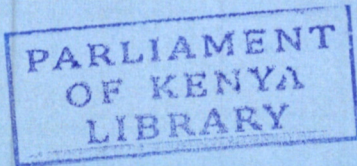


REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL

REPORT



OF

THE AUDITOR-GENERAL

ON

THE FINANCIAL STATEMENTS OF
REGISTRATION OF CERTIFIED PUBLIC
SECRETARIES BOARD

FOR THE YEAR
ENDED 30 JUNE 2016

*Paper laid by
LOM on 25/5/2017 (pm)*







OFFICE OF THE AUDITOR GENERAL
P. O. Box 30084 - 00100, NAIROBI
20 JAN 2017
RECEIVED

THE NATIONAL TREASURY



**REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD
(RCPSB)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED
30 JUNE 2016**

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

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I KEY RCPSB INFORMATION AND MANAGEMENT

(a) Background information

Registration of Certified Public Secretaries Board (RCPSB) is established under the Certified Public Secretaries of Kenya Act Cap 534 of the laws of Kenya. The Board has 10 members who are in charge of developing policies and strategies in order to achieve the mandate of the Board. The day to day operations of the board are under the responsibility of an Executive Officer appointed by the Board.

(b) Principal Activities

The principal activity of the Board is to register qualified Secretaries and issue practicing certificates to those registered Secretaries who are eligible to offer services to the public as Certified Public Secretaries of Kenya. The other mandate of the Board is a regulatory role which is to de-register members out of their professional misconduct or any other reason as stipulated in the Certified Public Secretaries Act Cap 534, Section 24.

(c) Key Management

The RCPSB's day-to-day management is under the following key organs:

1. Executive Officer
2. Clerical Officer
3. Secretarial Assistant

(d) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2016 and who had direct fiduciary responsibility were:

Designation	Name
1. Executive Officer	Patrick K. Mulwa

(e) Fiduciary Oversight Arrangements

- **The Board:** sets policy and is charged with the overall supervision of the Board activities.
- **Governance and Finance Committee:** in Charge of finance, audit and Governance Issues and reports to the Board.
- **Strategy and Development Committee:** in charge of strategy formulation, implementation, human resource management and reports to the Board
- **The Registrar:** An Ex-officio member of the Board appointed by the Cabinet Secretary, The National Treasury.

(f) RCPSB Headquarters

P.O. Box 58218 -00200

Treasury Building

Harambee Avenue

Nairobi, KENYA

(g) RCPSB Contacts

Telephone: (254) 020- 2252299 Ext: 33087/33276/33587

E-mail: regcpsb@gmail.com

Website: www.rcpsb.or.ke

(h) RCPSB Bankers




1. Central Bank of Kenya
Haile Selassie Avenue
P.O. Box 60000
City Square 00200
Nairobi, Kenya
2. National Bank of Kenya Limited
Harambee Avenue Branch,
P. O. Box 41862 - 00100,
Nairobi.






(i) Independent Auditors



Auditor General
Kenya National Audit Office
Anniversary Towers, University Way
P.O. Box 30084
GOP 00100
Nairobi, Kenya


(j) Principal Legal Adviser

The Attorney General
State Law Office
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya

II THE BOARD OF DIRECTORS				
PHOTO	NAME	D.O.B	ACADEMIC/PROFESSIONAL QUALIFICATIONS	WORK EXPERIENCE
	Jophece Yogo (Chairman)	12-7-56	Certified Public Secretaries of Kenya – CPS(K), Fellow Institute of Certified Public Secretaries of Kenya	CS Yogo is a practicing certified secretary with a strong link to the development of the certified secretary's profession. He has served the profession in various capacities since the Institute of Certified Public Secretaries of Kenya (ICPSK) was established. He became a member of the Board in 2011 and was appointed the Chairman of the Board in January, 2014.
	Doris W. Murimi (Vice Chair)	27-12-68	Msc(HRM)(University of Leicester), MBA- Accounting Option (Maastricht School of Management), Diploma in Financial Management (ACCA), CPS(K), Member, Institute of Human Resources Management, Member, Professional Trainers Association of Kenya (PTAK), Member Australian Mediation Association (AMA)	Director (DMR Consultants, Deputy Executive Director- Institute of Security Studies –South Africa, Finance and Investment Manager (Kenya Community Development Foundation, KCDF), Regional Finance Manager (Africa Wildlife Foundation-AWF, Kenya)
	Mary N. Mungai (Member)	1958	MSC in Agricultural Economics from Purdue University in USA. BSC in Agriculture from the University of Nairobi. Member Institute of Directors of Kenya	Deputy Commissioner of Cooperative , Min. of Industry Trade and Cooperatives, Head Finance and Banking, Director CIC, KARLO

	Linah J. Kiptoo (Member)	17/11/1969	MBA (UON), B. Ed(UON), CPA (K), Member-Institute of Public Accountants of Kenya (ICPAK)	Acting DCS - Administration and Finance (Commission of University Education), Chief Accountant (Daystar University), Divisional Accountant (Signon Freight Limited)
	Julius M. Kilinda (Registrar)	02-06-56	Executive MBA (MOI), CPA(K), Member-Institute of Public Accountants of Kenya (ICPAK)	Deputy Accountant General (The National Treasury), Accountant (Ministry of Agriculture), Accountant (Ministry Of Transport and Communication)
	Pius M. Nduatih, OGW (Member)	8/12/1958	Master of Business Administration (Leeds University), Bachelor of Commerce (Hons)(Accounting Option) University of Nairobi, Certified Public Accountant (CPA), Certified Public Secretary (CPS)	Secretary S Chief Executive (KASNEB) , Served as Chief Accountant and Senior Accountant (Commission for Higher Education) Council Member (ICPSK)
	Benrodgers M. Milaih (Member)	3/12/1962	MBA(HRM) (KU), BA(Hons) (UON), Higher National Diploma (HRM) (KNEC), Full Member Institute of Human Resources Management	Senior Assistant Director . Human Resource Management (Policy), Directorate of Public Service Management (DPSM) Deputy
	Damary Ayuku (Member)	26/12/1968	MBA (Strategic Management) (UON), Bachelor of Laws (LLB)(UON), Diploma in Legal Education (KSL) CPS(K)	Head of Legal and Regulatory Affairs (TPS Serena), Senior Legal Counsel (Muthoga Gaturu & Co. Advocates), Lecturer (Kenya Institute of Management), Legal Assistant (Kantai & Co. Advocates, Mwangi Njenga & Co. Advocates)

