

REPUBLIC OF KENYA



Enhancing Accountability

REPORT

PARLIAMENT
OF KENYA
LIBRARY OF

THE AUDITOR-GENERAL

ON

KIBIRU GIRLS SECONDARY SCHOOL

FOR THE YEAR
ENDED 30 JUNE, 2023

THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 05 MAR 2025	DAY: Wednesday
BY: Hon. Naomi Wazir MP Deputy Majority Party Whip	
CLERK-AT THE-TABLE: Ashirika	

KIAMBU COUNTY



KIBIRU GIRLS SECONDARY SCHOOL
PUBLIC SECONDARY SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED
30th June 2023

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

KIBIRU GIRLS SECONDARY SCHOOL
Annual Report and Financial Statements
For the year ended 30th June 2023

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KBIRU GIRLS SECONDARY SCHOOLS
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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, Gatundu South Sub-County

The school was registered in February 2011 under registration number **PU/S/2/474/11** and is currently categorized as a sub County public school established, owned or operated by the Government.

The school is a boarding school and had 540 number of students as at 30th June 2023 .It has THREE streams and 28 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	DR.MONICAH WAIGANJO	Chairperson	11/05/2022
2	CHRISTINE MIANO	Secretary- Principal	11/05/2022
3	ANTONY MBUTHIA	Member	11/05/2022/
4	MICHAEL NJUGUNA	PA Chairperson	11/05/2022
5	CATHERINE MUNIU	Member	11/05/2022
6	PAUL KARIUKI	Member	11/05/2022
7	ANN WAMORO	Member	11/05/2022
10	LAWRENCE KIMATHI	Member	11/05/2022
11	ELVIS MUNENE	Member Rep Teachers	11/05/2022
12	JOSEPH NJOROGE	Member -	11/05/2022
13	MARTIN MUHOHO	Member	11/05/2022
14	BENJAMIN OKOTH	Member	11/05/2022
15	DANIEL MUIRURI	Member	11/05/2022
16	MARY KARANJA	Member	11/05/2022
17	LINDA WANJIKU KIBUGI	Rep Students	11/05/2022
18	JOYCE ANUNDA	member	11/05/2022

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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	Dr. Monicah Waiganjo Michael Njuguna Antony Mbutia Mary Karanja Christine Miano	Chairperson PA Chairperson Member Member Member	Nil
2	Audit Committee	Martin Muhoho Dr. Monicah Waiganjo Mary Karanja Lawrence Kimathi Daniel Muiruri Catherine Muniu Christine Miano	Chairperson Member Member Member Member Member Principal	1
3	Finance, procurement and general purposes Committee	Shelmith maina Milkah muchiri Stephen kimani Grace wanjiru	Chairperson Member Member Accounts clerk	
4	Academic Committee	Dr. Monicah waiganjo Michael Njuguna Mary Karanja Antony Mbutia\ Joyce Anunda Ann Wamoro Elvis Munene Shelmith Maina Christine Miano	Bom chairperson Member Member Member Member Member Member Member Member Principal	3

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5	Development Committee	Benjamin Okoth Dr. Monicah Waiganjo Michael Njuguna Paul Kariuki Christine Miano Ann Maina Shelmith Maina	Chairperson BOM Chair PA chairperson Member Member SCDE Deputy Principal	Two
6	Discipline and welfare Committee	Shelmith Maina Margaret Kariuki Margaret Mungai	Chairperson Member Member	3
7	Adhoc Committee (if any during the year)			

(d) School operation Management

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

Ref:	Designation	Name	TSC Number
1	Principal	CHRISTINE N. MIANO	335528
2	Deputy Principal	SHELMITH W.MAINA	364334
3	School Bursar	GRACE WANJIRU MUTUNDU	11411945

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KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box: 224-01030 GATUNDU
Telephone: 07240990169
E-mail: kibirugirls@gmail.com
Website:
Facebook:
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: | FAMILY BANK | |
| | Branch: | GATUNDU | |
| | Account Number: | 004000016700 | Tuition Account |
| 2. | Name of Bank: | EQUITY BANK | |
| | Branch: | GATUNDU | |
| | Account Number: | 0660260849379 | Collection Account |
| 3. | Name of Bank | EQUITY BANK | |
| | Branch | GATUNDU | |
| | Account Number | 0660291740532 | Operations Account |
| 4 | Name of Bank | EQUITY | |
| | Branch | GATUNDU | |
| | Account Number | 0660279100793 | Infrastructure Account |
| 5 | Name of Bank | EQUITY | |
| | Branch | GATUNDU | |
| | Account Number | 0660195422488 | Savings Account |
| 6 | Name of Bank | EQUITY | |
| | Branch | GATUNDU | |
| | Account Number | 0660263899449 | Needy Student Account |

3. MPESA PayBill No. 407878 attached to EQUITY bank account
(Ensure all bank accounts operated by the school are disclosed and that all Pay Bill Numbers are also disclosed)

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(g) Independent Auditors

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

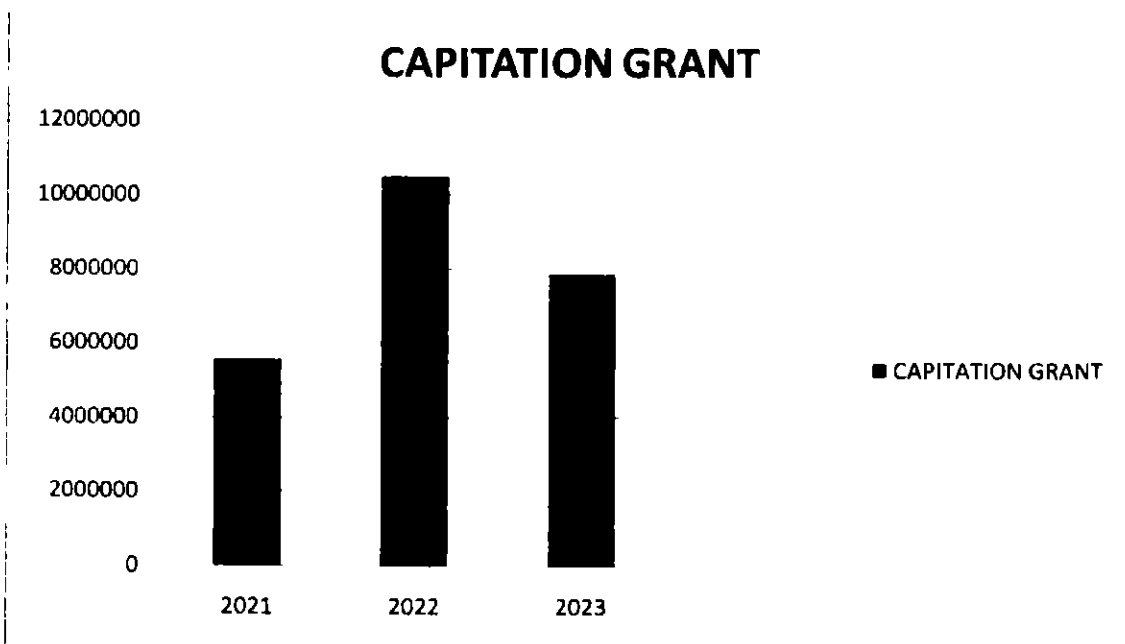
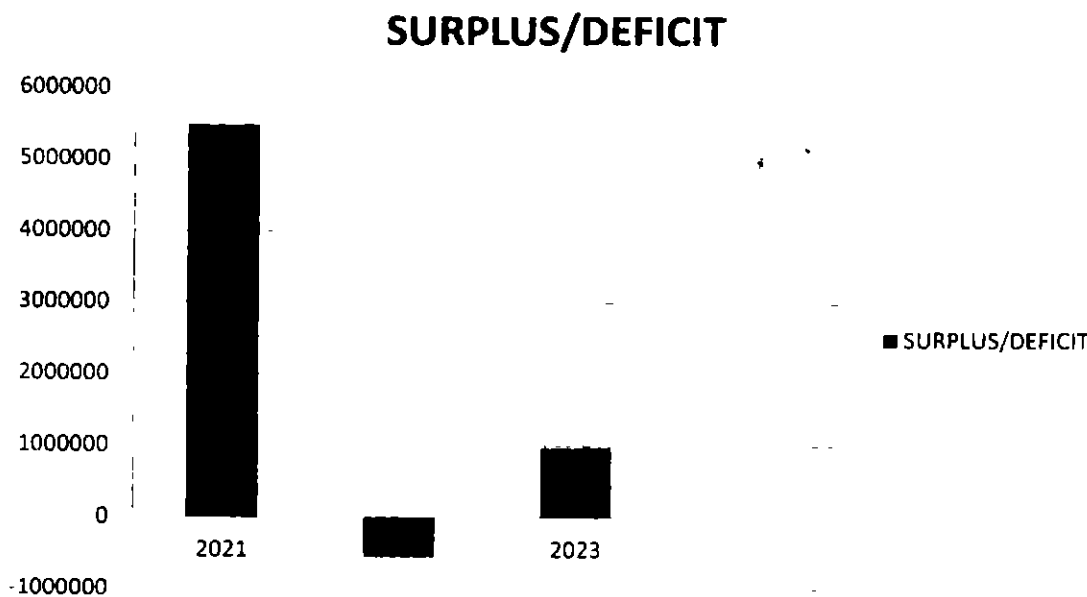
KIBIRU GIRLS SECONDARY SCHOOL
Annual Report and Financial Statements
For the year ended 30th June 2023

