

REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL

*Enhancing Accountability*

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**REPORT**

**THE NATIONAL ASSEMBLY  
PAPERS LAID**

DATE: 04 MAR 2025

DAY.

Tuesday

**OF  
TABLED  
BY:**

Deputy chief whip  
Majority party  
Hon. Naboni Jillo

**CLERK-AT  
THE-TABLE:**

Benson Inzafi

**THE AUDITOR-GENERAL**

**ON**

**ST JOHN'S GIRLS SECONDARY SCHOOL**

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

**KILIFI COUNTY**

OFFICE OF THE AUDITOR GENERAL  
P.O. BOX 85307, NAIROBI  
31 OCT 2022  
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*ST. JOHNS' GIRLS*  
**PUBLIC SECONDARY SCHOOL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

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

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

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# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOLENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### I. KEY SCHOOL INFORMATION AND MANAGEMENT

#### (a) Background information

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

The school was registered in 5<sup>th</sup> November 1986 under registration number G/A/500/86 and is currently categorized as an Extra County public school established, owned or operated by the Government.

The school is a boarding school and had 1513 number of students as at 30<sup>th</sup> June 2022. It has 8 streams and 60 teachers of which 21 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	Gerald Sammy Ngumbao	Chairman	5th July 2019
2	Josephine Muhonja Mwinamo	Secretary - Principal	5th July 2019
3	Christine Kasichana Katama	Member	5th July 2019
4	Titus Simiyu Wasilwa	Member	5th July 2019
5	Kenneth Kamau Wangamwa	Member	5th July 2019
6	Martin Munga	Member	5th July 2019
7	James Karaba	Member	5th July 2019
8	Jackline Nahone	Member	5th July 2019
8	Luis Karisa Yaa	Member - Rep CEB	5th July 2019
9	Marystella Nanjala Simiyu	Member Rep Teachers	5th July 2019
10	Sharlet Biryia	3 Members - Sponsor	5th July 2019
11	Edwad Mulewa Mwachinga	Member - Community	5th July 2019
12	Paddyson Kasena Changawa	Member Special Needs	5th July 2019
13	Esther Alex	Rep Students	5th July 2019



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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2021

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# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements 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	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee	1. Gerald Ngumbao 2. Josephine Mwinamo 3. Titus Wasilwa 4. Sharlet Birya	Chairman Secretary Member Member	5
2	Audit Committee	-	-	-
3	Finance, procurement and general purposes Committee	1. Gerald Ngumbao 2. Josephine Mwinamo 3. Titus Wasilwa 4. Sharlet Birya	Chairman Secretary Member Member	5
4	Academic Committee	1. Martin Munga 2. Marystella Bwire 3. Titus Wasilwa 4. Christine Katama 5. James Karaba	Chairman Secretary Member Member Member	2
5	Development Committee	1. Kenneth Kamau 2. Edward Mwachinga 3. Louis Karisa 4. Jackline Nahome	Chairman Secretary Member member	1
6	Discipline and welfare Committee	1. Marystella Bwire 2. Kenneth Kamau 3. Jackline Nahome 4. Sharlet Birya 5. Easther Alex	Chairperson Secretary Member Member member	1
7	Adhoc Committee (if any during the year)	-	-	-



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### (d) School operation Management

For the financial year ended 30<sup>th</sup> June 2021 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	Josephine Muhonja Mwinamo	199244
2	Deputy Principal	Rose Mkonza Mwangudza	457384
3	Deputy Principal	Margaret Kabibi Karisa	290052
	School Bursar	Ndegwa Munga Mgaza	N/A

### KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

#### (e) Schools contacts

Post Office Box: 3 – 80105  
Telephone: 0721815047  
E-mail: johnspekee@gmail.com  
Website:  
Facebook:  
Twitter:



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### (f) School Bankers

The following school operated 9 numbers of bank accounts in the following banks:

1. Name of Bank: **Kenya Commercial Bank**  
Branch: Treasury Square, Nkrumah Road, Mombasa  
**Account Numbers:**
  1. Operational A/C No. - 1106573234
  2. Tuition A/C No. - 1107631130
  3. Caution Money A/C No. - 1104908026
  4. Reserve Fund A/C No. - 104093100
  5. Infrastructure A/C No. - 1238682707
  6. Bus Fund A/C No. - 1117350118
  7. Gratuity A/C No. - 1117350274
2. Name of Bank: Equity Bank  
Branch: Kilifi  
Account Number: 1060280897386
3. Name of Bank: Co-operative Bank  
Branch: Mariakani  
Account Number: 01117252797200
4. MPESA Pay Bill No. 799593 attached to 3 bank accounts

### (g) Independent Auditors

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



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### 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:

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

ACCOUNT	2019	2020	2021	2022
Main Account	6, 784, 359.81	18, 093, 139.28	(801, 310.35)	4,551,931.59
Operational Account	(4, 192, 349.45)	2, 619, 663.00	5, 896, 100.75	5,556,257.10
Tuition Account	474, 238.10	(185, 517.80)	(861, 111.90)	(1,776,028.40)
Infrastructure Account	1, 745, 292.00	(1, 739, 370.80)	4, 230, 729.85	(1,994,485.70)
<b>TOTAL</b>	<b><u>4, 814, 540.46</u></b>	<b><u>18, 787, 913.68</u></b>	<b><u>8, 464, 408.35</u></b>	<b><u>6,335,674.59</u></b>