	Patrick N. Wachira (Member)	27/8/1981	Bachelor of Laws (Moi University), Diploma Legal Education (KSL), ACCA (Part III)	Senior State Counsel (Attorney General Chambers), Partner (Wachira Nguyo & Co. Advocates).
	Patrick K. Mulwa (Executive Officer)	18-10-69	Bachelor of Commerce (UON), CPS (KASNEB), Associate Member, Kenya Institute of Management, Member, Professional Trainers Association of Kenya)	Executive Officer (RCPSB), Academic Administrator (Kenya Institute of Development Studies), Principal (Legacy College), Principal and Chief Trainer (East Africa School of Management), Lecturer, (Kigali Institute of Management), Programs Manager (TEC Institute of Management), Training and Marketing Manager (Onix Computer Services Limited)

III MANAGEMENT TEAM					
	PHOTO	NAME	D.O.B	ACADEMIC/PROFESSIONAL QUALIFICATIONS	MAIN AREAS OF RESPONSIBILITY
		Patrick K. Mulwa (Executive Officer)	18-10-1969	Bachelor of Commerce (UON), CPS (KASNEB), Associate Member, Kenya Institute of Management, Member, Professional Trainers Association of Kenya)	<ul style="list-style-type: none"> • Manage the financial resources of the Board; • Developing internal control procedures; • Maintaining the Minutes Book; • Maintaining books of account and preparing the Board's quarterly and final financial statements; • Maintain members' register;

IV CHAIRMAN'S STATEMENT

I take this opportunity to once again present the Board's annual report and financial statements for the year ended 30 June 2016. The Board continued implementing its core mandate which is to register qualified secretaries and issue practicing certificates to those registered secretaries who are eligible to offer services to the public as Certified Secretaries.

The adoption of Mwongozo: A Code of Governance for State Corporation by the Government in 2015 has led to an increased interest in registrations as a Certified Secretary in the public service. This has created opportunities for the Certified Secretary's profession and opportunities for CS graduates have been created in the devolved government units and the Board will continue being in the forefront in ensuring that those that the law requires to be certified secretaries have the necessary qualifications.

The evolving legal and regulatory environment has continued to create opportunities for Certified Secretaries. Notable are the adoption of Mwongozo; a Code of Governance for State Corporations by the Government and the Insolvency Act No. 18 of 2015. These changes have created demand for practicing certificates issued by the Board. The rollout of the accreditation course for Governance Auditors by the Institute of Certified Public Secretaries of Kenya (ICPSK) has also increased the demand for registration services for Certified Secretaries and issue of practicing certificates. In order to boost its revenue the board also reviewed its fees upwards in cognizant of the fact that the fees were last reviewed in 2009. Subsequently the new fees were gazetted by the Cabinet Secretary, National Treasury on 18th September 2015 and became operational on 1st of October 2015. It is in the light of this that I wish to confirm that the Board was able to reverse the deficit it made in the FY 2014/2015 to a surplus in the FY 2015/2016. It is projected that the good performance will be extended into the FY 2016/2017.

The Board in line with its strategic plan will continue working with its strategic partners to promote the CPS profession by increasing membership, opportunities for members and ensuring the highest degree of professional discipline.

The continued success of the Board would not have been possible without the continued support of our clients, stakeholders and the National Treasury. On behalf of the Board I would like to extend my sincere gratitude to all for their valuable support and confidence.

I would like to thank the staff of the Board for their dedication and hard work that has ensured that the Board is able to discharge its mandate effectively.

Finally I would like to thank my fellow Board members for their commitment to the Board and the support they have accorded me and the Board in implementing its mandate.

Jophece Yogo
Chairman



Date: 20/01/2017

V REPORT OF THE CEO

A number of developments in the in legal, regulatory and professional environment for the Certified Secretarial profession in the FY 2015/2016 had a positive impact on the financial performance of the Board. Notable developments include are the adoption of Mwongozo; a Code of Governance for State Corporations by the Government and the Insolvency Act No. 18 of 2015. These changes have created demand for practicing certificates issued by the Board. The rollout of the accreditation course for Governance Auditors by the Institute of Certified Public Secretaries of Kenya (ICPSK) has also increased the demand for registration services for Certified Secretaries and issue of practicing certificates.

In order to boost its revenue the board also reviewed its fees upwards in cognizant of the fact that the fees were last reviewed in 2009. Subsequently the new fees were gazetted by the Cabinet Secretary, National Treasury on 18th September 2015 and became operational on 1st of October 2015. The Board also requested the parent Ministry to reinstate the operational grant to its original level of Ksh. 1,210,000 and the request was granted. The Board also adopted a serious stance on cost control so as to maintain or reduce its operating costs. The foregoing had a positive impact on the revenues of the Board. It is in the light of this that I wish to confirm that the Board was able to reverse the deficit it made in the FY 2014/2015 to a surplus in the FY 2015/2016. It is projected that the good performance will be extended into the FY 2016/2017.

