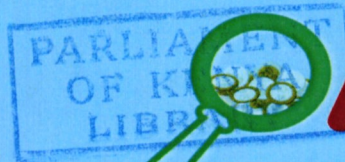


REPUBLIC OF KENYA



**OAG**



**OFFICE OF THE AUDITOR-GENERAL**

*Enhancing Accountability*

**REPORT**

THE NATIONAL ASSEMBLY  
PAPERS TAID

DATE: 15 FEB 2023

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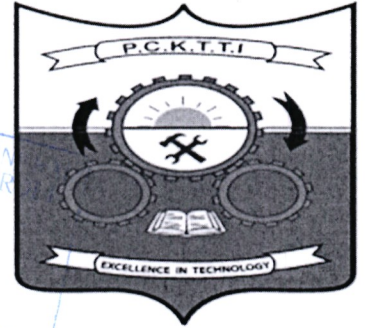
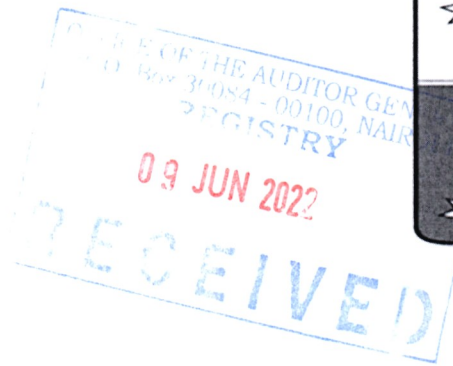
M. Moch

**THE AUDITOR-GENERAL**

**ON**

**PC KINYANJUI TECHNICAL AND  
TRAINING INSTITUTE**

**FOR THE YEAR ENDED  
30 JUNE, 2021**



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**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2021**

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

|        |   |        |
|--------|---|--------|
| I.     | KEY ENTITY INFORMATION AND MANAGEMENT .....   | ii     |
| II.    | THE BOARD OF GOVERNORS.....   | vi     |
| III.   | MANAGEMENT TEAM.....  | xiv    |
| IV.    | CHAIRMAN’S STATEMENT .....  | xvi    |
| V.     | REPORT OF THE PRINCIPAL .....   | xviii  |
| VI.    | STATEMENT OF PERFORMANCE AGAINST PREDETERMINED OBJECTIVES .....                               | xxii   |
| VII.   | CORPORATE GOVERNANCE STATEMENT .....  | xxii   |
| VIII.  | MANAGEMENT DISCUSSION AND ANALYSIS .....  | xxviii |
| IX.    | ENVIRONMENTAL AND SUSTAINABILITY REPORTING .....  | xxx    |
| X.     | REPORT OF THE COUNCIL/BOARD OF GOVERNORS .....  | xxxvi  |
| XI.    | STATEMENT OF BOARD OF GOVERNORS/ COUNCIL MEMBERS’ RESPONSIBILITIES<br>.....                   | xxx    |
|        | viii  |        |
| XII.   | REPORT OF THE INDEPENDENT AUDITOR ON PC KINYANJUI TTI.....                                    | xxxix  |
| XIII.  | STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2021 .....                      | 1      |
| XIV.   | STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2021 .....                                      | 2      |
| XV.    | STATEMENT OF CHANGES IN NET ASSET FOR THE YEAR ENDED 30 JUNE 2021 .....                       | 4      |
| XVI.   | STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021 .....                                 | 5      |
| XVII.  | STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR<br>ENDED 30 JUNE 2021 ..... | 6      |
| XVIII. | NOTES TO THE FINANCIAL STATEMENTS .....   | 8      |
|        | APPENDIX 1: PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS .....                            | 26     |
|        | APPENDIX II: PROJECTS IMPLEMENTED BY THE ENTITY.....  | 27     |
|        | APPENDIX III: INTER-ENTITY TRANSFERS.....   | 28     |
|        | APPENDIX IV: RECORDING OF TRANSFERS FROM OTHER GOVERNMENT ENTITIES .....                      | 29     |

## **I. KEY ENTITY INFORMATION AND MANAGEMENT**

The Institution was incorporated/ established under the TVET Act of 2013 on 20<sup>th</sup> July 2001. The entity is domiciled in Kenya and does not have any subsidiary colleges; It is located in Nairobi West District, Dagoretti, Constituency, near Riruta Police Station. . The institute is under the Ministry of Education. It consists of eight (8) academic and four (4) non-academic departments as listed below:

### **(a) Academic departments:**

1. Electrical and electronics
2. Building and Civil Engineering
3. Mechanical
4. Applied science
5. Hospitality
6. Information and Communication Technology
7. Business
8. Entrepreneurship

### **(b) Non-Academic departments:**

1. Guidance & Counselling
2. Industrial Liaison Officer (ILO)
3. Marketing
4. Office of career Services (OCS)
5. Finance
6. Procurement
7. Library
8. Internal Audit
9. Human Resource

### **(c) Principal Activities**

#### **Mission**

To produce graduates who are knowledgeable, skilled and equipped with positive attitude that will enable them to cope with challenges of the fast changing world.

#### **Vision**

To be the centre of excellence in Technical, Industrial, Vocational and Entrepreneurship Training.