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

ACCOUNT	2019	2020	2021	2022
Tuition Account	4, 268, 950.11	2, 374, 842.00	1,756,833.25	4,617,947.80
Operational Account	13, 938, 089.60	11, 800, 508.27	11,161,013.75	20,145,255.50
<b>TOTAL</b>	<b><u>18, 207, 039.71</u></b>	<b><u>14, 175, 350.27</u></b>	<b><u>12,917,847.00</u></b>	<b><u>24,763,203.30</u></b>

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

ACCOUNT	2019	2020	2021	2022
Tuition Account	4,268,950.00	2, 374, 842.00	1,756,833.25	4,617,947.80
Operational Account	13,938,089.00	11, 800, 508.00	11,161,013.75	20,145,255.50
Infrastructure	6,000,000.00	8, 710, 000.00	8,018,500.00	6,169,500.00
<b>Total</b>	<b>24,207,039.00</b>	<b>22, 885, 350.27</b>	<b>20,936,347.00</b>	<b>30,932,703.30</b>
Enrolment	1288	1288	1352	1448
Capitation ratio	1:18794	1:17, 768	1:15,485	1:21,362



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

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

ACCOUNT	2019	2020	2021	2022
Main Account	58,042,716.18	65,173,713.60	49,642,519.13	54,563,593.00

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

ACCOUNT	2019	2020	2020	2022
Main Account	53,020,903.86	58,389,353.79	31,549,380.03	81,781,811.41

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

DESCRIPTION	2019	2020	2021	2022
Sundry Debtors	50,861,741.85	63,010,485.80	81,570,193.32	86,907,874.20
Sundry creditors	17,785,877.65	16,995,765.45	1,455,007.41	17,184,606.20

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

DESCRIPTION	2019	2020	2021	2022
Cash at bank balance (reconciled)	-	46,001.60	-	
Cash balance verified	6,010.55	157.00	13,410.00	49,105.00
<b>TOTAL</b>	<b><u>6,010.55</u></b>	<b><u>46,158.60</u></b>	<b><u>13,410.00</u></b>	<b><u>49,105.00</u></b>

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

### b) Teacher Student ratio 2021:

- Teacher to student ratio – 1:23
- Number of teachers recruited – 3
- Number of teachers that were transferred/retired - 1
- Number of teachers employed by TSC - 38
- Number employed by BOM. – 22
- Teachers the school has for each subject –



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### 1. TEACHING LOAD

Post	Four classes – single stream	Eight classes – double stream	Twelve classes & above – tripe stream
Head teacher	10 – 12	8 – 10	6 – 8
Deputy head teacher	20 – 24	15 – 18	12 – 15
H.O.D – Job group “M”	-	-	18 – 20
H.O.D – Job group “L”	-	20 – 24	20 – 24
Teachers	27	27	27

- C.B.E Total shortfall /27 + Teachers required (T.R)
- Teachers required from shortfall – total shortfall =  $141/27 = 5.22 = 6$   
 $54 + 6 = 60$
- Teachers available = 38
- Teachers shortage 22

### 55 Mean score in the 2021 KCSE:

YEAR	ENTRY	MEAN
2019	239	5.030
2020	279	5.699
2021	270	5.012

- COMMENTS:**
- Set target was 7.1
  - Did not achieve due to varied reasons



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements

For the year ended 30<sup>th</sup> June 2022

### 57 Capacity of the school:

The capacity of the school is at 13 infrastructure status is a vie the enrolment.

STRUCTURE	CAPACITY	ACTUAL	SHORTAGE/SURPLUS
Dormitories	975 beds	1458 beds	383
Dining hall	None	None	None
Laboratories	5 streams	7 streams	8 streams 2 new laboratories
Toilets	5 streams	7 streams	Need for 12 toilets space for tuition
Bathrooms	975 pax	1458 pax	383 pax
Home Science laboratories	40 pax	120 pax	2 laboratories 80 pax
Computer laboratory	1	1	-
Staffroom	15 teachers	64 teachers	Space for 49 teachers
Administration block	Small	Need for a modern block	1 modern block

### 58 Development projects carried out by the school:

S/NO.	PROJECT	AMOUNT	PROJECT FUNDED BY
1.	Dormitory phase II of phase III	3,588,713.00	MOE – R & M
2.	Science laboratory (Phase I)	1.5 million	MOE – ITG
3.	Ablussion block in Multipurpose hall	2 million	CDF

Sign 

School Principal



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022


### III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY


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


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

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

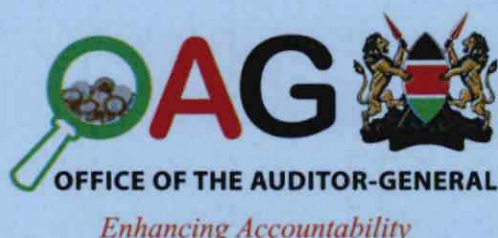
**Name:** Gerald Sammy Ngumbao  
**Designation:** Chairman, School Board of Management  
**Sign:**   
**Date:** 11.10.2022