The Board continued its core mandate which is to register qualified secretaries and issue practicing certificates to those who are eligible to offer services to the public as Certified Secretaries.

The Board and other like-minded stakeholders will continue their efforts in entrenching the certified secretary in both public and private organizations. This will create opportunities for CPS graduates and drive the demand for registration which accounts for a large percentage of the Board's revenue. The Board has commenced with the process of constituting the Inter-Institutional Strategy Committee of the three Certified Secretary institutions; the RCPSB, ICPSK and KASNEB in order to operationalize and implement the strategic plan of the Certified Secretary Profession and taking advantage of the favourable and enabling legal environment to enhance the visibility of the profession.

With the foregoing it is projected that the 2015-2016 period is going to be a productivity period for the Board.

Patrick Mulwa

Executive Officer



Date: 19/01/2017

VI CORPORATE GOVERNANCE STATEMENT

In order to implement its mandate, ensure good corporate governance and ensure the implementation of the Board's strategic plans, the Board has established two committees: Strategy and Development Committee and Governance and Finance Committee.

Strategy and Development Committee: The purpose of Strategy and Development Committee is coordinate and monitor the implementation of the Board's and CPS Profession's Strategic Plans as well as developing linkages needed in the development of the CPS profession

Terms of Reference

1. To advise the Board on the development of appropriate tools for the implementation of the strategic plan.
2. To advise the Board on the establishment of parameters, structures and processes for monitoring the execution of strategies for implementation of the Strategic Plans.
3. To review and advise the Board on the effectiveness of the implementation tools for the Strategic Plan.
4. To pick up, review and advise the Board on significant changes in the CPS regulatory environment that have an impact on the implementation tools for the Strategic Plan.
5. To undertake a mid-term review of the strategic plan.
6. To establish linkages and coordination mechanisms with the other CPS Institutions in the implementation of both Strategic plans.
7. To develop the Boards and Professions 2017-2021 Strategic Plans.
8. To do any other thing that is connected to or ancillary to the foregoing for the attainment of the Committee's mandate

Governance and Finance Committee: The Governance and Finance Committee will be in charge of financial and administrative matters of the Board.

Terms of Reference

1. To monitor the financial management of the Board's financial resources.
2. To ensure development and implementation of effective internal controls for the Board.
3. Advise the Board on how to invest the Board's surplus funds.
4. To ensure financial reporting accuracy and compliance
5. To provide internal audit services and make recommendations to the Board
6. Make recommendations to the Board on how to increase revenues.
7. To make recommendations on capital expenditure to the Board.
8. To make recommendations to the Board on staff matters including and not limited to recruitment, selection, remuneration, training and development, welfare, discipline and separation.

The Board Committees exercise the powers conferred by the Board subject to the provisions of the CPS Act (CAP 534), directives of the Board given from time to time and the Terms of Reference. In the execution of its mandates, the Committees may request for information from management and or liaise with any person or external bodies or institutions for purposes of attaining its mandate.

VII CORPORATE SOCIAL RESPONSIBILITY STATEMENT

The Registration of Certified Public Secretaries Board exists to deliver valued services to CPS graduates, registered members and other stakeholders by informing, advising them, representing their interests and providing them with excellent services in registration and issue of practicing certificates.

Vision

To be recognised regionally as the leading professional Board in the development and regulation of the certified secretaries and governance profession.

Mission

To promote good governance and ethical practice through enforcement of high standards of professional conduct and excellence.

Core Values

The fundamental values of the RCPSB are as follows:

- (a) Good governance.
- (b) Integrity.
- (c) Transparency and accountability.

We believe in:

- Maintaining trusted relationships with all members and stakeholders;
- Delivering excellent service;
- Enhancing the value and benefits of membership by working closely with the Institute of Certified Public Secretaries ;
- Acting with honesty and integrity and treating everyone with respect;
- Including, empowering, supporting and developing our employees;
- Supporting and contributing to the CPS profession.

RCPSB takes its broader obligations as a responsible corporate citizen by ensuring only qualified and registered certified secretaries provide the public with secretarial services.

VIII**REPORT OF DIRECTORS**

The Directors submit their report together with the audited financial statements for the year ended June 30, 2016 which show the state of the RCPSB's affairs.

Principal activities

The principal activities of the Registration of Certified Public Secretaries Board continue to be to register qualified Secretaries and issue practicing certificates to those registered Secretaries who are eligible to offer services to the public as Certified Public Secretaries of Kenya. The other mandate of the Board is a regulatory role which is to de-register members out of their professional misconduct or any other reason as stipulated in the Certified Public Secretaries Act Cap 534, Section 24.

Results

The results of the RCPSB for the year ended June 30, 2016 are set out on pages 1 to 5

Directors

The members of the Board of Directors who served during the year financial year 2015/2016 shown on page (iv)-(vii)

Auditors

The Auditor General is responsible for the statutory audit of the *RCPSB* in accordance with the Section 34 of the Certified Public Secretaries Act, Section 14 (3) of the State Corporations Act (CAP 446) and Section 68 (2) of the Public Finance Management (PFM) Act, 2012)

By Order of the Board

CS. Patrick Mulwa



Executive Officer and Secretary to the Board

Nairobi

Date: 19/01/2017

IX STATEMENT OF DIRECTORS RESPONSIBILITY

Section 34 of the Certified Public Secretaries Act (CAP 534), Section 81 (1) of the Public Finance Management Act, 2012 and section 14 (2) of the State Corporations Act, require the Directors to prepare financial statements in respect of that RCPSB, which give a true and fair view of the state of affairs of the RCPSB at the end of the financial year/period and the operating results of the RCPSB for that year/period. The Directors are also required to ensure that the RCPSB keeps proper accounting records which disclose with reasonable accuracy the financial position of the RCPSB. The Directors are also responsible for safeguarding the assets of the RCPSB.

