

REPUBLIC OF KENYA



*Enhancing Accountability*

## REPORT

OF

**THE AUDITOR-GENERAL**


PARLIAMENT  
OF KENYA  
LIBRARY

ON

**ST. JOSEPH'S GIRLS HIGH SCHOOL**

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

**TRANS NZOIA COUNTY**

 <b>THE NATIONAL ASSEMBLY PAPERS LAID</b>	
<b>DATE:</b> 11 MAR 2025	<b>DAY:</b> Tuesday
<b>TABLED BY:</b>	Hon. Owen Baya (Deputy Majority Party Leader)
<b>CLERK-AT THE-TABLE:</b>	Gertrude Chebet



---

**ST. JOSEPH'S GIRLS' HIGH SCHOOL- KITALE  
PUBLIC SECONDARY SCHOOL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED  
30<sup>th</sup> June 2022**

---

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



*(Leave this page blank)*

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

<b>Table of Contents</b>	<b>Page</b>
1. Acronyms and Glossary of Terms .....	ii
2. KEY SCHOOL INFORMATION AND MANAGEMENT.....	iii
3. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL .....	vii
4. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY .....	ix
5. REPORT OF THE INDEPENDENT AUDITORS ON THE ANNUAL FINANCIAL STATEMENTS OF ST. JOSEPH'S GIRLS' HIGH SCHOOL- KITALE OF THE YEAR PERIOD 30 <sup>TH</sup> JUNE 2022 .....	x
6. Statement Of Receipts And Payments For Year To 30 <sup>th</sup> June 2022.....	1
7. Statement of Assets and Liabilities As At 30 <sup>th</sup> June 2022.....	2
8. Statement of Cash Flows for the Year Period 30 <sup>th</sup> June 2022.....	3
9. Statement Of Budgeted Versus Actual Amounts for The Period Ended 30 <sup>th</sup> June 2022 .....	4
10. Significant Accounting Policies.....	7
11. Notes To The Financial Statements .....	9

**St. Joseph's Girls' High School- Kitale  
Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**1. Acronyms and Glossary of Terms**

BOM	Board of Management
CEB	County Education Board
IPSAS	International Public Sector Accounting Standards
KCSE	Kenya Certificate of Secondary Education
PFM	Public Finance Management
PSASB	Public Sector Accounting Standards Board
FY	Financial Year
FDSE	

**2. KEY SCHOOL INFORMATION AND MANAGEMENT**

**(a) Background information**

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

The school was registered in 4<sup>th</sup> February,1999 under registration number GP/A/906/98 and is currently categorized as Extra County public school established, owned or operated by the Government.

The school is a boarding school and had 1805 number of students as at 30<sup>th</sup> June 2022. It has 8(eight)streams and 59(fifty-nine) teachers of which 16(sixteen) 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:

1	Elizabeth Wafula	Chairlady	10th April, 2019
2	Rosebella K. Munzala	Secretary	10th April, 2019
3	Rose Njogu	Member Parents Association	10th April, 2019
4	Emily Chelimo	Member – Parents Association	10th April, 2019
5	Fency Bukhala	Member – Parents Association	10th April, 2019
6	Dr. Evans Mugarizi	Member – Community	10th April, 2019
7	Luke N. Naibei	Member – Community	10th April, 2019
	Nathaniel Mong'are	Member - Community	10th April, 2019
8	Benedict Wanjala	Member – Rep CEB	10th April, 2019
9	Mwangi Stephen	Member Rep Teachers	10th April, 2019
10	Elizabeth Wafula, Grace Ndemo, Alexander Agui,	3 Members - Sponsor	10th April, 2019
12	Tom Juma	Member - Special Needs	10th April, 2019
	Assumpta N. Obore	Member – Special Interest	10th April, 2019
13	Vivica Toro	Rep Students	10th April, 2019

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 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**

Ref.	Name of Committee	Name of Members	Designation	Number of meetings attended during the year 2022
1	Executive Committee	Elizabeth Wafula Rosebella K. Munzala Grace Ndemo Alexander Agui Martin Waliaula		3
2	Finance, procurement and general purposes Committee	Elizabeth Wafula Rosebella Munzala Martin Waliaula Nathaniel Mong'are Luke N. Naibei	Chair Secretary P.A. Chair Member Member	2
3	Academic Committee	Dr. Evans Mugarizi Rosebella Munzala Benedict Wanjala Assumpta Obore Emily Chelimo Stephen Mwangi	Chair Secretary Member Member Member Member	4
4	Development Committee	Stanley Kirwa Elizabeth Wafula Rosebella Munzala Martin Waliaula Tom Juma	Chair B.O.M. Chair Secretary P.A. Chair Member	7