**Name:** Josephine Muhonja Mwinamo  
**Designation:** School Principal & Secretary to Board of Management  
**Sign:**   
**Date:** 11.10.2022

**Name:** Ndegwa Munga Mgaza  
**Designation:** Bursar/ Finance Officer  
**Sign:**   
**Date:** 11.10.2022

# REPUBLIC OF KENYA

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Email: info@oagkenya.go.ke  
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**HEADQUARTERS**  
Anniversary Towers  
Monrovia Street  
P.O Box 30084-00100  
NAIROBI

## **REPORT OF THE AUDITOR-GENERAL ON ST JOHN'S GIRLS SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2022 - KILIFI COUNTY**

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### **PREAMBLE**

I draw your attention to the contents of my report which is in three parts:

- A. Report on the Financial Statements that considers whether the financial statements are fairly presented in accordance with the applicable financial reporting framework, accounting standards and the relevant laws and regulations that have a direct effect on the financial statements.
- B. Report on Lawfulness and Effectiveness in Use of Public Resources which considers compliance with applicable laws, regulations, policies, gazette notices, circulars, guidelines and manuals and whether public resources are applied in a prudent, efficient, economic, transparent and accountable manner to ensure that the Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, the risk management environment, and the internal controls developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

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 of Kenya 2010, 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 Johns' Girls Secondary School – Kilifi County set out on pages 12 to 29, which comprise of the statement of

financial assets and financial liabilities as at 30 June, 2022 and the statement of receipts and payments, statement of cash flows and the 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, 2010 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 the St Johns' Girls Secondary School as at 30 June, 2022, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with Basic Education Act 2013 and the Public Finance Management Act, 2012.

## **Basis for Qualified Opinion**

### **1. Account Receivables**

#### **1.1. Variances in Accounts Receivables**

The statement of financial assets and financial liabilities reflects accounts receivables balance of Kshs.78,834,776, while the corresponding Note 11 reflects a balance of Kshs.79,697,549 resulting in an unexplained variance of Kshs. 862,773.

#### **1.2. Unsupported Accounts Receivables**

The statement of financial assets and financial liabilities reflects accounts receivables balance of Kshs.78,834,776, while the corresponding Note 11 reflects a balance of Kshs.79,697,549. However, the supporting schedules, detailed aging analysis and issued invoices were not provided for audit review.

#### **1.3. Long Outstanding Accounts Receivables**

The statement of financial assets and financial liabilities reflects accounts receivable balance of Kshs.76,257,672 in respect of fees arrears as disclosed in Note 11 to the financial statements. Included in the balance are receivables amounting to Kshs.51,005,564 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, completeness and recoverability of the accounts receivables balance of Kshs.78,834,776.01 could not be confirmed.

### **2. Unsupported Accounts Payables**

The statement of financial assets and financial liabilities reflects accounts payables balance of Kshs.26,327,355 as disclosed in Note 12 to the financial statements. Included in the account payables are amounts of Kshs.7,456,804 and Kshs.1,685,944.95 relating to Parents Teachers Association (PTA) and caution money, respectively which were not supported.

In the circumstances, the accuracy and completeness of the account's payables balance of Kshs.26,327,355 could not be confirmed.

### **3. Unsupported Payments**

The statement of receipts and payments reflects total payments amounting to Kshs.113,793,942. However, examination of payment vouchers amounting to Kshs.15,235,805 revealed that Management made payments without proper supporting documents such as requisitions, local purchase orders, delivery notes, inspection reports, goods received notes, certificate of payments.

In the circumstances, the regularity, accuracy and completeness of the payments amounting to Kshs.113,793,942 could not be confirmed.

### **4. Inaccuracies in the Financial Statements**

Review of the financial statements revealed the following inaccuracies:

- i. Incomplete and inaccurate balances in the statement of budgeted versus actual amounts for the year;
- ii. Non segregation of school fund income from other receipt income in the statement of receipts and payments and the respective notes;
- iii. Unreconciled accounts receivable balance of Kshs.862,773 in the statements of financial assets and liabilities (Kshs.78,834,776.01) and Note 11 of the accounts (Kshs.79,697,549.51);
- iv. Lack of cash flows statement.

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

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

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,2022.

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

#### **Conclusion**

As required by Article 229(6) of the Constitution of Kenya, 2010, based on the audit procedures performed, except for the matters described in the Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources section of my report, I confirm that, nothing else has come to my attention to cause me to believe that public resources have not been applied lawfully and in an effective way.

#### **Basis for Conclusion**

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

The statement of receipts and payments reflects boarding and school fund payments amount of Kshs.82,644,585 as disclosed in Note 7 to the financial statements. Included in the expenditure is an amount of Kshs.434,456 transferred to Kenya Secondary School Heads Association (KESSHA). However, KESSHA is a welfare organization that draws its membership from School Principals only. The organization is not defined in Government Funding system and there is no assurance that it has implemented effective, efficient, and transparent financial management and internal control systems to manage the funds transferred by schools.

In the circumstances, value for money transferred to KESSHA amounting to Kshs.434,456 could not be confirmed.