II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

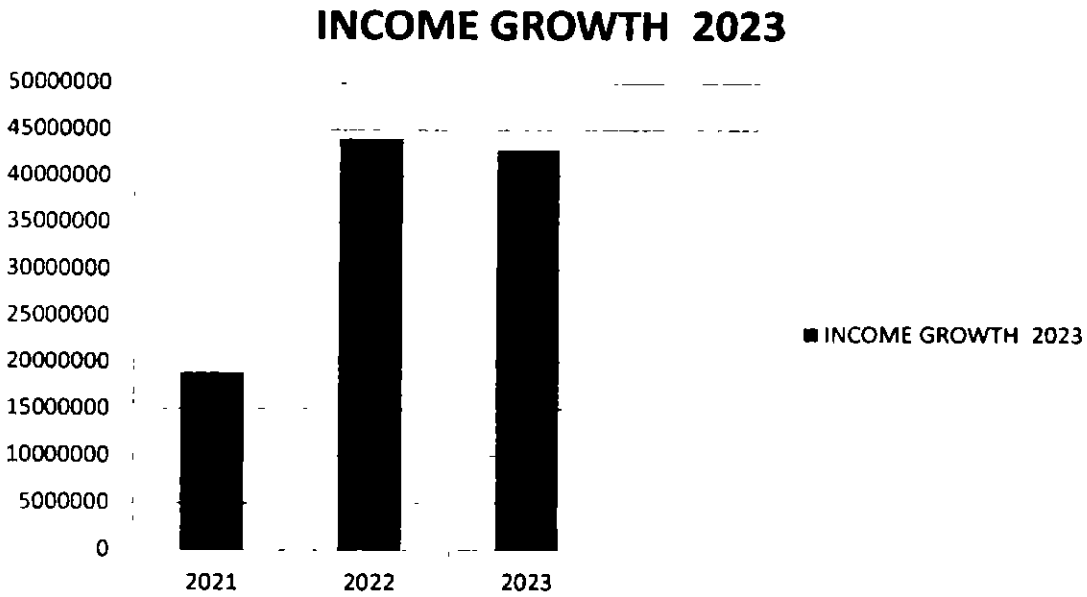
The following is a summary report of the performance of the school against the set performance evaluation criteria:

a) Financial performance

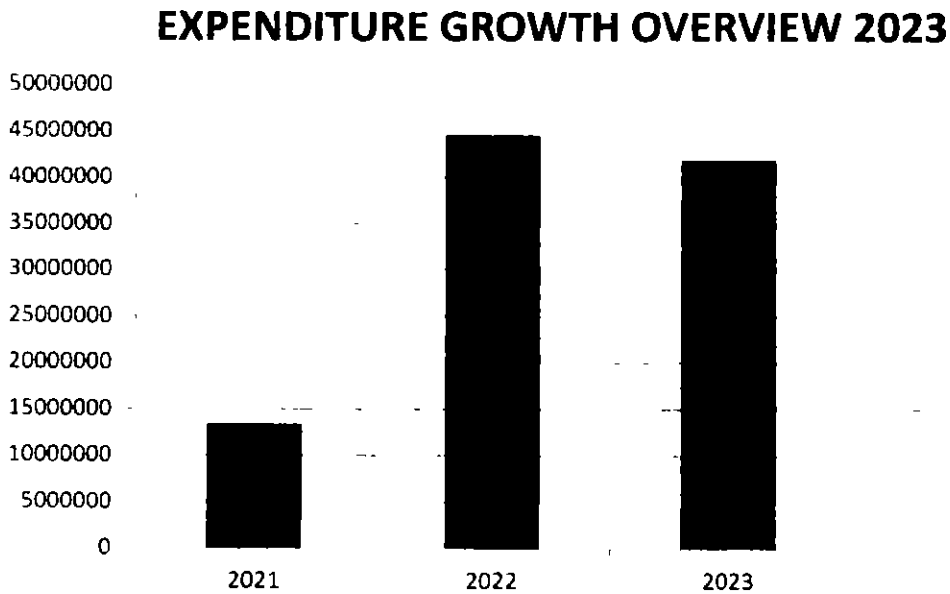
1. SURPLUS / DEFICIT



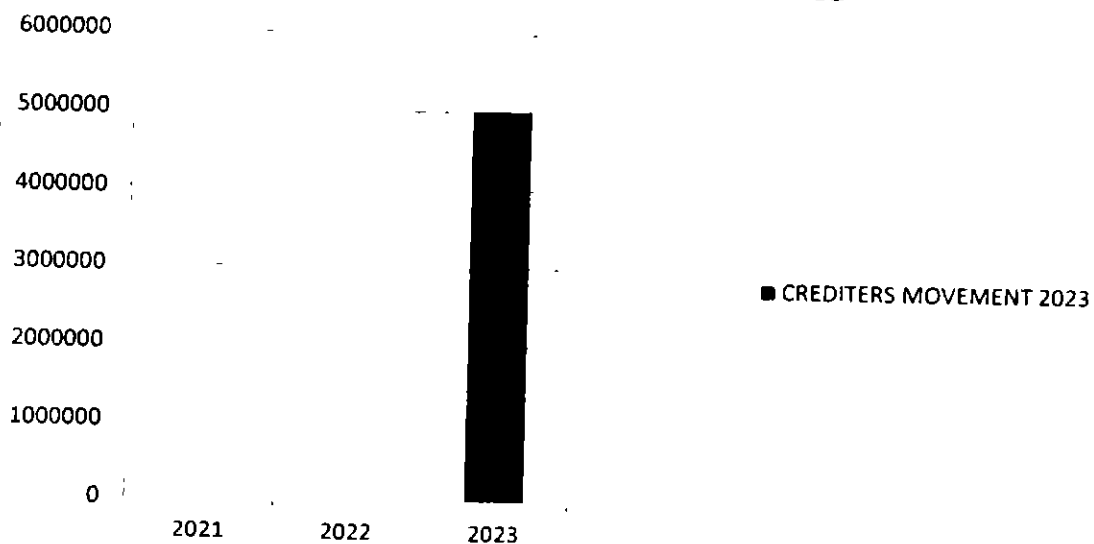
INCOME GROWTH OVERVIEW 2023



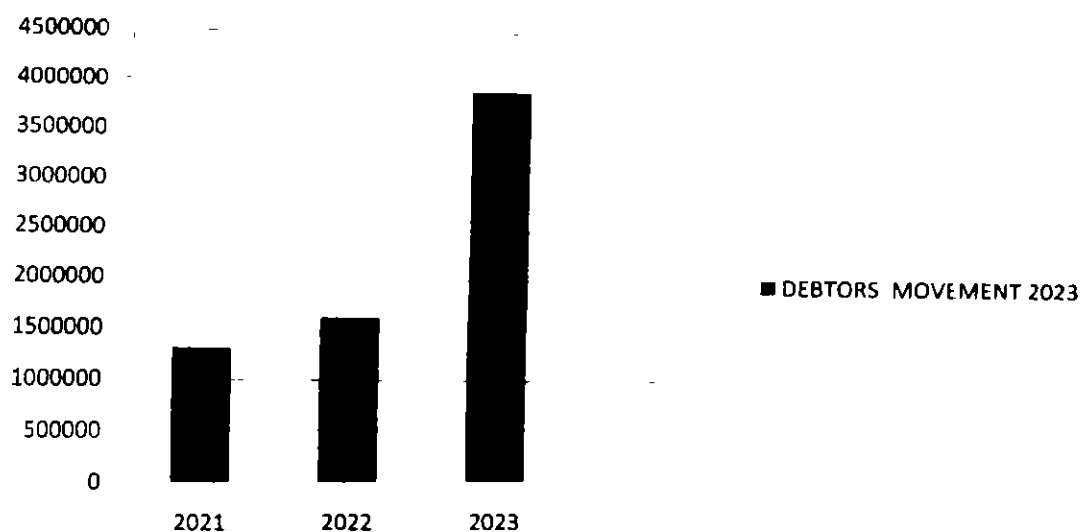
EXPENDITURE GROWTH OVERVIEW 2023



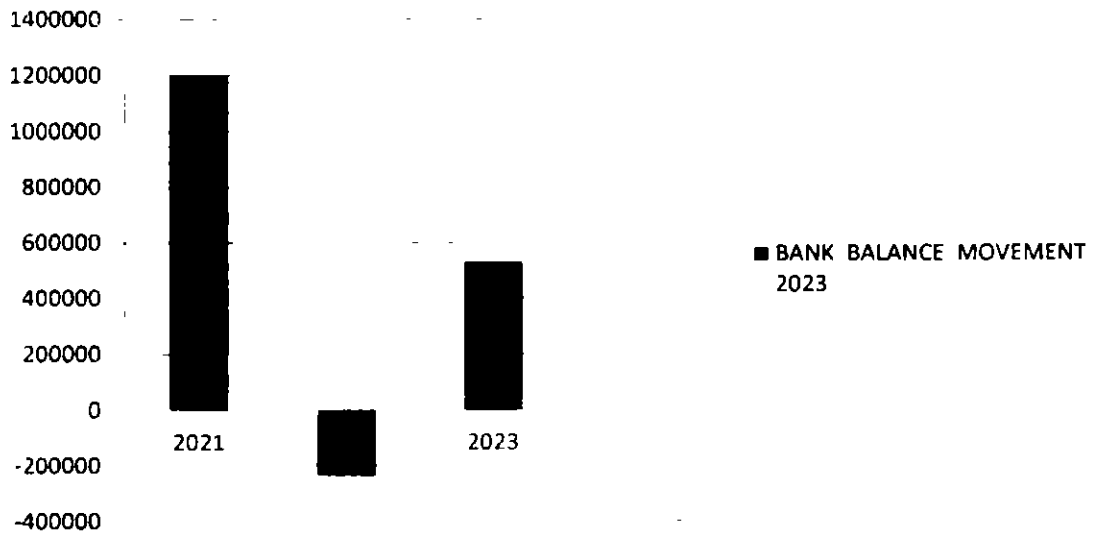
CREDITORS MOVEMENT 2023



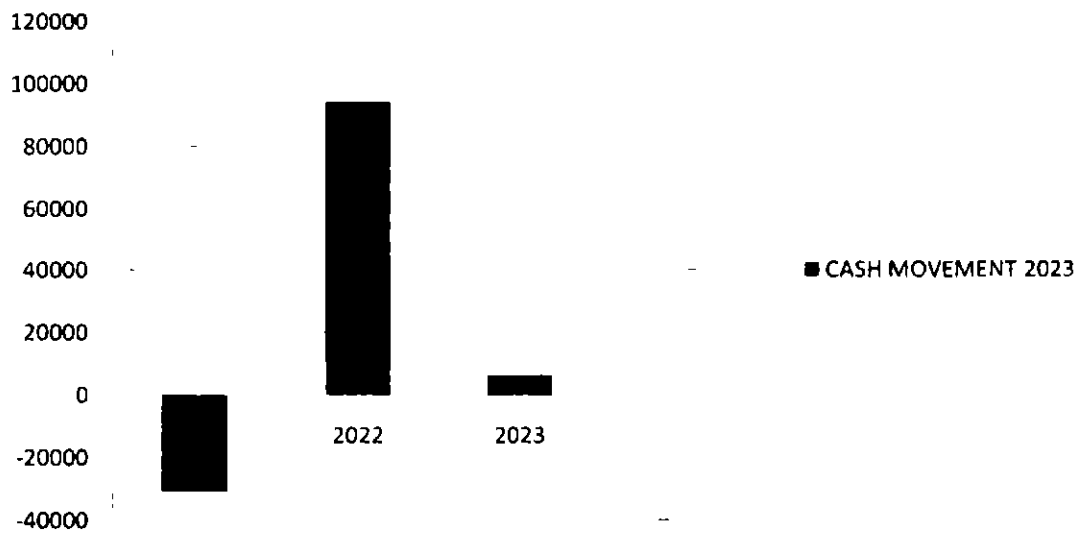
DEBTORS MOVEMENT 2023



BANK BALANCE MOVEMENT 2023



CASH MOVEMENT 2023



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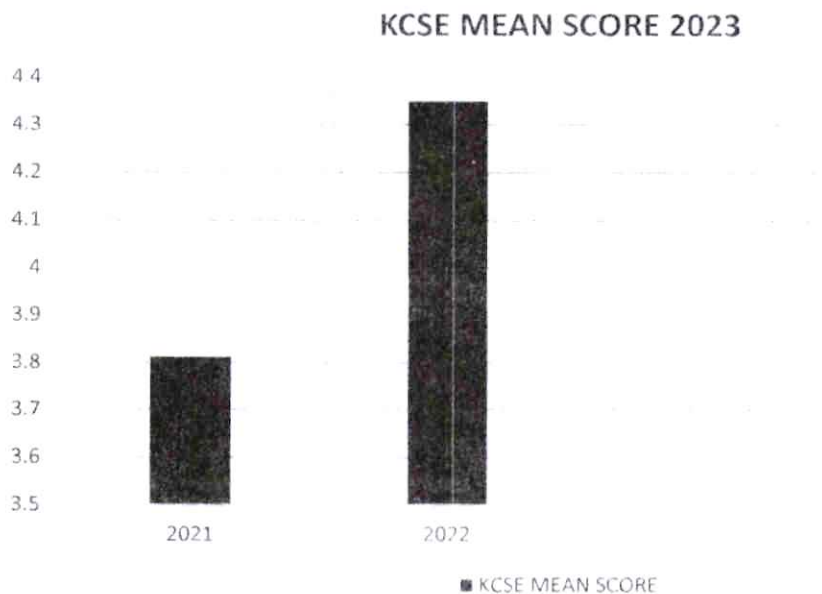
	ITEM	2021	2022	2023	
1.	SURPLUS/DEFICIT	5,487,970.00	(552,320.00)	970,257.47	
2.	CAPITATION GRANT	5,555,309.65	10,491,391.80	7,858,799.62	
3	RATIO OF CAPITATION PER STUDENT	10,423:1	19,321:1	16,475:1	
4	INCOME GROWTH OVERVIEW	18,879,608.90	44,063,247.00	42,889,606.32	
5.	EXPENDIRUTE GROWTH OVERVIEW	13,391,637.95	44,615,567.60	41,919,348.85	
6.	DEBTORS AND CREDITORS MOVEMENT	1,312,856.00	1,621,256.00	3,895,234.00 5,017,602.65	
7.	CASH AND BANK BALANCE MOVEMENT	(30,856.38) 1,200,668.78	94,280.17 (238,102.47)	6,279.82 531,231.00	

2. Teacher Student ratio: 1:27

- Number of Teachers recruited and posted by TSC in 2022 - 1
- Number of teachers transferred /retired in 2022 - NON
- Number of teachers employed by TSC - 19
- Number of teachers employed by the BOM - 4
- CEB - 25