**St. Joseph's Girls' High School- Kitale  
Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

5	Discipline and welfare Committee	Dr. Evans Mugarizi Rosebella K. Munzala Rose Njogu Benedict Wanjala Nathaniel Mong'are	Chair Secretary Member Member Member	2
7	Adhoc Committee (if any during the year)	<u>Tender Opening</u> Sylvia Makokha Naomi Kukali Morgan Juma Alex Nalinya Veronica Achieng  <u>Tender Evaluation</u> Anne Okaalo Abisaki Kabole Stephen Kariuki Elizabeth Nalukesi Antony Nyongesa	Chair Member Member Member Member  Chair Member Member Member Member	1

**(d) School operation Management**

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

Ref:	Designation	Name	TSC Number
1	Principal	Rosebella K. Munzala	322172
2	Deputy Principal	Anne Lilian Okaalo	351096
3	School Bursar	Abisaki Kabole	

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

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

**(e) Schools contacts**

Post Office Box: **2288 – 30200 Kitale**  
Telephone: **0202174577**  
E-mail: **sjghs@gmail.com**  
Website: **www.stjoga.sc.ke**

**(f) School Bankers**

The school operated seven bank accounts in the following banks:

1. Name of Bank: **ABSA**  
Branch: **Kitale**  
Account Number: **0038202154**  
**0038881833**  
**0038371312**
  
2. Name of Bank: **Equity**  
Branch: **Kitale**  
Account Number: **0330263648825**  
**0330278149630**  
**0330295022080**  
**2040786964**
  
3. Mpesa Paybill: **4088051**

**(g) Independent Auditors**

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

### **3. 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:**

During the financial year 2021/2022 the school reported a surplus of Kshs. 565,683 and comparatively the school reported a surplus Kshs 6,365,392 in the financial year 2020/2021 and a surplus of Kshs 9,492,043.55 in the financial year 2020. The school received capitation from the ministry of education of Kshs 29,543,398.70, Kshs 12,927,972 and Kshs 21,957,638, for financial year 2021/2022, 2020/2021 and 2019/2020 respectively. The school ratio of capitation per student was Kshs. 16,367.53, Kshs 7,158 and Kshs. 14,668 for the financial year 2021/2022, 2020/2021 and 2019/2020 respectively. The school reported a total income of Kshs 152,025,508 for the financial year 2021/2022 as compared to a total income of Kshs 40,999,961 in the financial year 2020/2021 and Kshs. 44,746,647 in the financial year 2019/2020. The total expenditure for the financial year 2021/2022 was Kshs. 151,459,825 as compared to Kshs. 34,634,569 for the financial year 2020/2021 and Kshs. 44,807,629.25 for the year 2019/2020.

#### **b) Teacher Student ratio:**

The school had student to teacher ratio of 1:33 where 15 new teachers were posted to the school and 4 teachers were transferred to other schools. 42 teachers were employed by Teachers Service Commission while 13 teachers were employed by the board of management.

#### **c) Mean score in the 2019 – 2021 KCSE:**

<b>Year</b>	<b>No. Of Candidates</b>	<b>Mean Score</b>	<b>Transition To Higher Learning Institutions</b>	<b>Comment</b>
<b>2019</b>	242	6.76	178	Positive deviation
<b>2020</b>	287	9.80	285	Positive deviation
<b>2021</b>	371	7.44	271	Negative deviation

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**d) Number of Candidates in the KCSE for the last three years:**

<b>YEAR</b>	<b>NO. OF CANDIDATES</b>
2019	242
2020	287
2021	371

**e) Capacity of the school:**

<b>Student population:</b>	1805
<b>Dormitories:</b>	13
<b>Dining Hall:</b>	1
<b>Laboratories:</b>	3
<b>Computer lab.</b>	1
<b>Toilets</b>	34 pit latrines 24-door ablution block
<b>Classes:</b>	24 classes
<b>Teachers Houses</b>	8
<b>School Bus</b>	2

**f) Development projects carried out by the school:**

<i>S/No.</i>	<i>On-going project</i>	<i>Source of funds</i>
1.	8N0. Classrooms	Ministry of Education/Parents
2.	Ablution block	Ministry of Education
3.	Laying of cabro pavements	Bakery

Sign: .....

