliers	91,635	5/6/2022				
5.neokaick enterprises	55,000	10/5/2022				
6clienwalite ventures.	80,000	5/2/2022				
7.kirenga bookshop &stationers	102,633	10/5/2022				
8.pezi publishers	94,750	24/3/2022				
9.						
Sub-Total						
Grand Total	428,018					

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ANNEX2- SUMMARY OF FIXED ASSETS REGISTER

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

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