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3. Mean score in the 2022KCSE:



<i>KCSE MEAN SCORE</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
	<i>4.211</i>	<i>3.812</i>	<i>4.35</i>
<i>STUDENT TO HIGHER INSTITUTIONS</i>	<i>48</i>	<i>33</i>	<i>54</i>

4. Number of Candidates in the 2022 KCSE:

<i>Year of KCSE</i>	<i>Number of students</i>
<i>2022</i>	<i>119 students</i>
<i>2021</i>	<i>117 students</i>
<i>2020</i>	<i>114 students</i>

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5. Capacity of the school:

AMENITIES	Number of amenities	Number of students	STATUS
Dormitories	4	477	Inadequate
Classrooms	12	477	Adequate
Dining hall	1	477	Adequate
Laboratories science	2	477	Adequate
Computer laboratory	1	477	Adequate
Toilets	41	477	Adequate
Library	non	477	N/A

6. Development projects carried out by the school:

Project	Sources of funds	Total cost of the project	Status
Tiling and painting of 4No.classrooms	Ministry of education / parents	Shs . 470,293.00	complete
Expansion of school kitchen /store/bakery	Ministry of education / parents	Shs.1,768,950.00	complete
Completion of cbc classroom(ground floor)	Ministry of education /parents	Shs.2,484,970.00	complete

PRINCIPAL
 KIP
 P.O
 SIG:
 School Principal

SEC. SCHOOL
 GATUNDU
 F.....

PRINCIPAL
 KIBIRU GIRLS SEC. SCHOOL
 P. O. BOX 224-01030, GATUNDU
 SIGN: *Jh* DATE: 29/7/24

KIBIRU GIRLS SECONDARY SCHOOL
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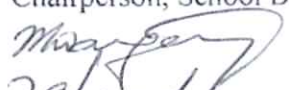
III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY


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.

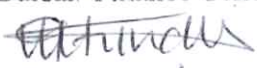
Schedule 4 (Section 23) of the Education Act, 2013 requires the Board of Management of a public institution of basic education to be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

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

The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30th June, 2023, and of the school's financial position as at that date.

Name: Dr. MONICAH WAIGANJO
Designation: Chairperson, School Board of Management
Sign: 
Date: 29/07/2024

Name: CHRISTINE N. MIANO
Designation: School Principal & Secretary to Board the of Management
Sign: 
Date: 29/07/2024
PRINCIPAL
KIBIRU GIRLS SEC. SCHOOL
P. O. BOX 224-G1030, GATUNGU
SIGN..... DATE.....

Name: GRACE WANJIRU MUTUNDU
Designation: Bursar/ Finance Officer
Sign: 
Date: 29/07/2024

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 KIBIRU GIRLS SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2023 - 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, risk management environment and internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

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

The three parts of the report are aimed at addressing the statutory roles and responsibilities of the Auditor-General as provided by Article 229 of the Constitution, the Public Finance Management Act, 2012 and the Public Audit Act, 2015. The three parts of the report when read together constitute the report of the Auditor-General.

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of Kibiru Girls Secondary School - Kiambu County set out on pages 17 to 35, which comprise of the statement of financial assets and financial liabilities as at 30 June, 2023, and the statement of receipts and payments, statement of cash flows and statement of budgeted versus actual amounts for the year then ended, and a summary of significant accounting policies and other

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

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

Basis for Qualified Opinion

1. Unsupported School Fund Income - Parents Contribution

The statement of receipts and payments and as disclosed in Note 7 to the financial statements reflects boarding and school fund payments amount of Kshs.35,037,886 which differs with ledger amount of Kshs.33,616,027 resulting to unreconciled variance of Kshs.1,421,860.

In the circumstances, the accuracy of total receipts amount of Kshs.44,311,788 could not be confirmed.

2. Cash and Cash Equivalents

2.1 Unsupported Short-Term Investments

The statement of financial assets and financial liabilities reflects cash and cash equivalents balance of Kshs.2,530,888 in respect of short-term investments which is not supported with any schedule. Further, the School has not provided records of receipts and expenses accruing from the investment during the year.

In the circumstances, the accuracy and completeness of the short-term investment of Kshs.2,530,888 could not be confirmed.

2.2 Overdrawn Account and Netting-Off of Bank Balance

The statement of financial assets and financial liabilities reflects bank balance of Kshs.531,233 as disclosed in Note 8 to the financial statements. Included in the bank balance are four (4) bank accounts with an overdraft balance of Kshs.599,133 which has been netted-off bank balances contrary to Section 28(4)(5) of the Public Finance Management Act, 2012.

In the circumstances, the accuracy, completeness, existence of bank balance of Kshs.531,233 could not be confirmed.

2.3 Failure to Appoint Board of Survey

During the year under review, the School Management did not appoint a Board of Survey to confirm total cash and cash equivalents balance as at 30 June, 2023 of Kshs.3,068,400.

In the circumstances, the accuracy and completeness of cash and cash equivalents balance of Kshs.3,068,400 as at 30 June, 2023 could not be confirmed.

3. Inaccuracies in Capitation Grants

Review of the School's cashbook and bank statements revealed that the School did not receive any capitation money. However, NEMIS records maintained by the Ministry of Education revealed amount transferred to School was Kshs.2,055,467 resulting to unreconciled variance of Kshs.2,055,467.

In the circumstances, the accuracy, completeness and existence of the capitation grants of Kshs.2,055,467 from the Ministry of Education could not be confirmed.

4. Long Outstanding Receivables

The statement of financial assets and financial liabilities reflects accounts receivables balance of Kshs.12,738,496 in respect of fees arrears as disclosed in Note 10 to the financial statements. Included in the balance are receivables amounting to Kshs.8,364,953 which had been outstanding for more than two (2) years. However, there was no policy on the impairment of long outstanding fees arrears casting doubt on the fair statement of the accounts receivables balance.

In the circumstances, the accuracy and full recoverability of the outstanding receivables balance of Kshs.12,738,496 could not be confirmed.

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

Emphasis of Matter

Unbalanced Budget

Review of the statement of budgeted versus actuals amounts reflects that the Schools final receipts budget amounted to Kshs.44,732,697 against final budget expenditure of Kshs.41,451,197 resulting to budget imbalance of Kshs.3,281,500.

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. Unconfirmed Students Enrollment Data

Review of documents provided for audit revealed discrepancies between the data in the National Education Management Information System (NEMIS) which indicated that the school had a total number of four hundred and seventy-four (474) students against five hundred and fifty-two (552) students reflected in school enrolment records resulting to a variance of seventy-eight (78). This was contrary to the Ministry of Education Circular MOE.HQS/3/13/3 on implementation of Free Day Secondary Education (FDSE) which requires all learners be registered in NEMIS and the principals to ensure their records are accurate.

In the circumstances, under-funding of the School may have affected service delivery to the students.

2. Unapproved Fees on Parents Association Support Programme

The statement of receipts and payments and as disclosed in Note 3 to the financial statements reflects school fund income - parents contributions amount of Kshs.35,132,896 which further includes Kshs.3,231,254 at Kshs.5,250 per student per year in respect of education support programme included in the school's fees structure without approval from the Ministry of Education contrary to guidelines issued by Ministry of Education. This was contrary to Government Circular No. MOE.HQS/3/13/3 dated 16 June, 2021 on guidelines on implementation of Free Day and Secondary Education programme which stipulates that parents will only pay for school uniforms, boarding related costs as reflected in the boarding fees structure and lunch for the day scholars.

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

3. Payroll

The statement of receipts and payments and as disclosed in Note 3 to the financial statements reflects school fund income - parents' contribution amount of Kshs.35,132,896 which includes Kshs.2,862,482 paid towards personnel costs. However, review of the payroll provided revealed that employees are not clustered into job groups contrary to Section C.2(1) of Public Service Commission Human Resource Procedures Manual for the Public Service, 2016 which states that the Public Service salary structure will be based on the grading levels spelt out in the various career progression guidelines.