School Principal: Rosebella K. Munzala



**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**4. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY**

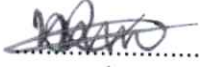
Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, each National Government Schools shall prepare financial statements in respect of that school. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant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

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


The Board of Management of *St. Joseph's 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 **30<sup>th</sup> June, 2022**, and of the school's financial position as at that date.

**Name:** Elizabeth Wafula  
**Designation:** Chairlady, School Board of Management

Sign:   
Date: 15/6/2024

**Name:** Rosebella K. Munzala  
**Designation:** School Principal & Secretary to Board of Management

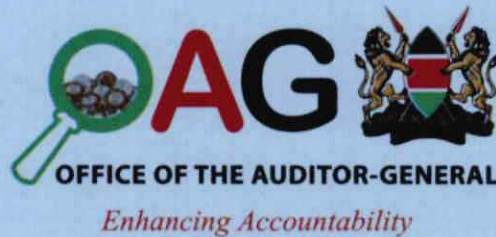
Sign:   
Date: 15/6/2024

**Name:** Kabole Abisaki  
**Designation:** Bursar/ Finance Officer

Sign:   
Date: 15/6/2024

# 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 ST JOSEPH'S GIRLS HIGH SCHOOL KITALE FOR THE YEAR ENDED 30 JUNE, 2022 - TRANS NZOIA 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 the Use of Public Resources which considers compliance with applicable laws, regulations, policies, gazette notices, circulars, guidelines and manuals and whether public resources are applied in a prudent, efficient, economic, transparent and accountable manner to ensure the Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on the Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, risk management environment and internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

A Qualified Opinion is issued when the Auditor-General concludes that, except for material misstatements noted, the financial statements are fairly presented in accordance with the applicable financial reporting framework. The Report on Financial Statements should be read together with the Report on Lawfulness and Effectiveness in the Use of Public Resources, and the Report on Effectiveness of Internal Controls, Risk Management and Governance.

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

## REPORT ON THE FINANCIAL STATEMENTS

### Qualified Opinion

I have audited the accompanying financial statements of St Joseph's Girls High School Kitale -Trans Nzoia County set out on pages 1 to 18 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 comparison of budget and 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 St Joseph's Girls High School Kitale -Trans Nzoia County 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 Public Finance Management Act, 2012 and the Basic Education Act, 2013.

### Basis for Qualified Opinion

#### 1. Long Outstanding Receivables

The statement of financial assets and financial liabilities and as disclosed in Note 11 to the financial statements reflects accounts receivables balance of Kshs.26,509,387 in respect to fees arrears out of which Kshs.9,991,168 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 accounts receivables balance of Kshs.26,509,387 could not be confirmed.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the St Joseph's Girls 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.

# 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 effect of 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. Unbalanced Budget**

The statement of budgeted versus actual amounts reflects budgeted total income of Kshs.116,564,700 and total budgeted expenditure of Kshs.108,495,500 resulting in an unbalanced budget of Kshs.8,069,200. This is contrary to Regulation 33(c) of the Public Finance Management (National Government) Regulations, 2015 which states that the budget shall be balanced

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

### **2. Pending Bills Not Paid as First Charge**

The statement of financial assets and financial liabilities and as disclosed under Note 12 reflects accounts payables of Kshs.20,290,129 out of which payables amounting to Kshs.6,363,786 have been outstanding for over one (1) year and did not form the first charge during the year as a requirement of Regulation 42 (1)(b) of the Public Finance Management (National Government) which requires that debts service payments to form first charge during the year.

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

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

During the year under review, Management did not prepare an annual procurement plan as part of the annual budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which states that a procuring entity prepare a procurement plan for each financial year as part of the annual budget preparation process.

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

### **4. Unconfirmed Student Enrolment Data**

Review of the National Education Management Information System (NEMIS) report against the School's manual enrolment register for the period under review revealed inconsistencies with the number of students captured in NEMIS being lower than the

number in the School's manual register contrary to the Ministry of Education Circular MOE.HQS/3/13/3 dated 16 June 2021, which mandates that all learners be registered in NEMIS and that school principals ensure the accuracy of their records, as analyzed in the table below.