##### **2. Under Funding of Capitation Grants**

The statement of receipts and payments reflects capitation grants for tuition and capitation grants for operations amount of Kshs.4,617,948 and Kshs.20,145,256 respectively as disclosed in Notes 1 and Note 2 to the financial statements. During the financial year, NEMIS reported a total number of one thousand four hundred and thirteen (1,413) students while the enrolment records provided by the school indicated a total number of one thousand four hundred and fourteen (1,414) students, resulting to an unexplained variance of one (1) student. As a result of the variances, the school was under funded by an amount of Kshs.176,786.

In the circumstances, the accuracy and completeness of capitation grants for tuition and operations grants amounting to Kshs.4,617,947.80 and Kshs.20,145,255.50, respectively

could not be confirmed. This was contrary to the Ministry of Education Circular MOE.HQS/3/13/3 dated 16 June, 2021 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, underfunding of the school may have affected service delivery to the students.

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

The statement of receipts and payments reflects operations grants amount of Kshs.20,145,256 as disclosed in Note 2 to the financial statements from the Ministry of Education credited in the operations bank account. Included in the amount is Kshs.9,435,500 in respect of infrastructure grants which were to be transferred to infrastructure bank account for maintenance and improvement of the school's facilities. However, only Kshs.5,830,000 was transferred to infrastructure account, leaving a balance of Kshs.3,603,500 as at 30 June, 2022. This was contrary to The Ministry of Education Circular Ref. No: MOE.HQS/3/10/18(112) which directed that infrastructure grants as well as maintenance and improvement funds should be transferred to the school infrastructure account fifteen (15) days upon receipt of the funds in the operations account.

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

### **4. Unapproved Fees on Parents Association Support Programme**

The statement of receipts and payments reflects school fund income - parents' contributions amount of Kshs.68,716,842 as disclosed in Note 3 and 4 to the financial statements which includes BOM teachers amount of Kshs.5,439,207. Examination of the records revealed that the school charged an amount of Kshs.5,000 per student to support the programme which had not been approved by the Ministry of Education through the County Education Board. 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 parent 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.

### **5. Non-Banking of School Fees Receipts**

Review of the collection, receipting and management of school fees revealed that the management was receiving school fees in form of cash which was thereafter used in the school without being banked in the school bank accounts. School fees amounting to Kshs.8,667,573 was not banked after being received at the school. This was contrary to Regulation 64(4) of the Public Finance Management (National Government) Regulations 2015 which require such moneys to be banked.

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

## **6. Lack of a Procurement Plan**

The statement of receipts and payments reflects an amount of Kshs.110,816,718 and Kshs.113,793,942 in respect of total receipts and payments respectively. However, during the year Management did not prepare an annual procurement plan as part of the annual budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which require a procuring entity to 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.

## **7. Use of Cash to Procure Goods, Works and Services**

The Statement of receipts and payments reflects total payments amounting to Kshs.113,793,942. Included in the payments is expenditures on various items amounting to Kshs. 5,057,365 which was made in cash.

In the circumstances, the management was in breach of Section 108 of Public Procurement and Disposal Act (PPDA) and Regulations 93(1)(2)(3) of the Public Procurement and Disposal Regulations 2020 which caps cash procurement.

## **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 follows:

- i. Non segregation of school fund income from other receipt income in the statement of receipts and payments and the respective notes;
- ii. On other important disclosures under note 17, there was no balance for stock/inventory;
- iii. Failure to prepare cash flows statement
- iv. Missing amounts on annex 1 and 2 on analysis of pending account payables and summary of the fixed asset register accordingly;

In the circumstances, Management was in breach of the PSASB guidelines. Further, lack 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 are in compliance, in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

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

### Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, based on the audit procedures performed, except for the matters 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.

### Basis for Conclusion

#### 1. Lack of Internal Audit Function and Audit Committee

During the year under review, the school had not constituted an audit committee and an internal audit unit as required by Regulation 166 (1) and (2) of the Public Finance Management (National Government), 2015 which states that, the internal audit unit of a National Government entity is to assess effectiveness of the school through an internal performance appraisal commenting on its effectiveness in the annual report to The National Treasury

In the circumstances, the school did not benefit from the oversight role and advice from the audit committee and the internal audit function.

#### 2. Failure to Close Dormant Bank Accounts

The Statement of financial assets and financial liabilities reflects bank balances of Kshs.3,040,642. Included in the amount is a balance of Kshs. 75,024 relating to three (3) dormant accounts. No justification was provided for continued maintenance of the dormant accounts.

In the circumstances, Management faced the risk of the dormant accounts being misused.

#### 3. Lack of Ownership Documents

Annex 2 to the financial statements reflects summary of fixed assets register with Nil balance in respect of fixed assets which includes land and motor vehicles. However, land ownership documents were not provided for audit.

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

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

## **Responsibility 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 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 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 the policies and procedures may deteriorate.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the 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 communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and where applicable, related safeguards.