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

4. Irregular Transfer of Funds to Kenya Secondary Schools Heads Association (KESSHA)

The statement of receipts and payments and as disclosed in Note 7 to the financial statements reflects boarding and school fund payments amount of Kshs.35,037,886 which includes Kshs.2,752,044 in respect of administration cost which further includes Kshs.669,600 transferred to Kenya Secondary School Heads Association. 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.669,600 could not be confirmed.

5. Long Outstanding Payables

The statement of financial assets and financial liabilities and as disclosed in Note 11 to the financial statements reflects accounts payables balance of Kshs.5,017,582. However, included in the balance are trade payables balance of Kshs.592,938 which had been outstanding for more than two (2) years. This was contrary to Section 53(8) of the Public Procurement and Asset Disposal Act, 2015 which states that 'an Accounting Officer shall not commence any procurement proceedings until satisfied that sufficient funds to meet the obligations of the resulting contract(s) are reflected in approved budget estimates'.

In the circumstances, the School Management was in breach of the law and there is risk loss of public funds through litigations, interests and penalties.

6. Failure to Prepare School Improvement Plan

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

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

7. Late Submission of Financial Statements for Audit

During the year under review, Management submitted the financial statements to the Auditor-General on 5 April, 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.

8. Non-Compliance with the Public Sector Accounting Standards Board Reporting Requirements

The financial statements presented for audit did not include all information provided in the format prescribed and published by the Public Sector Accounting Standards Board (PSASB) as notes numbering in the financial statements are inconsistent

In the circumstances, Management was in breach of the PSASB guidelines. Further, lack of relevant information may affect users' reliance on the financial statements for decision making.

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 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 EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, based on the audit procedures performed, except for the matter described in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Governance section of my report, I confirm that, nothing else has come to my attention to cause me to believe that internal controls, risk management and overall governance were not effective.

Lack of Ownership Documents

Annex 2 to the financial statements reflects summary of fixed assets register with several assets including land and motor vehicles with a balance of Kshs.8,070,280. However, land ownership documents and motor vehicle log books were not provided for audit.

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 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 controls as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal controls, risk management and overall governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its services, disclosing, as applicable, matters related to sustainability of services and using the applicable basis of accounting unless Management is aware of 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 controls would not necessarily disclose all matters in the internal controls that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

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

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

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

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the School to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

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

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


FCPA Nancy Gatungu, CBS
AUDITOR-GENERAL

Nairobi

15 January, 2025

KIBIRU GIRLS SECONDARY SCHOOL
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 For the year ended 30th June 2023

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

DESCRIPTION OF VOTE HEAD	Note	2022-2023 Kshs	2021-2022 Kshs
RECEIPTS			
Capitation grants for tuition	1	1,467,023.55	1,830,123.20
Capitation grants for operations	2	6,391,776.62	8,023,768.60
School Fund Income- Parents' Contributions	3	35,132,896.15	29,052,250.00
School Fund Income- Other receipts	4	1,320,091.15	5,157,105.80
Proceeds from borrowings			
TOTAL RECEIPTS		44,311,787.67	44,063,247.60
PAYMENTS			
Payments for Tuition	5	2,373,596.00	1,908,947.00
Payments for operations	6	5,930,026.00	9,865,788.55
Boarding and school fund payments	7	35,037,886.20	32,840,832.05
TOTAL PAYMENTS		43,341,508.20	44,615,567.60
SURPLUS/DEFICIT		970,279.47	(552,320.00)

The school financial statements were approved on _____ 2024 and signed by:

Sign:  Date: 29/7/2024

Name: DR. MONICAH WAKANJO


Chairperson BOM

Sign:  Date: 29/7/24

Name: CHRISTINE MIANO

PRINCIPAL
 KIBIRU GIRLS SEC. SCHOOL
 P. O. BOX 224-01030, GATUNDU.
 SIGN:  DATE: 29/7/24

School Principal/
 Secretary to BOM

Sign:  Date: 29/07/2024

Name: GRACE WAHIIRU


Accounts Clerk

KIBIRU GIRLS SECONDARY SCHOOL
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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 2023

	Note	2022-2023	2021-2022
		Kshs	Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	8	531,233.00	(238,102.47)
Cash Balances	9	6,279.82	94,280.17
Short term Investment	10	2,530,887.95	569,586.60
Total Cash and cash equivalent		<u>3,068,400.77</u>	<u>425,764.30</u>
Account's receivables	10	12,738,496.60	9,986,209.60
TOTAL FINANCIAL ASSETS		15,806,897.37	10,411,973.90
FINANCIAL LIABILITIES			
Accounts Payables	11	5,017,582.65	592,938.65
NET FINANCIAL ASSETS		10,789,314.72	9,819,035.25
REPRESENTED BY			
Accumulated Fund b/fwd	12	9,819,035.25	10,371,355.25
Surplus/Deficit for the year		970,279.47	(552,320.50)
NET FINANCIAL POSSITION		10,789,314.72	9,819,035.25

The School's financial statements were approved on _____ 2024 and signed by:

Sign:  Date: 29/7/2024

Name: DR. MONICAH W. GANIHO
Chairperson, BoM

Sign:  Date: 29/7/24

Name: CHRISTINE MIANO
Principal/Bom Secretary

Sign:  Date: 29/07/2024

Name: GRACE WAHJIRU
Accounts Clerk

KIBIRU GIRLS SECONDARY SCHOOL
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VII. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 2023

		2022-2023	2021-2022
		Kshs	Kshs
Receipts for operating income			
Capitation grants for tuition	1	1,467,023.55	1,830,123.20
Capitation grants for operations	2	6,351,776.62	8,023,768.60
School fund income- Parents contributions/ fees	3	35,132,896.15	29,052,250.50
School fund income- other receipts	4	1,320,091.15	5,157,105.300
Total receipts		44,311,787.67	44,063,247.60
Payments			
Payments for Tuition	5	2,373,596.00	1,908,947.00
Payments for operations	6	5,930,026.00	9,865,788.55
Boarding and school fund payments	7	35,037,886.20	32,840,832.05
Total payments		43,341,508.20	44,615,567.60
Prior Year Adjustment			
Decrease/(increase) in accounts receivable		(2,752,287.00)	(638,214.00)
Increase/(Decrease) in Account payable		4,424,644.00	
Net cash flow from operating activities		2,642,636.47	(1,190,534.00)
Net cash flow from investing activities			
Debtor recoveries			
Acquisition of Assets			
Proceeds from investments			
Net cash flows from Investing Activities			
NET CASHFLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings/loans			
Repayment of principal borrowings			
Net cash flow from financing activities			
NET INCREASE IN CASH AND CASH EQUIVALENTS		2,642,636.47	(1,190,534.00)
Cash and cash equivalent at BEGINNING of the year		425,764.30	1,616,298.30
Cash and cash equivalent at END of the year		3,068,400.77	425,764.30

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.

KBIRU GIRLS SECONDARY SCHOOLS
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VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 2023

Receipt/expenses Item	Original Budget a Kshs	Adjustments b Kshs	Final Budget c=a+b	Actual on Comparable Basis d	Budget Utilization Difference e=c-d Kshs	% of Utilization f=d/c % Kshs
RECEIPTS						
(1) CAPITATION GRANT ON TUITION						
Textbooks and ref. materials	825,070.00		825,070.00	531,104.14	2,289,197.10	64%
Exercise books	364,672.00		364,672.00	234,551.00	130,121.00	64%
Laboratory equipment	127,635.20		127,635.00	180,418.83	(52,783.63)	62%
Internal exams	290,341.00		290,341.00	34,965.65	255,375.35	64%
Teaching / learning materials	54,700.00		54,700.00	82,308.85	(27,608.85)	64%
Chalks	132,193.00		132,193.00	318,542.04	(186,349.04)	64%
Exams and assessment	494,586.40		494,586.40	85,133.24	409,452.86	64%
Reference //library materials	2,289,197.10		2,289,197.10	1,467,023.55	822,173.55	
SUB-TOTAL						
(2) CAPITATION GRANT ON OPERATIONS						
Personnel emoluments	3,158,595.00		3,158,595.00	2,002,326.71	1,156,268.29	63%
Repairs and maintenance	3,575,000.00		3,575,000.00	2,135,000.00	1,440,000.00	60%
Local transport / travelling	1,008,150.00		1,008,150.00	0	1,008,150.00	0%
Electricity and water	1,680,470.00		1,680,470.00	1,155,184.70	525,285.30	69%
Medical				54,300.00	(54,300.00)	
Administration costs	873,785.00		873,785.00	693,115.21	180,669.79	79%
Activity	1,072,500.00		1,072,500.00	297,850.00	774,650.00	19%
SMASSE						
INSURANCE	1,100,000.00		1,100,000.00	54,000	1,046,000.00	5%
SUB-TOTAL	12,468,500.00		12,468,500.00	6,391,776.62	6,076,723.38	