<b>Month</b>	<b>No. of Students per NEMIS</b>	<b>No. of students as per Register</b>	<b>Variance</b>
July 2021 Operations	1,096	1,806	(710)
July 2021 Tuition	1,096	1,806	(710)
Oct 2021 Operations	1,594	1,806	(212)
Oct 2021 Tuition	1,096	1,806	(710)
January 2022 operation	1,700	1,808	(108)
Jan 2022 Tuition	1,700	1,808	(108)
April 2022 Operations	1,704	1,808	(104)
April 2022 Tuition	1,704	1,808	(104)
Form 1 Operations	577	600	(23)
Form 1 Tuition	577	600	(23)

In the circumstances, the reliability of student enrolment data used to determine capitation grants could not be confirmed and the Management was in breach of the law.

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

## 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(s) described in the Basis for Qualified Opinion, I confirm that, nothing has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

### Basis for Conclusion

#### 1. Lack of an Audit Committee

During the period under review, the School had not established an audit committee contrary to the guidelines on the establishment and functions of the audit committees as

per Section (61)(2)(d) of the Basic Education Act, 2013 which requires the board of management to establish the audit committee.

In the circumstances, the existence of an effective oversight mechanism to ensure efficient system of internal controls could not be confirmed.

## **2. Lack of a Fixed Asset Register**

Review of records revealed that the School did not maintain a fixed asset register indicating the assets owned, dates of acquisition and costs contrary to Regulations 143(1) of the Public Finance Management (National Government) Regulations, 2015 requiring that the accounting officer shall be responsible for maintaining a register of assets under his or her control or possession. It was further noted that the reported biological assets were not valued.

In the circumstances, the accuracy, completeness, existence and ownership of School's assets could not be confirmed.

## **3. Lack of an Information Technology Service Continuity or Disaster Data Recovery Plan**

Review of records revealed that the School did not have an Information Technology Service Continuity or Disaster data recovery strategy plan to mitigate risks of data loss in case of a calamity or disaster. Furthermore, there was no offsite backup storage facility which may lead to catastrophes in the event of a disaster.

In the circumstances, the data recovery measures by the School in case of a disaster could not be confirmed.

The audit was conducted in accordance with the 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 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 overall governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue as going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management is aware of the intention to terminate the School or to cease operations.

Management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 47 of the Public Audit Act, 2015.

In addition to the responsibility for the preparation and presentation of the financial statements described above, Management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities which govern them, and that public resources are applied in an effective way.

Those charged with governance are responsible for overseeing the School's financial reporting process, reviewing the effectiveness of how Management monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the overall control environment.


### **Auditor-General's Responsibilities for the Audit**

My responsibility is to conduct an audit of the financial statements in accordance with Article 229(4) of the Constitution, Section 35 of the Public Audit Act, 2015 and the International Standards for Supreme Audit Institutions (ISSAIs). The standards require that, in conducting the audit, I obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error and to issue an auditor's report that includes my opinion in accordance with Section 48 of the Public Audit Act, 2015. 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 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 conducting the audit, Article 229(6) of the Constitution also requires that I express a conclusion on whether or not 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 addition, I consider the entity's control environment in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015.

Further, I am required to submit the audit report in accordance with Article 229(7) of the Constitution.

Detailed description of my responsibilities for the audit is located at the Office of the Auditor-General's website at: <https://www.oagkenya.go.ke/auditor-generals-responsibilities-for-audit/>. This description forms part of my auditor's report.

  
FCPA Nancy Gathungu, CBS  
**AUDITOR-GENERAL**

**Nairobi**

**25 October, 2024**

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**6. Statement Of Receipts And Payments For Year To 30<sup>th</sup> June 2022**

DESCRIPTION OF VOTE HEAD	Note	2021-2022	2020-2021
		Kshs	Kshs
<b>RECEIPTS</b>			
Capitation grants for tuition	1	5,493,787	1,778,599
Capitation grants for operations	2	24,049,611	11,149,373
School Fund Income- Parents' Contributions	3	33,563,918	8,295,741
School Fund Income- Other receipts	4	88,918,192	19,776,248
<b>TOTAL RECEIPTS</b>		<b>152,025,508</b>	<b>40,999,961</b>
<b>PAYMENTS</b>			
Payments for Tuition	5	5,437,342	1,640,485
Payments for operations	6	14,844,247	5,458,741
Boarding and school fund payments	7	131,178,236	27,535,343
<b>TOTAL PAYMENTS</b>		<b>151,459,825</b>	<b>34,634,569</b>
<b>SURPLUS</b>		<b>565,683</b>	<b>6,365,392</b>

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

Sign.....