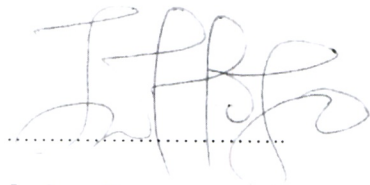
The Directors are responsible for the preparation and presentation of the RCPSB's financial statements, which give a true and fair view of the state of affairs of the RCPSB for and as at the end of the financial year (period) ended on June 30, 2016. This responsibility includes: (i) maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the RCPSB; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the RCPSB; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Directors accept responsibility for the RCPSB's financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgments and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act and the State Corporations Act. The Directors are of the opinion that the RCPSB's financial statements give a true and fair view of the state of RCPSB's transactions during the financial year ended June 30, 2015, and of the RCPSB's financial position as at that date. The Directors further confirm the completeness of the accounting records maintained for the RCPSB, which have been relied upon in the preparation of the RCPSB's financial statements as well as the adequacy of the systems of internal financial control.

Nothing has come to the attention of the Directors to indicate that the RCPSB will not remain a going concern for at least the next twelve months from the date of this statement.

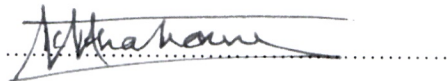
Approval of the financial statements

The RCPSB's financial statements were approved by the Board on 28th September 2016 and signed on its behalf by:



Jophece Yogo

Chairman



Tom K. Khakame

Registrar

REPUBLIC OF KENYA

Telephone: +254-20-342330
Fax: +254-20-311482
E-mail: oag@oagkenya.go.ke
Website: www.kenao.go.ke



P.O. Box 30084-00100
NAIROBI

OFFICE OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD FOR THE YEAR ENDED 30 JUNE 2016

REPORT ON THE FINANCIAL STATEMENTS

I have audited the accompanying financial statements of Registration of Certified Public Secretaries Board set out on pages 1 to 22, which comprise the statement of financial position as at 30 June 2016, and the statement of financial performance, statement of changes in net assets, statement of comparison of budget and actual amounts and statement of cash flows 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 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.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Accrual Basis) and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

The 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.

Auditor-General's Responsibility

My responsibility is to express an opinion on these financial statements based on the audit and report 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. The audit was conducted in accordance with International Standards of Supreme Audit Institutions. Those standards require compliance with ethical requirements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments,

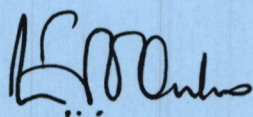
Report of the Auditor-General on the Financial Statements of Registration of Certified Public Secretaries Board for the year ended 30 June 2016

the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Registration of Certified Secretaries Board as at 30 June 2016, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) and comply with the Certified Public Secretaries Act, Cap 534 of the Laws of Kenya.



FCPA Edward R. O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

10 May 2017

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XI STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2016

	Note	2015-2016 Ksh	2014-2015 Ksh
Revenue from non-exchange transactions			
Transfers from other governments – gifts and services-in-kind	3	1,271,200	871,200
		1,271,200	871,200
Revenue from exchange transactions			
Rendering of services	4	2,246,500	1,398,900
Finance income - external investments	5	773,328	680,112
Other income	6	248,622	-
		3,268,450	2,079,012
Total revenue		4,539,650	2,950,212
Expenses			
Employee costs	7	2,270,837	2,135,002
Remuneration of Board Members	8	855,500	789,000
Depreciation and amortization expense	9	25,033	25,033
Repairs and maintenance	10	11,600	11,600
General expenses	11	1,079,892	789,442
Finance costs	12	33,945	22,991
Total expenses		4,276,807	3,773,068
Surplus for the period		262,843	(822,856)

The notes set out on pages 6 to 21 form an integral part of the Financial Statements

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XII. STATEMENT OF FINANCIAL POSITION

As at 30 June 2016

	Note	2015-2016 Ksh	2014-2015 Ksh
Current assets			
Cash and cash equivalents	13	9,134,841	8,551,800
Receivables from exchange transactions	14	-	-
Receivables from non-exchange transactions	15	2,000	44,666
		9,136,841	8,596,466
Non-current assets			
Property, plant and equipment	16	-	25,033
		-	25,033
Total assets		9,136,841	8,621,499
Liabilities			
Current liabilities			
Trade and other payables from exchange transactions	17	473,206	220,706
Provisions	18	92,800	92,800
		566,006	313,506
Total liabilities		566,006	313,506
Net assets			
Reserves	19	8,307,992	9,130,848
Accumulated surplus	19	262,843	(822,856)
		8,570,835	8,307,993
Total net assets and liabilities		9,136,841	8,621,499

The Financial Statements set out on pages 1 to 5 were signed on behalf of the Board of Directors by:

Chairman of the Board


Jophece Yogo

Signature: 

Date: 20/01/2017

Registrar

Tom K. Khakame

Signature: 

Date: 20-01-2017

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XIII

STATEMENT OF CHANGES IN NET ASSETS

For the year ended 30 June 2016

Attributable to the owners of the
controlling entity

Reserves

	2016		2015
Accumulated surplus	Accumulated surplus		
	Kshs	Kshs	
Balance as at 30 JUNE 2015	8,307,992	Balance as at 30 JUNE 2014	9,130,848
Balance as at 30 JUNE 2015	8,307,992	Balance as at 30 JUNE 2014	9,130,848
Surplus(Deficit) for the period	262,843	Surplus(Deficit) for the period	(822,856)
Balance as at 30 JUNE 2016	<u>8,570,835</u>	Balance as at 30 JUNE 2015	<u>8,307,992</u>