KIBIRU GIRLS SECONDARY 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	Kshs			Kshs	Kshs
(3) FEES CHARGED ON PARENTS						
Personnel emoluments	3,922,050.00		3,922,050.00	2,862,481.79	1,059,568.21	68%
Repairs and maintenance	1,430,000.00		1,430,000.00	1,280,773.00	149,227.00	81%
Local transport / travelling	1,251,250.00		1,251,250.00	989,101.32	262,148.68	75%
Electricity and water	2,086,150.00	700,000.00	2,786,150.00	2,761,699.96	24,450.04	99%
Medical	0			75.00	(75.00)	
Administration costs	1,084,600.00	200,000.00	1,284,600.00	1,398,845.39	(114,245.39)	93%
Activity	357,500.00		357,500.00	223,100.00	134,400.00	58%
SMASSE	0					
Fee on Boarding Equipment and Stores	14,893,450.00	(900,000.00)	15,893,450.00	17,250,941.69	(1,357,491.69)	94%
Development (Dormitory construction)	4,950,000.00		3,050,000.00	5,134,624.00	(2,084,624.00)	
Education support programme				3,231,254.00	(3,231,254.00)	
SUB-TOTAL	29,975,000.00		29,975,000.00	35,132,896.15	(5,157,896.15)	
OTHER INCOME						
Rent income						
Income from farming activities				527,091.15	(527,091.15)	
Bursary				693,000.00	(693,000.00)	100%
Donations				100,000.00	(100,000.00)	100%
Fee for hire of ground and equipment						
Interest income						
SUB-TOTAL				1,320,091.15	(1,320,091.15)	
TOTAL INCOME	44,732,697.10	0	44,732,697.10	44,311,787.67	12,056,793.57	

KIBIRU GIRLS SECONDARY 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	Kshs			Kshs.	Kshs
(1) EXPENDITURE FOR TUITION						
Textbooks and ref. materials	494,586.40	(300,000.00)	194,586.40	200,600.00	(6,013.60)	41%
Exercise books	825,070.00		825,070.00	956,539.00	(131,469.00)	100%
Laboratory equipment	364,672.00		364,672.00	373,457.00	(8,785.00)	100%
Internal exams	127,635.20	350,000.00	477,635.20	463,634.00	14,001.20	97%
Teaching / learning materials	290,341.60		290,341.60	376,966.00	(86,624.40)	62%
Chalks	57,400.00		57,400.00	1,200.00	56,200.00	2%
Exams and assessment	132,193.00	(50,000.00)	82,193.60	1,200.00	80,993.60	1%
Administration costs						
SUB-TOTAL	2,291,898.20		2,291,898.20	2,373,596.00	(81,397.80)	
(2) EXPENDITURE FOR OPERATIONS						
Personnel emoluments	2,136,850.00	(200,000.00)	1,936,850.00	1,902,415.00	34,435.00	98%
Repairs, maintenance & improvements	3,575,000.00		3,575,000.00	1,570,740.00	2,004,260.00	44%
Local transport / travelling	928,102.00	(600,000.00)	328,102.00	280,587.00	47,515.00	86%
Electricity, water and conservancy	1,639,991.00	(1,000,000.00)	639,991.00	429,333.00	210,658.00	67%
Medical				7,120.00	(7,120.00)	
Administration costs	1,080,507.00	(300,000.00)	780,507.00	921,549.00	(141,042.00)	98%
Activity Expenses	1,448,173.00		1,448,173.00	737,195.00	710,978.00	51%
Gratuity						
Insurance	359,814.00		359,814.00	81,087.00	278,727.00	23%
SMASSE	0					
SUB-TOTAL	11,168,437.00		9,068,437.00	5,930,026.00	3,138,411.00	

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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
(3) EXPENDITURE FOR SCHOOL FUND						
Personnel emoluments	2,653,342.00	300,000.00	2,953,342.00	2,992,128.00	(38,786.00)	99%
Repairs, maintenance and improvements	1,430,000.00	(400,000.00)	1,030,000.00	1,007,609.00	22,391.00	67%
Local transport / travelling	1,151,899.00	900,000.00	2,051,899.00	2,015,483.00	36,416.00	92%
Electricity, water and conservancy	2,035,899.00	(100,000.00)	1,935,899.00	1,970,489.00	(34,590.00)	88%
Medical Expenses				90,655.00	(90,655.00)	
Administration costs	1,341,196.00	1,400,000.00	2,741,196.00	2,752,044.00	(10,848.00)	98%
Activity	371,326.50		371,326.50	321,586.00	49,740.00	86%
Gratuity						
Boarding Equipment and Stores	15,589,198.00		15,189,198.00	13,828,219.90	1,360,979.00	91%
School Farm				1,052,710.00	(1,052,710.00)	
Donation for students				100,000.00	(100,000.00)	100%
Insurance costs				50,000.00	(50,000.00)	
Student support program	2,625,000.00		2,625,000.00	2,476,170.00	148,830.00	94%
Rent Expenses				3,291.00	(3,291.00)	
Bursary				693,000.00	(693,000.00)	100%
Development				1,020,278.00	1,020,278.00	
Saving account-transfer of funds				1,961,302.30	(1,961,302.30)	
SUB-TOTAL	27,990,860.50		30,090,860.50	35,037,886.20	(4,947,025.70)	
TOTALS	41,451,197.70		41,451,197.70	43,341,508.20	(1,890,012.50)	

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

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- i. *Most voteheads had overutilization due to high prices of items used.*
- ii.
- iii.

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 20223

KIBIRU GIRLS SECONDARY SCHOOL
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X. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

	2022-2023	2021-2022
	Kshs	Kshs
Textbooks and reference materials	318,542.04	
Exercise books	531,104.14	
Laboratory equipment	234,551.00	
Internal exams	82,308.85	
Teaching / learning materials	180,418.63	1,830,125.20
Chalks	34,965.65	
Exams and assessment	85,133.24	
Total	1,467,023.55	1,830,123.20

2 CAPITATION GRANT FOR OPERATIONS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	2,002,326.71	2,408,200.70
Repairs and maintenance	2,135,000.00	2,909,500.00
Local transport / travelling		603,033.06
Electricity and water	1,155,184.70	1,295,649.64
Medical	54,300.00	110,400.00
Administration costs	693,115.21	696,985.20
Activity	297,850.00	
Insurance	54,000.00	
Total	6,391,776.62	8,023,768.60

3 PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	2,862,481.79	4,470,320.00
Fee on Boarding Equipment and Stores	17,250,941.69	17,429,917.50
Repairs and maintenance	1,280,773.00	1,552,824.00
Local transport / travelling	989,101.32	1,576,784.00
Electricity and water	3,064,200.96	2,326,290.00
Medical	75.00	
Administration costs	1,398,845.93	1,303,940.00
Activity	223,100.00	392,175.00
Development	5,134,624.00	
Education support programme	3,231,254.00	3,409,607.00
Total	35,132,896.15	29,052,250.50

KIBIRU GIRLS SECONDARY SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 OTHER RECEIPTS – SCHOOL FUND ACCOUNT

	2022-2023	2021-2022
	Kshs	Kshs
Rent income		9,500.00
School Farm	527,091.15	433,538.30
Insurance		34,652.00
Bursary	693,000.00	1,269,808.00
Donation for students	100,000.00	
Interest income		
Dividends income		
Total	1,320,091.15	5,157,105.30

Area MP gave a donation of shs 100,000.00 for students lunch during madaraka day(01.06.2023)
(Include an explanation on the kind and source of grants/ donations received by the school.)