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

**Nairobi**

**30 December, 2024**



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALO LENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

Reports and Financial Statements  
For the year ended 30<sup>th</sup> June 2022

## V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30<sup>TH</sup> JUNE 2022

DESCRIPTION OF VOTE HEAD	Note	2021-2022 KShs	2020-2021 Kshs
<b>RECEIPTS</b>			
Capitation grants for tuition	1	4,617,947.80	1,756,833.25
Capitation grants for operations	2	20,145,255.50	11,161,013.75
School Fund Income- Parents' Contributions	3	31,489,921.50	11,453,025.00
School Fund Income- Other receipts	4	54,563,593.00	18,103,025.00
<b>TOTAL RECEIPTS</b>		<b>110,816,717.80</b>	<b>42,474,263.00</b>
<b>PAYMENTS</b>			
Payments for Tuition	5	6,395,976.20	2,617,945.15
Payments for operations	6	14,588,998.40	5,264,913.00
Boarding and school fund payments	7	82,644,584.95	28,626,272.35
Infrastructure	8	10,164,382.70	3,787,770.15
<b>TOTAL PAYMENTS</b>		<b>113,793,942.25</b>	<b>40,296,900.65</b>
<b>SURPLUS/DEFICIT</b>		<b>( 2,977,224.45 )</b>	<b>2,177,362.35</b>

The school financial statements were approved on 30<sup>th</sup> June 2022 and signed by:

Sign: 

Gerald Sammy Ngumbao

Chair BOM

Date: 11/10/2022

Sign: 

Josephine M. Mwinamo

School Principal/  
Secretary to BOM

Date: 11/10/2022

Sign: 

Ndegwa M. Mgaza

Bursar/  
Finance Officer

Date: 11/10/2022



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30<sup>TH</sup> JUNE 2022

FINANCIAL ASSETS			
<b>Cash and Cash Equivalents</b>			
Bank Balances	10	3,040,642.45	5,882,309.30
Cash Balances	11	49,105.40	184,663.00
<b>Total Cash and cash equivalent</b>		<b>3,089,747.85</b>	<b>6,066,972.30</b>
Acco'int's receivables (Debtors)	12	78,834,776.01	76,579,569.20
<b>TOTAL FINANCIAL ASSETS</b>		<b>81,924,523.86</b>	<b>82,646,541.5</b>
FINANCIAL LIABILITIES			
Accounts Payables (Creditors)	13	26,327,355.22	24,072,148.41
<b>NET FINANCIAL ASSETS</b>		<b>55,597,168.64</b>	<b>58,574,393.09</b>
REPRESENTED BY			
Accumulated Fund b/fwd	14	58,574,393.09	56,397,030.74
Surplus/Deficit for the year		(2,977,224.45)	2,177,362.35
<b>NET FINANCIAL POSSITION</b>		<b>55,597,168.64</b>	<b>58,574,393.09</b>


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

**Gerald S. Ngumbao**  
Chairman, BoM

Sign: 

Date: 11/10/2022

**Josephine M. Mwinamo**  
School Principal/Secretary  
to BoM

Sign: 

Date: 11/10/2022

**Ndegwa M. Mgaza**  
Bursar/Finance

Sign: 

Date: 11/10/2022



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2022

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
<b>RECEIPTS</b>						
<b>(1) CAPITATION GRANT ON TUITION</b>						
Textbooks and reference materials						
Exercise books	2,076,744.00	-	2,076,744.00	1,336,899.83	739,844.17	64.3%
Laboratory equipment	691,908.00	-	691,908.00	620,736.29	71,169.71	89.7%
Internal exams	194,016.00	-	194,016.00	753,753.43	559,737.43	388.5%
Teaching / learning materials	285,048.00	-	285,048.00	1,108,462.45	823,414.45	388.8%
Chalks	107,488.00	-	107,488.00	443,384.78	335,936.78	412.6%
Exams and assessment	-	-	-	-	-	-
Teachers guides	66,732.00	-	66,732.00	354,709.02	287,977.02	531.5%
<b>TOTAL</b>	<b>4,617,947.80</b>					
<b>(2) CAPITATION GRANT ON OPERATIONS</b>						
Personnel emoluments	8,178,300.00	-	8,178,300.00	7,675,520.31	502,779.69	44%
Repairs and maintenance	9,600,000.00	-	9,600,000.00	6,912,135.88	2,687,864.12	54.50%
Local transport / travelling	5,031,763.00	-	5,031,763.00	1,092,972.39	3,938,790.61	10%
Electricity and water	7,084,796.00	-	7,084,796.00	2,199,139.68	4,885,656.32	31%



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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

Medical	-	-	-			
Administration costs	4,665,141.00	-	4665,141.00	2,265,487.24	2,399,663.76	48.56%
Activity	2,100,000.00	-	2,100,000.00			
Gratuity	-	-	-			
SMASSE	240,000.00	-	240,000.00			
<b>TOTAL</b>	<b>20,145,255.50</b>					
<b>(3) FEES CHARGED ON PARENTS</b>	<b>69,762,000.00</b>					
Personnel emoluments	9,388,597.00	-	9,388,597.00	8,091,302.00	1,297,295.00	86.18%
Repairs and maintenance	9,600,000.00	-	9,600,000.00	7,844,594.00	1,755,406.00	81.18%
Local transport / travelling	5,115,663.00	-	5,115,663.00	2,524,676.00	2,590,987.00	49.35%
Electricity and water	5,724,993.00	-	5,724,993.00	6,666,023.00	(941,030.00)	116%
Medical	2,400,000.00	-	2,400,000.00	55,001.00	2,344,999.00	-
Administration costs	4,730,747.00	-	4,730,747.00	5,423,761.50	(693,014.50)	2.29%
Activity	2,100,000.00	-	2,100,000.00	884,564.00	1,215,436.00	114.6%
SMASSE	240,000.00	-	240,000.00	-	240,000.00	42%
Fee on Boarding Equipment and Stores	30,462,000.00	-	30,462,000.00	37,226,921.00	(6,764,921.00)	122%
<b>OTHER INCOME</b>						
Rent income				325,617.00		
Harambee				3,424,128.00		
B.O.M Teachers				5,439,207.00		
Stall Rent				2,471,975.00		
Books/ID				1,985,997.00		
Card/Magazine/Tender						
Bakery funds						
Water project				477,264.00		
Uniforms/Mock				206,292.00		
				1,414,262.00		