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XIV STATEMENT OF CASH FLOWS

	Note	2015-2016	2014-2015
		Ksh	Ksh
Cash flows from operating activities	13	(1,461,486)	(2,312,457)
Cash flows from Financing Activities			
Grant in Aid		1,271,200	871,200
Cash flow from Investing activities			
Interest		773,328	680,112
Net Movement In cash and Cash Equivalents	13	<u>583,042</u>	<u>(761,145)</u>
Cash and cash equivalents at 1 JULY		<u>8,551,800</u>	9,312,944
Cash and cash equivalents at 30 JUNE 2016	13	<u>9,134,841</u>	<u>8,551,800</u>

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XV: STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS

	Original budget	Adjustm ents	Final budget	Actual on comparable basis	Performance difference
	2015-2016	2015- 2016	2015- 2016	2015-2016	2015-2016
	Kshs	Kshs	Kshs	Kshs	Kshs
Revenue					
Government grants and subsidies	2,000,000	-	2,000,000	1,271,200	(728,800)
Rendering of services	1,785,000	-	1,785,000	2,246,500	461,500
Other Income	500,000	-	500,000	248,622	(249,622)
Finance Income	536,000	-	536,000	773,328	237,328
Total income	4,821,000	-	4,821,000	4,539,650	(281,350)
Expenses					
Compensation of employees	2,335,811	-	2,335,811	2,270,837	(64,974)
Board Expenses& Board Capacity Building	1,370,000	-	1,370,000	855,500	(512,744)
General Expenses	1,088,433		1,088,433	1,116,525	28,092
Finance Costs	25,000	-	25,000	33,945	8,945
Total expenditure	4,819,244	-	4,819,244	4,276,807	(542,437)
Surplus for the period	1,756	-	1,756	262,843	261,087

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

XVI NOTES TO THE FINANCIAL STATEMENTS

1. Statement of compliance and basis of preparation

The Public Finance Management (PFM) Act, 2012 under section 192 provides for the establishment of the Public Sector Accounting Standards Board (PSASB). The PSASB was gazetted on 28th February 2014 vide Gazette Notice No. 1199. The Board in its 4th Board meeting and in exercising its mandate as outlined in article 194(1)(e) of the PFM Act approved the adoption of The International Public Sector Accounting Standards (IPSAS) for public sector entities. The application of this standards and guidelines was effective from 1st July 2014 for in –year annual financial statements for the year 2014/2015 and the annual financial statements for the year 2014/2015 were to be prepared in accordance with these standards.

The RCPSB's financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) as required by the PSASB. The financial statements are presented in Kenya shillings, which is the functional and reporting currency of the entity and all values are rounded to the nearest thousand (Ksh). The accounting policies have been consistently applied to all the years presented.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the direct method. The financial statements are prepared on accrual basis.

2. Summary of significant accounting policies

a) Revenue recognition

i) Revenue from non-exchange transactions

Transfers from other government entities

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the entity and can be measured reliably.

ii) Revenue from exchange transactions

Rendering of services

The entity recognizes revenue from rendering of services by reference to the stage of completion when the outcome of the transaction can be estimated reliably. The stage of completion is measured by reference to labour hours incurred to date as a percentage of total estimated labour hours.

Where the contract outcome cannot be measured reliably, revenue is recognized only to the extent that the expenses incurred are recoverable.

Interest income

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this yield to the principal outstanding to determine interest income each period.

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

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b) Budget information

The annual budget is prepared on the accrual basis, that is, all planned costs and income are presented in a single statement to determine the needs of the entity. As a result of the adoption of the accrual basis for budgeting purposes, there are no basis, timing or entity differences that would require reconciliation between the actual comparable amounts and the amounts presented as a separate additional financial statement in the statement of comparison of budget and actual amounts.

c) Taxes

Current income tax

The Board is exempt from income tax vide legal notice number 30 of January 1992.

d) Investment property

Investment properties are measured initially at cost, including transaction costs. The carrying amount includes the replacement cost of components of an existing investment property at the time that cost is incurred if the recognition criteria are met and excludes the costs of day-to-day maintenance of an investment property.

Investment property acquired through a non-exchange transaction is measured at its fair value at the date of acquisition. Subsequent to initial recognition, investment properties are measured using the cost model and are depreciated over a 30-year period.

Investment properties are derecognized either when they have been disposed of or when the investment property is permanently withdrawn from use and no future economic benefit or service potential is expected from its disposal. The difference between the net disposal proceeds and the carrying amount of the asset is recognized in the surplus or deficit in the period of de-recognition.

Transfers are made to or from investment property only when there is a change in use.

e) Property, plant and equipment

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

Depreciation on furniture and office equipment has been provided for on straight line basis at the rate of 12.5%. Depreciation on computers has been provided at 30%.

f) Financial instruments

Financial assets

Initial recognition and measurement

Financial assets within the scope of IPSAS 29 Financial Instruments: Recognition and Measurement are classified as financial assets at fair value through surplus or deficit, loans and receivables, held-to-maturity investments or available-for-sale financial assets, as appropriate. The Entity determines the classification of its financial assets at initial recognition.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial measurement, such financial assets are subsequently measured at amortized cost using the effective interest method, less impairment. Amortized cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate. Losses arising from impairment are recognized in the surplus or deficit.