5 PAYMENTS FOR TUITION

	2022-2023	2021-2022
	Kshs	Kshs
Textbooks and reference materials		
Exercise books	956,539.00	741,435.00
Laboratory equipment	373,457.00	374,888.00
Internal exams	463,634.00	14,000.00
Teaching / learning materials	376,966.00	778,624.00
Chalks	1,200.00	
Exams and assessment	1,200.00	
Reference books	200,600.00	
Teachers guides		
Administration Costs		
Bank Charges		
Total	2,373,596.00	1,908,947.00

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

6 PAYMENTS FOR OPERATIONS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	1,902,415.00	3,362,652.55
Service Gratuity		
Administration Cost	921,549.00	477,204.00
Repairs and maintenance & improvements	1,570,740.00	4,166,555.00
Local transport / travelling	280,587.00	368,490.00
Electricity and water	429,333.00	1,006,847.00
Medical	7,120.00	3,690.00
Activity Expenses	737,195.00	480,350.00
SMASSE		
Insurance Cost	81,087.00	
Bank Charges		
Infrastructure		
Acquisition of Assets		
TOTAL	5,930,026.00	9,865,788.55

7 BOARDING AND SCHOOL FUND PAYMENTS

	2022-2023	2021-2022
	Kshs	Kshs
Personnel emoluments	2,992,128.00	2,144,113.20
Service Gratuity		
Repairs and maintenance & Improvements	1,007,609.00	1,336,124.00
Local transport / travelling	2,015,483.00	1,770,035.00
Electricity and water	1,970,489.00	1,151,549.00
Medical Expenses	90,655.00	24,650.00
Administration costs	2,752,044.00	3,334,586.00
Activity	321,586.00	353,505.00
Donation for students	100,000.00	
Development	1,020,278.00	
Fee on Boarding Equipment and Stores	16,450,055.90	16,981,707.00
Rent Expenses	3,291.00	
Insurance	50,000.00	371,114.00
Farm	1,052,710.00	893,522.85
Bursary	693,000.00	1,269,808.00
Education support programme	2,557,255.00	3,210,118.00
Saving account –transfer of funds	1,961,302.30	
TOTAL	35,037,886.20	32,840,832.05

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.

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

8 BANK ACCOUNTS

Name of Bank, Account No. & currency	Bank Account Number	2022-2023	2021-2022
		Kshs	Kshs
Tuition Account		(100,633 08)	(99,705 63)
Operations Account		(57,436.76)	(48,641 38)
School Fund Account/Boarding		(430,753 51)	(631,849 81)
Savings Account			
Family bank		(10,311.65)	(10,311.65)
Farm			
Infrastructural Account		1,130,368 00	552,406.00
Total		531,233.00	(238,102.47)

9 CASH IN HAND

Description	2022-2023	2021-2022
	Kshs	Kshs
Tuition Account		
Operation Account	4,176 80	(55,609 20)
School Fund account	(25,206.98)	108,879 37
Infrastructure Account	27,310.00	41,010, 00
Total	6,279.82	94,280.17

10 SHORT TERM INVESTMENTS

Description	2022-2023	2021-2022
	Kshs	Kshs
Cooperative shares		
Treasury Bills		
Fixed deposit		
Equity stock		
Other investments	2,530,887 95	569,586 60
Total	2,530,887.95	569,586.60

KIBIRU GIRLS SECONDARY SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

11 ACCOUNTS RECEIVABLE

Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears	12,738,496.60	8,984,457.60
Other non-fees receivables		1,001,752.00
Salary advances		
Imprest		
Total	12,738,496.60	9,986,209.60

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

Description	2022-2023	2021-2022
	Kshs	Kshs
Fees arrears for current year	3,895,234.00	1,621,256.00
Fees arrears for the previous year	478,309.00	498,357.00
Fees arrears for prior periods (over two years)	8,364,953.60	6,864,844.60
Total	12,738,496.60	8,984,457.60

Description	2022-2023	2021-2022
	Kshs	Kshs
Non fees arrears for current year		690,657.00
Non fees arrears for the previous year		
Non fees arrears for prior periods (over two years)		311,095.00
Total	-	1,001,752.00

12 ACCOUNTS PAYABLE

Description	2022-2023	2021-2022
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	4,501,914.65	592,938.65
Prepaid fees	515,688.00	
Retention monies		
Total	5,017,602.65	592,938.65

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

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Description	2022-2023	2021-2022
	Kshs	Kshs
Trade creditors for current year	3,908,976.00	0
Trade creditors paid during the year		
Trade creditors for the previous year		
Trade creditors for prior periods (over two years)	592,938.65	592,938.65
Total	4,501,914.65	592,938.65

13 FUND BALANCE BROUGHT FORWARD

Description	2022-2023	2021-2022
	Kshs	Kshs
Bank balances	(238,102.47)	1,200,668.78
Cash balances	94,280.17	(30,856.38)
Short Term Investments	569,586.60	446,485.90
Receivables	9,986,209.60	9,347,995.60
Payables	(592,938.65)	(592,938.65)
Total	9,819,035.25	10,371,355.25

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Other important disclosure notes

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

14 Non-current Liabilities Summary

Description	2022-2023	2021-2022
	Kshs	Kshs
Bank loan(s)	-	-
Outstanding Leases	-	-
Hire purchase	-	-
Gratuity and leave provision	-	-
Total	-	-

15 Biological assets

Description	Numbers	2022-2023	2021-2022
		Kshs	Kshs
Cattle	7	375,000.00	325,000.00
Goats/Sheep	3	21,000.00	25,500.00
Trees	55	35,000.00	55,000.00
Coffee or tea plantation	5435	250,000.00	280,000.00
Poultry		0	0
Total		681,000.00	685,500.00

16 Borrowings

Description	2022-2023	2021-2022
	KShs	KShs
a) Borrowings		
Borrowing at beginning of the year	0	0
Borrowings during the year	0	0
Repayments of during the year	0	0
Balance at end of the year	0	0

Other important disclosure notes

17 Stock/ Inventory

Description	2022-2023	2021-2022
	KShs	KShs
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	-	-

KIBIRU GIRLS SECONDARY SCHOOL
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KIBIRU GIRLS SECONDARY
SCHOOL

XI: TRIAL BALANCE AS AT 30TH JUNE 2023			
		DR	CR
Receipts		Kshs.	Kshs.
Capitation grants for tuition	1		1,467,023.75
Capitation grants for operations	2		6,391,776.62
School Fund Income- Parents' Contributions	3		35,132,896.15
School Fund Income- Other receipts	4		1,320,091.15
Proceeds from borrowings			
Payments			
Payments for Tuition	5	2,373,596.00	
Payments for operations	6	5,930,026.00	
Boarding and school fund payments	7	35,037,886.20	
Cash and Cash equivalents			
Bank Balances	8	531,233.00	
Cash Balances	9	6,279.82	
Short term investments	10	2,530,887.95	
Receivables	11	12,738,496.60	
Payables	12		5,017,582.65
Fund Balance b/f	13		9,819,035.25
TOTAL		59,148,405.57	59,148,405.57

Certified correct

[Signature]
.....
Principal

Date *29/7/24*

PRINCIPAL
KIBIRU GIRLS SEC. SCHOOL
P. O. BOX 224-01030, GATUNDU
SIGN *[Signature]* DATE *29/7/24*

[Signature] *29/07/024*
.....
Accounts Clerk

KIBIRU GIRLS SECONDARY SCHOOL
Annual Report and Financial Statements
 For the year ended 30th June 2023

XII: 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)