Sign.....

Sign.....

**Name:** Elizabeth Wafula

**Name:** Rosebella K. Munzala **Name:** Kabole Abisaki

**Chair BOM**

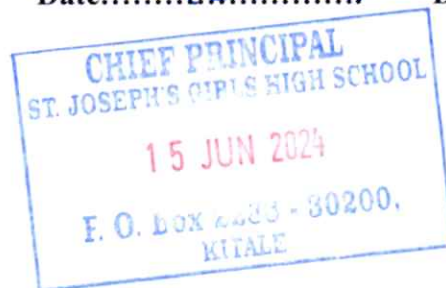
**School Principal/  
Secretary to BOM**

**Bursar/  
Finance Officer**

**Date** ..15/6/2024

**Date** ..15/6/2024

**Date** ..15/6/24



**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**  
**7. Statement of Assets and Liabilities As At 30<sup>th</sup> June 2022**

	Note	2021-2022	2020-2021
		Kshs	Kshs
<b>FINANCIAL ASSETS</b>			
<b>Cash and Cash Equivalents</b>			
Bank Balances	8	9,854,075	9,233,977
Cash Balances	9	6,313	60,758
<b>Total Cash and cash equivalent</b>		<b>9,860,388</b>	<b>9,294,705</b>
Account's receivables	11	26,509,387	20,032,060
<b>TOTAL FINANCIAL ASSETS</b>		<b>36,369,775</b>	<b>29,326,795</b>
<b>FINANCIAL LIABILITIES</b>			
Accounts Payables	12	20,290,129	18,989,988
<b>NET FINANCIAL ASSETS</b>		<b>16,079,646</b>	<b>10,336,807</b>
<b>REPRESENTED BY</b>			
Accumulated Fund b/fwd	13	15,513,963	3,971,415
Surplus/Deficit for the year		565,683	6,365,392
<b>NET FINANCIAL POSSITION</b>		<b>16,079,646</b>	<b>10,336,807</b>

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

Sign 

Sign 

Sign 

Name: Elizabeth Wafula

Name: Rosebella K. Munzala

Name: Kabole Abisaki

Chair BOM

School Principal/  
Secretary to BOM

Bursar/  
Finance Officer

Date 15/6/2024

Date 15/6/2024

Date 15/6/2024



St. Joseph's Girls' High School- Kitale  
Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022

8. Statement of Cash Flows for the Year Period 30<sup>th</sup> June 2022

		2021-2022	2020-2021
		Kshs	Kshs
<b>Receipts for operating income</b>			
Capitation grants for tuition	1	5,493,787	1,778,599
Capitation grants for operations	2	24,049,611	11,149,373
School fund income- Parents contributions/ fees	3	33,563,918	8,295,741
School fund income- other receipts	4	88,918,192	19,776,248
<b>Total receipts</b>		<b>152,025,508</b>	<b>40,999,961</b>
<b>Payments</b>			
Payments for Tuition	5	5,437,342	1,640,485
Payments for operations	6	14,844,247	5,458,741
Boarding and school fund payments	7	131,178,236	27,535,343
<b>Total payments</b>		<b>151,459,825</b>	<b>34,634,569</b>
<b>cash flow from operating activities before working capital adjustments</b>		<b>565,683</b>	<b>6,365,392</b>
Add/less decrease/increase in receivables		-	-
Add/less decrease/increase in payable		-	-
<b>Net cash flow from operating activities</b>		<b>565,683</b>	<b>6,365,392</b>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from Sale of Assets		-	-
Purchase of investments		-	-
<b>Net cash flows from Investing Activities</b>		<b>-</b>	<b>-</b>
<b>CASHFLOW FROM BORROWING ACTIVITIES</b>			
Proceeds from borrowings/ loans		-	-
Repayment of principal borrowings		-	-
<b>Net cash flow from financing activities</b>		<b>-</b>	<b>-</b>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>		<b>565,683</b>	<b>6,365,392</b>
<b>Cash and cash equivalent at BEGINNING of the year</b>		<b>9,294,705</b>	<b>2,929,342</b>
<b>Cash and cash equivalent at END of the year</b>		<b>9,860,388</b>	<b>9,294,735</b>