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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

Bus Fund				353,250.00		
<b>TOTAL INCOME</b>				<b>84,814,834.50</b>		
<b>(1) EXPENDITURE FOR TUITION</b>						
Textbooks and reference materials						
Exercise books	2,076,744.00	-	2,076,744.00	1,198,724.00	878,020.00	57.72%
Laboratory equipment	691,908.00	-	691,908.00	2,030,229.00	(1,338,321.00)	293%
Internal exams						
Teaching / learning materials	285,048.00	-	285,048.00	1,629,185.00	(1,344,137.00)	571%
Chalks	107,448.00	-	107,448.00			
Exams and assessment						
Teachers guides	66,732.00	-	66,732.00	1,534,906.20	(1,468,174.20)	2300%
Administration costs						
Bank Charges				2,932.00		
<b>TOTAL EXPENDITURE</b>				<b>6,395,976.20</b>		
<b>(2) EXPENDITURE FOR OPERATIONS</b>						
Personnel emoluments	8,178,300.00	-	8,178,300.00	9,448,268.00	(1,269,968.00)	115%
Repairs, maintenance & improvements	9,600,000.00	-	9,600,000.00	205,960.00	9,394,040.00	2.14%
Local transport / travelling	5,031,763.00	-	5,031,763.00	1,778,780.00	3,252,982.00	359%
Electricity, water and conservancy	7,084,796.00	-	7,084,796.00	765,428.00	6,319,368.00	10.8%
Medical						
Administration costs	4,665,141.00	-	4,665,141.00	1,196,482.40	3,468,658.60	25.6%
Activity Expenses				72,000.00	2,028,000.00	3.4%
Gratuity				1,122,080.00		
<b>TOTAL EXPENDITURE</b>				<b>14,588,998.40</b>		



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

(3) EXPENDITURE FOR SCHOOL FUND	74,007,757.91					
Personnel emoluments	9,388,597.00	-	9,388,597.00	5,050,693.00	4,337,904.00	53.7%
Repairs, maintenance and improvements	9,600,000.00	-	9,600,000.00	8,063,977.00	1,536,023.00	83.9%
Local transport / travelling	5,115,663.00	-	5,115,665.00	5,024,565.00	91,098.00	98%
Electricity, water and conservancy	5,724,993.00	-	5,724,993.00	5,616,473.00	108,520.00	98%
Medical Expenses	2,400,000.00		2,400,000.00	446,236.85	1,953,763.15	18.59%
Administration costs	4,730,747.00		4,730,747.00	4,788,454.06	(57,707.06)	101%^
Activity	2,100,000.00		2,100,000.00	1,272,086.00	827,914.00	60.5%
T.E.S				2,530,495.00		
BOM Teachers salary				5,271,400.00		
Boarding Equipment and Stores	30,462,000.00		30,462,000.00	35,730,522.00	(5,268,522.00)	117%
Expenditure for Income Generating Activity						
Farm project				182,800.00		
Other expenses on investments				706,200		
Rent Expenses				429,125.00		
Books/ID Card/Magazine				1,391,880.00		
Uniforms						
Loan Principal Repayment						
Acquisition of Assets						
<b>TOTALS</b>				<b>995,485.00</b>		
				<b>77,500,371.91</b>		

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

i.



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOLENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### 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. The accounting policies adopted have been consistently applied to all the years presented.

#### 2. Recognition of receipts and payments

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

#### 3. In-kind contributions

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

#### 4. Cash and cash equivalents

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



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

- 5. Accounts Receivable**  
For the purposes of these financial statements, imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year are treated as receivables. This is in recognition of the government practice where the imprest payments are recognized as expenditure when fully accounted for by the imprest or AIE holders. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.
- 6. Accounts Payable**  
For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized as accounts payables. This is in recognition of the government practice of retaining a portion of contracted services and works pending fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. This is an enhancement to the cash accounting policy adopted by National Government Ministries and agencies. Other liabilities including pending bills are disclosed in the financial statements. Pending bills consist of unpaid liabilities at the end of the financial year arising from contracted goods or services during the year or in past years.
- 7. Non-current assets**  
Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.
- 8. Budget**  
The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The *school's* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.
- 9. Comparative figures**  
Where necessary comparative figures for the previous financial year have been amended or reconfigured to conform to the required changes in presentation.
- 10. Subsequent events**  
There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30<sup>th</sup> June 2021.