KBI GIRLS SECONDARY SCHOOLS
Reports and Financial Statements
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ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2022	Outstanding Balance 20XX-1	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction of buildings						
1.						
Supply of goods						
Monicah njeri gachui	322,500.00		322,500.00	-		
2. John kinuthia mukundi	170,025.00		170,025.00			
3. Teresiah njeri kiarie	322,130.00		322,130.00			
Frawah general suppliers	1,455,688.65		852,750.00	592,938.65		
4. Mamjeri general supplier	469,500.00		469,500.00			
5. Michael mbugua kamau	302,240.00		302,240.00			
6. Jorum maina kagara	22,400.00		22,400.00			
7. Jane mukami mwangi	29,330.00		29,330.00			
8. Samuel kamau mukabi	80,000.00		80,000.00			
9. Chania school depot	905,345.00		905,345.00			
10. Gather sacco limited	47,674.00		47,674.00			
11. Michael kinuthia muthoni	84,000.00		84,000.00			
12. Peter chege githangi	42,240.00		42,240.00			
13. Gitwe city stores	16,010.00		16,010.00			
14. Joseph mwangi wanjiku	30,400.00		30,400.00			
15. Veracity educational bridge	50,852.00		50,852.00			
16. Salome wambui chege	8,080.00		8,080.00			
17. Moscom systems and office supplies	153,500.00		153,500.00			
Sub-Total	4,501,914.65		3,908,976.00	592,938.65		
Prepaid fees for 2024	515,688.00		515,688.00			
TOTAL	5,017,602.65		4,424,664.00	592,938.65		
Grand Total						

KIBIRU GIRLS SECONDARY SCHOOL
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For the year ended 30th June 2023

ANNEX 2 – 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 - 7.5 Acres –where the school stands and planted tea bushes and trees /part for agriculture project		Gacharage/ndarugu				
Land 2						
Buildings and structures 1. Classrooms - 12 2. Dormitories - 4 3. Toilets students 41/4 for staff 4. Laboratories - 1 permanent/1 temporary 5. Dining hall - 1 6. Kitchen /store - 1 7. Bakery - 1 8. Staff houses - 5 9. Garage - 1 10. Generator room - 1 11. Administration block - 1 12. water tank -45,000litres 13. Temporary store rooms - 4 14. Plastic water tanks 2x5,000litres, 5 x 10,000 litres,3 x3,000 litres, 1 x 2,000 litres		School compound				

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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
15. Zero grazing unit -1						
Motor vehicles-KAM 467T-25 seater -/KBW 154V -51 seater	08.08.2002 13.12.2013	School	1,300,000.00 6,770,280.00			
Office equipment, furniture and fittings -computers for the office – 5 -Printers for the office - 4 - office desks -27 -Office seats – 30 -plastic seats - 15 -Office cabinets - 6		School				
ICT Equipment, and Other ICT Assets - Computers for students -25 - Printers for students - 5 - Plastic seats – 60 -		Computer laboratory				
Tools and apparatus -jembes - 20 -forked jembes -10 -spades - 5 -Wheelbarrows - 4 -laboratory apparatus-list attached		School stores				
Textbooks –students ratio 1 : 1 for the subjects –list attached		With students	Provided by the ministry of			

KIBIRU GIRLS SECONDARY SCHOOL
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Asset class	Date purchased	Location	Historical Cost b/f (Kshs) 1 st July 20xx education	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 th June 20xx
Other Machinery and Equipment -School generator -chuff cutter -baking oven / prover -energy saving jikos -water heater system	23.11.2017 02.03.2013 03/01/2014	Generator room Zero grazing unit Bakery Kitchen Next to the dining hall	1,386,600.00 33,000.00 215,000.00			
Heritage and cultural assets -uniforms for games -costumes for drama and music festivals		Store				
Intangible assets- soft ware						
Total						

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

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ANNEX 3. LIST OF MOE TEXT BOOKS

FORM 1		FORM 3	
MATHEMATIC	153	MATHEMATICS	384
ENGLISH	153	ENGLISH	153
BIOLOGY	153	BIOLOGY	138
CHEMISTRY	153	CHEMISTRY	153
PHYSICS	153	PHYSICS	46
KISWAHILI	153	KISWAHILI	153
HISTORY	146	HISTORY	46
GEOGRAPHY	151	GEOGRAPHY	40
C.R.E	153	C.R.E	72
AGRICULTURE	126	AGRICULTURE	21
BUSINESS STUDIES	289	BUSINESS STUDIES	100
FRENCH	126	MATHEMATICS	171
FORM 2		FORM 4	
MATHEMATICS	287	ENGLISH	153
ENGLISH	153	BIOLOGY	138
BIOLOGY	153	CHEMISTRY	153
CHEMISTRY	153	PHYSICS	46
PHYSICS	153	KISWAHILI	153
KISWAHILI	153	HISTORY	62
HISTORY	184	GEOGRAPHY	47
GEOGRAPHY	190	C.R.E	118
C.R.E	145	AGRICULTURE	33
AGRICULTURE	147	BUSINESS STUDIES	75
BUSINESS STUDIES	271	FRENCH	24
FRENCH	119		
SETBOOKS			
A DOLL'S HOUSE	264	TUMBO USKOSHIBA	284
MEMORIES WE LOST AND OTHER STORIES	284	THE PEARL	284
KOSOGOGI	284	CHOZI LA HEJI	284
BLOSSOMS OF SAVANNAH	284		
INHERITANCE	284		

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LIST OF LABORATORY EQUIPMENT AND APPARATUS (Continuation)

73. Millimeter	0 – 1m A	-	33	113. Therm Couple	-	1
	0 – 100mA	-	25	114. Thistle funnel	-	3
74. Macmillan biology wall char	-	1		115. Transistors	-	10
75. Model of human Kidney	-	1		116. Voltmeters	-	48
76. Newton Color disc	-	1		117. Vernier calipers	-	20
77. Nichrome wire	-Scroll swa	28, 30, 32		118. Wire gauge	-	32
78. Eureka Can	-	28		119. Wash bottles	-	60
79. Optical pins	-	100		120. Wooden Blocks difference	-	65
80. Petri dishes	-	105		121. White tiles	-	69
81. PH Charts	-	60		122. Watch glasses	50mm	30
82. Pipette	-	75			75mm	12
83. Plain mirrors (small)	-	62			100mm	25
84. Pendulum bobs	small	9		123. Wooden periscope	-	1
	Big	65		124. Weight box	-	1
		6 pieces		125. Zinc electrode	-	1
85. Pulleys	-	1		126. Bernoulli apparatus	-	3
86. Pin hole camera	-	42		127. Bunsen Burner Lighter	-	2
87. Prepared Slide	-	2		128. Capacitors of different voltage	-	20
88. Potent meter	-	5		129. Circuit breaker 10A, 5A, 30A	-	6
89. Quadrat	-	88		130. Diode	-	23
90. Prisms difference	-	60		131. Dropping funnel	-	3
91. Retort Stand	-	660		132. Dessicator with Knob 1d 5"	-	1
92. Reagent bottles	-	168		133. Electric plugs	-	10
93. Resistors	1001	15		134. Electric sockets	-	10
	4.751	20		135. Fuse 15A, 5A, 13A, 20A, 30A	-	10
	1.801	-20		136. Portable burner	-	9
94. Rheostat	-	8		137. Immersion heater	-	1
95. Ray box	-	5		138. Maximum and Minimum Thermometer	-	1
96. Spring balance	-	1		139. Meter rule half mounted with resistance wire	-	20
97. Beam balance	-	110		Meter rule mounted with resistance wire	-	45
98. Spatula	-	93		140. Magnet compass Aluminium	-	35
99. Stools	-	75		141. Potentiometer Variable resistor 10001	-	35
100. Stop watches	-	60		142. PVC pipe 3.4 cm	-	25
101. Stirring rods	-	1		PVC pipe 4.3 cm	-	25
102. Smoke cell	-	4		PVC pipe 5.7 cm	-	25
103. Sweeping net	-	1		143. Rubber Suckers	-	2
104. Separating funnel	-	6		144. Slinky Spring	-	1
105. Tuning forks	-	15		145. Spiral Spring	-	45
106. Tripod stand	-	53		146. Thermos Flask	-	1
107. Test tube rack wooden	-	39		147. Thermostats	-	15
	Plastic	65		148. White Screen with hole cross	-	36
108. Test tube holders	-	1		White Screen	-	35
109. Two tube centrifuge	-	40		149. First Aid Kit	-	1
110. Test tube brush	-	80		150. Masses	10g	57
111. Thermometers	-	580			20g	74
112. Test tubes	-					