9. Statement Of Budgeted Versus Actual Amounts for The Period Ended 30<sup>th</sup> June 2022

Description/expense item	Original	Adjustments	Final	Actual on	Budget Utilization	
	Budget		Budget	Comparable	Difference	% of Utilization
	Kshs	Kshs			Kshs	Kshs
<b>RECEIPTS</b>						
<b>(1) CAPITATION GRANT ON TUITION</b>						
Teaching / learning materials	7,479,290	-	7,479,290	5,493,787	1,985,503	73%
Total	7,479,290	-	7,479,290	5,493,787	1,985,503	73%
<b>(2) CAPITATION GRANT ON OPERATIONS</b>						
Others voteheads	14,258,438		14,258,438	15,758,611	- 1,500,174	110.52%
Improvement and maintenance	8,982,000		8,982,000	8,291,000	691,000	92.31%
Total	23,240,438		23,240,438	24,049,611	-	103.48%
	Kshs		Kshs		Kshs	Kshs
<b>(3) FEES CHARGED ON PARENTS</b>						
Personnel emoluments	13,266,750	-	13,266,750	10,978,363	2,288,387	83%
EWC	5,902,350	-	5,902,350	5,400,979		92%
Local travel and transport	4,467,375	-	4,467,375	4,149,553		93%
Improvement and maintenance	5,415,000	-	5,415,000	5,030,886	384,114	93%
Adminstration cost	6,964,250	-	6,964,250	6,544,975		94%
Parents Association				13,774,001	665,999	95%

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

	14,440,000	-	14,440,000			
Activity	1,805,000	-	1,805,000	1,459,162	345,838	81%
Fee on Boarding Equipment and	56,234,775	-	56,234,775	54,098,367	2,136,408	96%
Farm	2,542,000	-	2,542,000	1,039,735	1,502,265	41%
Bakery	5,527,200	-	5,527,200	5,832,336	- 305,136	0%
<b>TOTAL INCOME</b>	<b>116,564,700</b>	<b>-</b>	<b>116,564,700</b>	<b>108,308,357</b>	<b>7,017,875</b>	
<b>(1) EXPENDITURE FOR TUITION</b>						
	Kshs		Kshs		Kshs	Kshs
Teaching / learning materials	7,479,920	-	7,479,920	5,437,342	2,042,578	73%
Total	7,479,920	-	7,479,920	5,437,342	2,042,578	73%
<b>Total OPERATIONS</b>						
Others voteheads	17,065,800	-	17,065,800	14,844,247	2,221,553	87%
Improvement and maintenance	8,982,000	-	8,982,000	-	8,982,000	0%
SMASSE	-	-	-	14,844,247	- 14,844,247	0%
<b>(3) EXPENDITURE FOR SCHOOL FUND</b>						
	Kshs		Kshs		Kshs	Kshs
BES	56,234,775	-	56,234,775	54,318,509	1,916,266	97%
Local travel and transport	4,467,375	-	4,467,375	4,087,914	379,461	92%
EWC	5,902,350	-	5,902,350	3,707,169	2,195,181	63%

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

Personnel emoluments	13,266,750	-	13,266,750	5,346,146	7,920,604	40%
Administration cost	6,964,250	-	6,964,250	11,490,712	4,526,462	165%
Parents Association	14,440,000	-	14,440,000	5,987,840	8,452,160	41%
Improvement and maintenance	5,415,000	-	5,415,000	2,836,587	2,578,413	52%
Medical Expenses	-	-	-	1,492,698	1,492,698	-
Activity	1,805,000	-	1,805,000	1,973,600	168,600	109%
Farm	1,705,802	-	1,705,802	919,330	786,472	54%
Bakery	4,839,612	-	4,839,612	5,760,016	920,404	119%
<b>TOTALS</b>	<b>108,495,500</b>		<b>108,495,500</b>	<b>66,609,234</b>	41,886,266	

## 10. 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 school fees from parents, 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*. Income arising from school fees is recognised when the event occurs whether cash is received or not. Expenditure arising from operations is recognised when the event occurs irrespective of receipt of cash.

### 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

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

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.

**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. Accounts receivables also include school fees billed to parents for services rendered but not paid. 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. Payables also include expenditure incurred for the purchase of goods, works and services that has been rendered and not settled. This is an enhancement to the cash accounting policy adopted for public secondary schools. Other liabilities are disclosed in the financial statements.