Held-to-maturity

Non-derivative financial assets with fixed or determinable payments and fixed maturities are classified as held to maturity when the Entity has the positive intention and ability to hold it to maturity. After initial measurement, held-to-maturity investments are measured at amortized cost using the effective interest method, less impairment. Amortized cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate. The losses arising from impairment are recognized in surplus or deficit.

Impairment of financial assets

The Entity assesses at each reporting date whether there is objective evidence that a financial asset or a entity of financial assets is impaired. A financial asset or a entity of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events that has occurred after the initial recognition of the asset (an incurred 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset or the entity of financial assets that can be reliably estimated. Evidence of impairment may include the following indicators:

- The debtors or a entity of debtors are experiencing significant financial difficulty
- Default or delinquency in interest or principal payments
- The probability that debtors will enter bankruptcy or other financial reorganization
- Observable data indicates a measurable decrease in estimated future cash flows (e.g. changes in arrears or economic conditions that correlate with defaults)

ii) Financial liabilities

Initial recognition and measurement

Financial liabilities within the scope of IPSAS 29 are classified as financial liabilities at fair value through surplus or deficit or loans and borrowings, as appropriate. The Entity determines the classification of its financial liabilities at initial recognition.

All financial liabilities are recognized initially at fair value and, in the case of loans and borrowings, plus directly attributable transaction costs.

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

i) Provisions

Provisions are recognized when the Entity has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the Entity expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognized as a separate asset only when the reimbursement is virtually certain.

The expense relating to any provision is presented in the statement of financial performance net of any reimbursement.

Contingent liabilities

The Entity does not recognize a contingent liability, but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

Contingent assets

The Entity does not recognize a contingent asset, but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Entity in the notes to the financial statements. Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

k) Nature and purpose of reserves

The Entity creates and maintains reserves in terms of specific requirements. Entity invests the reserves in Government treasury bills as per the National Treasury guidelines.

l) Changes in accounting policies and estimates

The Entity recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

m) Employee benefits

Retirement benefit plans

The Entity provides retirement benefits for its employees. Defined contribution plans are post-employment benefit plans under which an entity pays fixed contributions into a separate entity (a fund), and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The contributions to fund obligations for the payment of retirement benefits are charged against income in the year in which they become payable.

o) Service concession arrangements

The Entity analyses all aspects of service concession arrangements that it enters into in determining the appropriate accounting treatment and disclosure requirements. In particular, where a private party contributes an asset to the arrangement, the Entity recognizes that asset when, and only when, it controls or regulates the services the operator must provide together with the asset, to whom it must provide them, and at what price. In the case of assets other than 'whole-of-life' assets, it controls, through ownership, beneficial entitlement or otherwise – any significant residual interest in the asset at the end of the arrangement. Any assets so recognized are measured at their fair value. To the extent that an asset has been recognized, the Entity also recognizes a corresponding liability, adjusted by a cash consideration paid or received.

p) 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 the Central Bank of Kenya and at various commercial banks at the end of the financial year. For the purposes of these financial statements, cash and cash equivalents also include short term cash imprests and advances to authorized public officers and/or institutions which were not surrendered or accounted for at the end of the financial year.

s) Comparative figures

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

t) Significant judgments and sources of estimation uncertainty

The preparation of the Entity's financial statements in conformity with IPSAS requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period. However, uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability affected in future periods.

Estimates and assumptions

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are described below. The Entity based its assumptions and estimates on parameters available when the consolidated financial statements were prepared. However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of the Entity. Such changes are reflected in the assumptions when they occur. IPSAS 1.140

Useful lives and residual values

The useful lives and residual values of assets are assessed using the following indicators to inform potential future use and value from disposal:

- The condition of the asset based on the assessment of experts employed by the Entity
- The nature of the asset, its susceptibility and adaptability to changes in technology and processes

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

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- The nature of the processes in which the asset is deployed
- Availability of funding to replace the asset
- Changes in the market in relation to the asset

Provisions

Provisions were raised and management determined an estimate based on the information available.

Provisions are measured at the management's best estimate of the expenditure required to settle the obligation at the reporting date, and are discounted to present value where the effect is material.

The estimates are discounted at a pre-tax discount rate that reflect current market assessments of the time value of money.

u) 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 June 30, 2016.

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

3. Transfers from other governments – gifts and services-in-kind

	2016 KSh	2015 KSh
Unconditional grants		
Operational grant	1,271,200	871,200
Other	-	-
	1,271,200	871,200
Other organizational grants	-	-
Total government grants and subsidies	1,271,200	871,200

4. Rendering of services

	2016 Ksh.	2015 Ksh.
Registration Certificate	1,558,500	1,012,500
Re-registration Fees	93,000	108,000
Practicing Certificate	515,000	218,400
Authority to Practice	80,000	60,000
Other	-	-
Total revenue from the rendering of services	2,246,500	1,398,900

5. Finance income - external investments

	2016 Ksh	2015 Ksh
Cash investments and fixed deposits	773,328	680,112
Total finance income – external investments	773,328	680,112

6. Other income

	2016 Ksh	2015 Ksh
KASNEB	200,000	-
Gulam Hussein	4,000	-
WK. Kihara	9,000	-
L. Naivasha Panorama	35,000	-
Miscellaneous Credit	550	-
Refund	72	-
Total other income	248,622	-

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7. Employee costs

	2016	2015
	Ksh.	Ksh.
Employee related costs - salaries and wages	1,241,301	1,244,966
Employee related costs - contributions to pensions	124,830	120,397
Medical aids	120,706	159,639
Travel, motor car, accommodation, subsistence and leave allowances	202,000	202,000
Housing benefits and allowances	582,000	408,000
Overtime payments	-	-
Employee costs	2,270,837	2,135,002