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOLENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### X. NOTES TO THE FINANCIAL STATEMENTS 1 CAPITATION GRANT FOR TUITION

	2021-2022	2020-2021
	KShs	KShs
Textbooks and reference materials	-	140,537.06
Exercise books	1,336,899.83	456,745.44
Laboratory equipment	620,738.29	245,939.88
Internal exams	753,753.43	298,641.25
Teaching / learning materials	1,108,462.45	439,298.30
Chalks	443,384.78	175,671.32
Exams and assessment	-	-
Teachers guides	354,709	-
<b>Total</b>	<b>4,617,947.80</b>	<b>1,756,833.25</b>

### 2 CAPITATION GRANT FOR OPERATIONS

	2021-2022	2020-2021
	KShs	Kshs
Personnel emoluments	7,675,520.31	3,123,589.39
Repairs and maintenance	6,912,135.88	5,791,573.95
Local transport / travelling	1,092,972.39	441,091.02
Electricity and water	2,199,139.68	885,917.45
Medical	-	-
Administration costs	2,265,487.24	918,841.94
Activity	-	-
<b>Total</b>	<b>20,145,255.50</b>	<b>11,161,013.75</b>

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

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	8,091,302.00	2,828,382.20
Repairs and maintenance	7,844,594.00	2,190,826.00
Local transport / travelling	2,524,676.00	672,654.70
Electricity and water	6,666,023.00	4,139,177.40
Medical	55,001.00	-
Administration costs	5,423,761.50	1,621,984.70
Activity	884,564.00	-
<b>Total</b>	<b>31,489,921.50</b>	<b>11,453,025.00</b>



# ST. JOHN'S GIRLS SECONDARY SCHOOL

P. O. BOX 3, KALOLENI TEL No. 0721-815047

E-mail: johnspekee@gmail.com

## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 4 OTHER RECEIPTS – SCHOOL FUND ACCOUNT

	2021-2022	2020-2021
	Kshs	Kshs
Fee on Boarding Equipment and Stores	37,226,921.00	14,075,401.00
Rent income & Stall Rent	2,797,592.00	155,722.00
✓ Tender fees	81,500.00	3,000.00
✓ School uniform	1,414,262.00	58,990.00
✓ Mock/ magazine/Id	1,985,997.00	13,780.00
✓ Water project	206,292.00	75,015.00
✓ Prize Giving	1,059,940.00	59,380.00
✓ Bakery	477,264.00	26,965.00
✓ Harambee	3,424,128.00	2,808,738.00
✓ Bus Fund	353,250.00	826,400.00
✓ B.O.M. Teachers salary	5,439,207.00	-
✓ Farm Project	55,120.00	-
✓ Exam	47,120.00	-
<b>Total</b>	<b>54,563,593.00</b>	<b>18,103,391.00</b>

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

#### 5 PAYMENTS FOR TUITION

	2021-2022	2020-2021
	Kshs	Kshs
Textbooks and reference materials		653,192.00
Exercise books	1,198,724.00	603,664.00
Laboratory equipment	2,030,229.00	605,595.00
Internal exams	-	-
Teaching / learning materials	1,629,185.00	753,620.00
Chalks	-	-
Exams and assessment	-	-
Teachers guides	1,534,906.20	-
Administration Costs	-	1,854.15
Bank Charges	2,932.00	-
<b>Total</b>	<b>6,395,976.20</b>	<b>2,617,945.15</b>



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### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 6 PAYMENTS FOR OPERATIONS

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	9,448,268.00	4,074,638.00
Service Gratuity	1,122,080.00	-
Administration Cost	1,196,482.40	570,186.00
Repairs and maintenance & improvements	205,960.00	229,640.00
Local transport / travelling	1,778,780.00	169,070.00
Electricity and water	765,428.00	221,379.00
Medical	72,000.00	
Activity Expenses		
SMASSE		
Insurance Cost		
Bank Charges		
Acquisition of Assets		
<b>TOTAL</b>	<b>14,588,998.40</b>	<b>5,264,913.00</b>

#### 7 BOARDING AND SCHOOL FUND PAYMENTS

	2021-2022	2020-2021
	Kshs	Kshs
Personnel emoluments	5,050,693.00	169,021.00
Prize Giving	706,200.00	-
Repairs and maintenance & Improvements	8,063,977.00	1,496,182.00
Local transport / travelling	5,024,565.00	2,219,674.00
Electricity and water	5,616,473.00	1,116,564.00
Medical Expenses	446,236.85	227,480.00
Administration costs	4,788,454.06	1,478,866.35
Activity	1,272,086.00	42,100.00
Agriculture project	182,800.00	101,270.00
Exercise books	-	72,800.00
Fee on Boarding Equipment and Stores	35,730,522.00	15,200,724.00
BOM Teachers salary	5,271,400.00	4,283,989.00
School uniforms	1,391,880.00	341,205.00
T.E.S	2,530,495.00	435,638.00
Bus fund	575,485.00	481,000.00
Harambee	3,633,501.00	959,759.00
Dormitory	946,818.50	-
Tender	28,000.00	-
Magazine/ Id	494,125.00	-
Exam	30,100.00	-
<b>TOTAL</b>	<b>81,781,811.45</b>	<b>28,626,272.35</b>