**7. Non-current assets**

Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.

**8. Budget**

The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The *school's* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.

**9. Comparative figures**

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

**10. Subsequent events**

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

St. Joseph's Girls' High School- Kitale  
Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022

11. Notes To The Financial Statements

**1 CAPITATION GRANT FOR TUITION**

	Kshs	Kshs
Tuition	-	1,291,976
Teaching / learning materials	5,493,787	486,623
<b>Total</b>	<b>5,493,787</b>	<b>1,778,599</b>

**2 CAPITATION GRANT FOR OPERATIONS**

	Kshs	Kshs
Personal Emoluments	-	2,626,040
Repairs and maintenance	8,291,000	-
Medical	340,800	-
Other overheads	15,417,811	8,523,333
<b>Total</b>	<b>24,049,611</b>	<b>11,149,373</b>

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

	Kshs	Kshs
Personal Emoluments	10,978,363	2,840,825
Repairs and maintenance	5,030,886	1,014,389
Local Transport and travelling	4,149,553	937,203
Electricity and water	5,400,979	1,329,817
Administrative cost	6,544,975	1,476,301
Activity	1,459,162	697,206
<b>Total</b>	<b>33,563,918</b>	<b>8,295,741</b>

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**4 OTHER RECEIPTS – SCHOOL FUND ACCOUNT**

	Kshs	Kshs
Fee on Boarding Equipment and Stores	54,098,367	12,357,603
Rent income	40,000	-
Income from farming activities	1,039,735	704,225
Excess fees(prepaid)	5,035,078	2,221,595
Income from Bakery	5,832,336	766,000
Fees Arrears	5,684,716	320,553
Parents Association Fund/Development	13,774,001	3,391,246
Union	-	5,700
School ID	258,400	3,600
Equity account	2,972,559	5,726
School bus	183,000	-
<b>Total</b>	<b>88,918,192</b>	<b>19,776,248</b>

**5 PAYMENTS FOR TUITION**

	Kshs	Kshs
Laboratory Equipment	2,100,000	<b>203,327</b>
Teaching / learning materials(Textbooks and reference materials)	2,228,630	87,500
Bank charges	8,712	6,385
Administration Costs-Exercise books	1,000,000	-
Sundry creditors	100,000	1,343,273
<b>Total</b>	<b>5,437,342</b>	<b>1,640,485</b>

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

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

**6 PAYMENTS FOR OPERATIONS**

	<b>Kshs</b>	<b>Kshs</b>
Personal Emoluments	11,366,541	3,654,898
Repairs and maintenance	-	-
Local Transport and travelling	22,000	217,135
Electricity and water	2,122,340	667,796
Medical	-	100,000
Administrative cost	812,000	807,815
Activity	490,910	-
Bank charges	10,702	11,097
Union	6,150	-
HELB	13,604	-
<b>TOTAL</b>	<b>14,844,247</b>	<b>5,458,741</b>

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**7 BOARDING AND SCHOOL FUND PAYMENTS**

	<b>Kshs</b>	<b>Kshs</b>
Personnel Emoluments	5,346,146	3,421,271
Activity	1,973,600	111,100
Repairs and Maintenance	2,836,587	399,280
Electricity and water	3,707,169	947,063
Local transport and travel	4,087,914	716,912
Student ID	270,000	-
School farm	919,330	707,090
Fees prepayment(refund)	3,000	-
Bakery Expenses	5,760,016	663,349
Administration cost	11,490,712	940,560
PTA	5,987,840	-
Medical	1,492,698	4,700
Bursary	250,432	-
Sundry creditors	14,150,881	3,315,539
Union	5,700	-
Refund	4,619	-
Fee on Boarding Equipment and Stores	54,318,509	12,927,233
Rent Expenses	-	-
Development (Infrastructure account)	18,573,084	3,381,246
<b>TOTAL</b>	<b>131,178,236</b>	<b>27,535,343</b>

St. Joseph's Girls' High School- Kitale  
Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022

NOTES TO THE FINANCIAL STATEMENTS (Continued)