8. Remuneration of Board Members

	2016	2015
	Ksh.	Ksh.
Honoraria	220,000	240,000
Board Sitting Allowance	635,500	549,000
Total Board Remuneration	855,500	789,000

9. Depreciation and amortization expense

	2016	2015
	Ksh.	Ksh.
Property, plant and equipment	25,033	25,033
Total depreciation and amortization	25,033	25,033

10. Repairs and maintenance

	2016	2015
	Ksh	Ksh
Website	11,600	11,600
Total repairs and maintenance	11,600	11,600

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11. General expenses

The following are included in general expenses:

	2016	2015
	Ksh	Ksh
Administrative Expenses/Miscellaneous	5,775	4,300
Advertising/Gazettement	-	-
Audit fees	92,800	92,800
Conferences and delegations	390,700	219,500
Consumables	88,909	85,657
Newspaper	15,060	15,960
Postage	1,915	2,288
Printing and stationery	189,423	247,527
Post Box Rental	6,960	6,960
Telecommunication	25,940	27,600
Transport	37,410	16,750
Training	-	32,000
Strategic Plan Development	200,000	-
Other Board Expenses	25,000	38,100
Total general expenses	1,079,892	789,442

12. Finance costs

	2016	2015
	Ksh	Ksh
Bank Charges	33,945	22,991
Total finance costs	33,945	22,991

13. Cash and cash equivalents

	2016	2015
Cash Generated from Operations		
Surplus/Deficit for the year	262,843	(822,856)
Adjustments for		
Depreciation	25,033	25,033
Grant in aid	(1,271,200)	(871,200)
Interest	(773,328)	(680,112)
Changes in Working Capital		
Accounts Receivables	42,666	(14,166)
Accounts Payable	252,500	50,844
Cash generated from operations	(1,461,486)	(2,312,457)
Grant	1,271,200	871,200
Cash flow from Investing Activities		
Interest	773,328	680,112
Net Cash flow from Investing	773,328	680,112

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Net Movement In cash and Cash Equivalents	583,042	(761,145)
Cash and cash equivalents at 1 JULY	8,551,800	9,312,945
Cash and cash equivalents at 30 JUNE	9,134,842	8,551,800
Cash (National Bank of Kenya - Account no. 01021002846501)	1,434,841	1,551,800
Short-term deposits (Central Bank of Kenya -Account No. 103798-1)	7,700,000	7,000,000
Total cash and cash equivalents	9,134,841	8,551,800

14. Receivables from exchange transactions

	2016 Ksh.	2015 Ksh.
Current receivables		
Total receivables from Exchange transactions	-	-

15. Receivables from non-exchange contracts

	2016 Ksh.	2015 Ksh.
Current receivables	2,000	44,666
Total receivables from Non Exchange transactions	2,000	44,666
Total receivables	2,000	44,666

16. Property, plant and equipment

FY 2015 - 2016	COMPUTERS	OFFICE EQUIPMENT	TOTAL
	Kshs	Kshs	Kshs
Cost or Valuation:	70,000	31,557	101,557
Accumulated Depreciation	49,000	27,049	76,049
As at 1 st July 2015	7,000	4,508	11,508
DEPRECIATION			
Charge for the Year	21,000	4,508	25,508
Net Book Value:			
As at 30th, June 2016	-	-	-
FY 2014 - 2015	COMPUTERS	OFFICE EQUIPMENT	TOTAL
	Kshs	Kshs	Kshs
Cost or Valuation:	70,000	31,557	101,557
As at 1st July, 2012			
Accumulated Depreciation	42,000	22,541	64,541
As at 1st July 2014	28,000	4,508	32,508
DEPRECIATION			
Charge for the Year	21,000	4,508	25,508
Net Book Value:			
As at 30th, June 2015	7,000	4,508	11,508

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FY 2013 - 2014	COMPUTERS	OFFICE EQUIPMENT	TOTAL
	Kshs	Kshs	Kshs
Cost or Valuation:	70.000	31.557	101.557
Accumulated Depreciation	21.000	18.033	39.033
As at 1st July 2013	49,000	13,524	62,524
DEPRECIATION			
Charge for the Year	21.000	4.508	25.508
Net Book Value:			
As at 30th, June 2014	28,000	9,016	37,016

FY 2012 - 2013	COMPUTERS	OFFICE EQUIPMENT	TOTAL
	Kshs	Kshs	Kshs
Cost or Valuation:	70.000	31.557	101.557
Accumulated Depreciation	-		0
As at 1st July 2012	70.000	13.525	83.525
DEPRECIATION			
Charge for the Year	21.000	4.508	25.508
Net Book Value:			
As at 30th, June 2013	49.000	13.524	62.524

FY 2011 - 2012	COMPUTERS	OFFICE EQUIPMENT	TOTAL
	Kshs	Kshs	Kshs
Cost or Valuation:		29.666	29.666
Additions		36.065	36.065
Accumulated Depreciation		29.590	29.590
As at 1st July 2011			
DEPRECIATION			
Charge for the Year		4.584	4,584
Net Book Value:			
As at 30th, June 2012		31.557	31,557

17. Trade and other payables from exchange transactions

	2016	2015
	Ksh	Ksh
Trade payables and other payables	100.000	100.000
Medical- Inpatient	120.706	120.706
PPD Consultants	252.500	-
Total trade and other payables	473,206	220,706