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	2021-2022	2020-2021
		Kshs	Kshs
Tuition Account	1107631130	17,798.75	159,941.00
Operations Account	1106573234	96,774.45	1,215,739.35
School Fund Account/Boarding	1106571169	-	-
Service gratuity	1117350274	34,015.30	34,015.30
Caution money	1104908026	436.10	1,627.10
Chama cha Walimu na Wafanyakazi	1238682707	40,572.10	40,572.10
Equity Bank	1060280897	507,754.00	-
Infrastructure Account	12386822707	2,297,907.35	4,292,393.05
M-pesa paybill no.	799593	45,384.40	138,021.40
<b>Total</b>		<b>3,040,642.45</b>	<b>5,882,309.30</b>

#### 9 CASH IN HAND

Description	2021-2022	2020-2022
	Kshs	Kshs
Tuition Account	-	-
Operation Account	21.00	-
School Fund account	49,084.40	184,663.00
<b>Total</b>	<b>49,105.40</b>	<b>184,663.00</b>

#### 10 SHORT TERM INVESTMENTS

Description	2021-2022	2020-2021
	Kshs	Kshs
Cooperative shares	-	-
Treasury Bills	-	-
Fixed deposit	-	-
Equity stock	-	-
Other investments	-	-
<b>Total</b>	<b>-</b>	<b>-</b>



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### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 11 ACCOUNTS RECEIVABLE

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears	76,257,671.51	73,584,138.20
Other non-fees receivables	2,584,362.00	2,534,230.00
Salary advances	242,928.00	212,428.00
Imprest	136,897.00	136,897.00
R/D cheques	475,691.00	111,876.00
<b>Total</b>	<b>79,697,549.51</b>	<b>76,579,569.20</b>

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Fees arrears for current year	17,756,013.00	7,496,094.00
Fees arrears for the previous year	7,496,094.00	11,943,257.00
Fees arrears for prior periods (over two years)	51,005,564.51	54,144,787.20
<b>Total</b>	<b>76,257,671.51</b>	<b>73,584,138.20</b>

#### 12 ACCOUNTS PAYABLE

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	7,663,527.00	7,992,366.00
Prepaid fees	6,094,454.00	3,862,383.00
Retention monies		-
PTA	7,456,804.00	7,456,804.00
Caution money	1,685,944.95	1,685,944.95
Bank overdraft	3,426,625.27	3,074,650.46
<b>Total</b>	<b>26,327,355.22</b>	<b>24,072,148.41</b>

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

Description	2021-2022	2020-2021
	Kshs	Kshs
Trade creditors for current year	7,663,527.00	5,691,816.00
Trade creditors for the previous year	-	530,550.00
Trade creditors for prior periods (over two years)	-	1,770,000.00
<b>Total</b>	<b>7,663,527.00</b>	<b>7,992,366.00</b>



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### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### 13 FUND BALANCE BROUGHT FORWARD

Description	2021-2022	2020-2021
	Kshs	Kshs
Bank balances	3040642.45	5,882,309.30
Cash balances	49,105.40	184,663.00
Short Term Investments		-
Receivables	86,907,874.20	76,579,569.20
Payables	(13,757,981.00)	(24,072,148.41)
<b>Total</b>	<b>72,767,631.38</b>	<b>58,574,393.09</b>



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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	2021-2022	2020-2021
	Kshs	Kshs
Bank loan(s)	-	
Outstanding Leases	-	
Hire purchase	-	
Gratuity and leave provision	-	
<b>Total</b>	-	

#### 15 Biological assets

Description	Numbers	2021-2022	2020-2021
		Kshs	Kshs
Cattle		6	
Goats		2	
Trees		1000	
Coffee or tea plantation		-	
Poultry		-	
<b>Total</b>		<b>1008</b>	

#### 16 Borrowings

Description	2021-2022	2020-2021
	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>	-	



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### Other important disclosure notes

#### 17 Stock/ Inventory

Description	2021-2022	2020-2020
	KShs	KShs
<b>b) Borrowings</b>		
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>		



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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### 18 PROGRESS ON FOLLOW UP OF AUDIT OR 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)



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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Reports and Financial Statements  
For the year ended 30<sup>th</sup> June 2022

## 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 2022-1	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
<b>Construction of buildings</b>						
1. Multipurpose Hall	36,607,724.40	6/06/2018				
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>						



# ST. JOHN'S GIRLS SECONDARY SCHOOL

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## Reports and Financial Statements For the year ended 30<sup>th</sup> June 2022

### ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

Asset class	Date purchased	Location	Historical Cost b/f (Kshs) 1 <sup>st</sup> July 2022	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 <sup>th</sup> June 2022
Land 1		Kaloleni- Vishakani	Church Land			
Land 2	1975		3,500			
Buildings and structures						
Motor vehicles	2009	Kaloleni				
Office equipment, furniture and fittings						
ICT Equipment, and Other ICT Assets						
Tools and apparatus						
Textbooks						
Other Machinery and Equipment						
Heritage and cultural assets						
Intangible assets- soft ware						
<b>Total</b>						

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