**8 BANK ACCOUNTS**

Name of Bank, Account No. & Currency			
		2021-2022	2020-2021
		Kshs	Kshs
Tuition Account	0038202154	224,275	167,830
Operations Account	0038881833	266,678	535,005
School Fund Account/Boarding	0038371312	3,223,572	1,632,925
Infrastructure Account	2040786964	5,317,934	4,752,518
Savings Account(Farm)	0330263648825	144,434	16,129
Savings Account-Bakery	0330295022080	241,140	168,820
School Fund Account/Boarding-Equity	0330278149630	436,042	1,960,721
<b>Total</b>		<b>9,854,075</b>	<b>9,233,947</b>

**9 CASH IN HAND**

Description		
	2021-2022	2020-2021
	Kshs	Kshs
Operation Account	-	51,808
School Fund account	6,000	737
Savings Account(Farm)	313.00	8,213
<b>Total</b>	<b>6,313</b>	<b>60,758</b>

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

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

**10 SHORT TERM INVESTMENTS**

	Kshs	Kshs
Cooperative bank 1	-	-
Cooperative bank 2	-	-
Cooperative bank 3	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**11 ACCOUNTS RECEIVABLE**

	Kshs	Kshs
Fees arrears	26,509,387	20,032,060
Other non-fees receivables	-	-
Salary advances	-	-
Imprest	-	-
<b>Total</b>	<b>26,509,387</b>	<b>20,032,060</b>

	Kshs	Kshs
Fees arrears for current year	12,162,043	7,198,534
Fees arrears for the previous year	4,356,176	6,666,392
Fees arrears for prior periods (over two years)	9,991,168	6,167,134
<b>Total</b>	<b>26,509,387</b>	<b>20,032,060</b>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

12 ACCOUNTS PAYABLE

	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	20,290,129	18,989,988
Prepaid fees	-	-
Retention monies	-	-
<b>Total</b>	<b>20,290,129</b>	<b>18,989,988</b>

	Kshs	Kshs
Trade creditors for current year	13,926,343	9,947,824
Trade creditors for the previous year	5,027,006	6,656,195
Trade creditors for prior periods (over two years)	1,336,780	2,385,969
<b>Total</b>	<b>20,290,129</b>	<b>18,989,988</b>

13 FUND BALANCE BROUGHT FORWARD

	Kshs	Kshs
Bank balances	9,233,947	2,914,246
Cash balances	60,758	15,097
Short Term Investments	-	-
Receivables	26,509,387	20,032,060
Payables	20,290,129	18,989,988
<b>Total</b>	<b>15,513,963</b>	<b>3,971,415</b>

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**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		
	Kshs	Kshs
Bank loan(s)	-	-
Outstanding Leases	-	-
Hire purchase	-	-
Gratuity and leave provision	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**15 Biological assets**

Description			
		Kshs	Kshs
Cattle	18	-	-
Sheep	17	-	-
Trees	520	-	-
Pigs	21	-	-
Poultry	105	-	-
<b>Total</b>	<b>681</b>	<b>-</b>	<b>-</b>

**16 Borrowings**

	KShs	KShs
<b>a) Borrowings</b>		
Borrowing at beginning of the year	-	-
Borrowings during the year	-	-
Repayments of during the year		-
<b>Balance at end of the year</b>	-	-

**Other important disclosure notes**

**17 Stock/ Inventory**

	KShs	KShs
Stock/ inventory at beginning of the year	-	-
Stock/ inventory purchased during the year	-	-
Stock/ inventory issued during the year	-	-
<b>Balance at end of the year</b>	-	-

**St. Joseph's Girls' High School- Kitale**  
**Annual Report and Financial Statement for the Year ended 30<sup>th</sup> June 2022**

**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	Management Comments	Date when you were expected to be resolved

Sign:  Date: 15/6/2024

School Principal: Rosebella K. Munzala



**ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE**

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 20XX	Outstanding Balance 20XX-1	Comments
	a Kshs	b Kshs	c Kshs	d=a-c Kshs	e Kshs	
<b>Construction of buildings</b>						
1.						
2.						
3.						
<b>Sub-Total</b>						
<b>Supply of goods</b>						
4.						
5.						
6.						
<b>Sub-Total</b>						
<b>Supply of services</b>						
7.						
8.						
9.						
<b>Sub-Total</b>						
<b>Grand Total</b>						

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

Asset class	Date purchased	Location	Historical Cost (R)	Additions during the year (R)	Disposals during the year (R)	Balance at year end (R)
Land 1			1 July 2021			
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- soft ware						
<b>Total</b>						