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18. Current provisions

	2016 Ksh	2015 Ksh
Balance at the beginning of the year	92,800	92,800
Total Provisions	92,800	92,800

19. Reserves

	Accumulated surplus Ksh	Accumulated surplus Kshs
Balance as at 30 JUNE 2015	8,307,992	9,092,081
Surplus/(deficit) for the period		38,767
Balance as at 30 JUNE 2015)		
Surplus for the period	8,307,992	9,130,848
Balance as at 30 JUNE 2016	262,843	(822,856)
	8,570,835	8,307,992

20. Financial instruments

2016 Ksh	2015 Ksh
7,700,000	7,000,000
7,700,000	7,000,000

21. Material Variances between Budget and Actual Amounts

Item	Final Budget	Actual on a Comparable Basis	Variance	Explanation
Revenue				
Operational grant	1,210,000	1,271,200	61,200	The parent Ministry was gave the Board slightly more than what it had indicated in its final budget

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Rendering of Services	1,785,000	2,246,500	461,500	The revenue increased due to increase in fees in October 2015 and demand for practicing certificates for Governance Auditors which was a requirement by the ICPSK
Finance Income	536,000	773,328	237,328	Finance income increased due to favourable interest rate on Government treasury bills

Expenses

Compensation of employees	2,335,811	2,270,837	64,974	There was drop in employee costs. This was due to suspension of higher pension contributions by the NSSF.
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REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Annual Report and Financial Statements for The Financial Year ended 30 June 2016

Board Expenses	870,000	855,500	14,500	The budget had factored full board member's attendance of Board and committee meetings. However not all members attended and hence some sitting allowances were not paid.
General Expenses	1,088,433	1,116,525	28,092	This was due to the financing of the development of the Strategic Plan

22. Related Party Transactions

The Registration of Certified Public Secretaries Board (RCPSB) is created by the Certified Public Secretaries Act, CAP 534, the Laws of Kenya. The Board administratively operates under the Directorate of Accounting Services and Quality Assurance, The National Treasury. The National Treasury provides an operational grant to the Board. In the financial year ended June 2016, the National Treasury provided the Board with a grant of Ksh. 1,271,200. This amount has been disclosed as revenue in the financial statements (Note 3).

The other related parties include Board members appointed according to the CPS Act Cap 534 and the Board pays them sitting allowances that are determined by the Board from time to time.

The Board registers Certified Secretaries who become members of the Institute of Certified Public Secretaries of Kenya (ICPSK) after they graduate from KASNEB. The Board, KASNEB and the ICPSK jointly have developed a Certified Secretaries Profession Strategic Plan which is also financed and implemented jointly by the three Institutions. In the Financial Year 2015/2016 KASNEB funded the Boards activities to the tune of Ksh. 412,500 and the ICPSK contributed Ksh. 40,000 to finance the implementation of the joint strategic plan.



23. Financial Instruments: Disclosures

Market Risk

Qualitative Disclosures

The Board makes short-term money market investments in Central Bank of Kenya Treasury Bills. These Instruments are held to maturity upon which they are rolled over again for a period of three (3 months)

Quantitative Disclosures

As at June 30, 2016, the Board had invested Ksh.7,700,000 in Treasury Bills with the Central Bank of Kenya.

Opening Balance (as at July 1 st 2015)	Ksh. 7,000,000
Purchases (November 2015)	<u>Ksh. 700,000</u>
Closing Balance as at June 30 th 2016	<u>Ksh. 7,700,000</u>

Accounting Policies

Investment in treasury bills is recognized at cost at the time of purchase and the income is recognized as income when paid as interest and credited into the Board's Current Account with the National Bank of Kenya.

Effect on Financial Statements- Financial Position (Assets) and Financial Performance (Surplus/ Deficit)

The interest received is recognized as income in the statement of financial performance and its amount and variability may have an impact on the surplus or deficit of the Board's financial performance.

Nature and Extent of Risk

The main risk this investment instrument is exposed to is market related in nature and is the interest rate risk. Therefore variability and especially decline in interest rates will affect the return on this investment.

The challenge faced in mitigating this risk is that the Public Finance Management Act, the State Corporations Act and Treasury guidelines do not allow investments other than in government securities. This has led to a high concentration of risk in one financial instrument.

To ensure prudent investment decisions, monitoring and control, the Board has constituted a Governance and Finance Committee which advises the Board on matters related to acquisition, monitoring and controlling risks in relation to investments. The Committee meets once every quarter and makes its report to the full Board.

Credit Risk

The Board does not extend credit to its clients who are supposed to pay for services on delivery. Advances given to staff are recovered at source from the payroll and to mitigate the liquidity risk the Board maintains adequate reserves that are invested in Government Treasury Bills.

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

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The Board does not borrow to finance its activities and has no overdraft facilities with its bankers. Thus it is not exposed to credit risk

Liquidity Risk

The Board maintains adequate reserves and its revenue stream is adequate to meet its operating cost and its financial obligation as and when they fall due. Thus its exposure to this type of risk is negligible.

24. Contingent Liabilities Disclosures

The Board complies with the CPS Act and other statutory requirements. There is no matter that has come to the notice of the Board that may expose the Board to any contingent liability.

25. Taxation

The Board's income is exempt tax exempt vide gazette notice No. 30 of 22nd January 1992. The Investment Income of the Board is also exempt from tax vide Exemption certificate no. 01979.

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Annual Report and Financial Statements for The Financial Year ended 30 June 2016

XVII:PROGRESS ON FOLLOW UP OF AUDITORS RECOMMENDATIONS

No issues were raised by the Auditor in the last audit 2014/2015

CHAIRMAN OF THE BOARD

JOPHECE YOGO

SIGNATURE:


DATE: 20/01/2017:

REGISTRAR OF THE BOARD

TOM K. KHAKAME

SIGNATURE:


DATE: 20-01-2017