#### **Core Values:**

1. Transparency
2. Professionalism
3. Integrity
4. Innovation, and
5. Accountability.

**Quality Policy**

P C Kinyanjui Technical Training Institute is committed to be a Centre of excellence in Technical, Industrial, Vocational, and Entrepreneurship training by offering high Quality Training, for innovation, employability and job creation in support of vision 2030. In pursuit of this commitment, the P C Kinyanjui TTI shall comply with all applicable requirements and continually improve the established Quality Management System based on ISO 9001:2015 Standard. This Quality Policy and established functional Quality Objectives shall be reviewed annually for continuing suitability

**(d) Key Management**

The entity’s day-to-day management is under the following key organs:

1. Board of Governors,
2. Accounting Officer/ Principal ,
3. Management Team
4. Lecturers and
5. BOG Staff.

**(e) Fiduciary Management**

The key management personnel who held office during the financial year ended 30<sup>th</sup> June, 2021 and who had direct fiduciary responsibility were:

| No. | Designation                 | Name                      |
|-----|-----------------------------|---------------------------|
| 1.  | Principal                   | <b>Nancy Njui</b>         |
| 2.  | Deputy Principal-Admin      | <b>Ruth Matanda</b>       |
| 3   | Deputy Principal -Academics | <b>Samuel Kiuna</b>       |
| 4   | Registrar                   | <b>Dr. EllyTettyOsewe</b> |
| 5   | Dean of Students            | <b>Ruth Muia</b>          |
| 6   | Head of Finance             | <b>Alice Macharia</b>     |
| 7   | Procurement Officer         | <b>Joseph Mureithi</b>    |
| 8   | Human Resource Officer      | <b>Joy Aluoch</b>         |

**(f) Fiduciary Oversight Arrangements**

• **Audit and risk committee activities**

1. Review the quality and effectiveness of the external audit process.
2. Providing input and approving the written charter for the internal audit function, including periodic review and updating.
3. Understanding, discussing and approving the company’s risk assessment and internal audit plan.
4. Reviewing on-going activities of the internal audit function, including its reports, and inquire as to any other matters that should be brought to the committee’s attention.
5. Directing the internal audit function, as necessary, to perform special reviews on behalf of management or the audit committee, including investigations of fraud or suspected fraud.

- ***Finance and Operations committee activities***

1. Maintaining accurate and complete financial records. ...
2. Preparing and presenting accurate, timely and meaningful financial statements to the board.
3. Helping the board understand the organization's finances.
4. Budgeting and anticipating financial problems.

- ***Development/Governance partner oversight activities***

1. Overseeing all aspects of the organization's functions on behalf of the board.
2. Making recommendations to the board on governance policies, practices and procedures related to nonprofit organizations.

- ***Discipline and Academic Committee Activities:***

1. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect;
2. Review the academic and other related activities of the institute;
3. Review the students and departmental development programs;
4. Visualize and formulate perspective plans for the development and growth of the institute;
5. Prepare and review Academics Calendar and Class Routine for the institute;
6. Review and update the institute Prospectus
7. Promote research and extension activities in the institute;
8. Plan for sustaining the quality of education, quality improvement and accreditation of the
9. institute;
10. Keep vigilance on the attendance of teachers and regularity in taking the classes;
11. Review student's attendance/malpractices in examinations;
12. Oversee the internal examinations/evaluation/recording;
13. Take disciplinary action to the students for violation and disobedience to the institute rules.

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**I KEY PC KINYANJUI TTI INFORMATION AND MANAGEMENT (Continued)**

**(g) Headquarters**

P.O. Box 21280-00505  
Nairobi west District  
Off Kabiria Rd-Riruta Satellite Nairobi, KENYA

**(h) Contacts**

Telephone :( 254) 721480199 Cell :( 254)773829417  
E-mail: [info@kinyanjuitechnical.ac.ke](mailto:info@kinyanjuitechnical.ac.ke)  
Website:www.kinyanjuitechnical.ac.ke

**(i) Bankers**

Co-operative Bank of Kenya  
Kawangware  
P.O. Box 46904  
Nairobi, Kenya

Equity Bank (Kenya) Limited Kawangware  
P.O. Box 27076 Nairobi, Kenya

Kenya Commercial Bank Prestige Plaza  
P. O. Box 41294-00100  
Nairobi, Kenya

**(j) Independent Auditors**

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

**(k) Principal Legal Adviser**

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

## II. THE BOARD OF GOVERNORS



Dr. Mary Claire Kidenda (Chair)  
D.o.B 1961

Dr. Mary Kidenda is the current Chair BOG. She holds a Doctorate in Design and Visual Arts from Coventry University in the United Kingdom, a Certificate and Diploma Supplement from European Commission, Council of Europe and UNESCO-CPES. Mary Clare has Master of Arts in Design from the University of Nairobi, and Bachelor of Education (Fine Art) from Kenyatta University. She is the Academic Team Leader and a Senior Lecturer in the Department of Design and Creative Media, School of Creative Arts and Media Technology at The Technical University of Kenya. Mary Clare is a member the University Senate and an Academic Board Member. She has been the Assistant Dean, School of Creative Arts and Technologies, Faculty of Liberal and Professional Studies and Acting Dean, School of Creative and Applied Arts. She is committed and accredited design and arts academician who is vastly experienced in learning institution management and curriculum development and reform.

Mary Clare is a member of the Design Association of Kenya (DeSK), Arts Council of the African Studies (ACASA), Associate member UNESCO, University Twinning and Networking (UNITWIN) and a member of Exploring Visual Cultures Panel of Experts. She is a member of Technical University of Kenya Augsburg University of Applied Science DAAD program; and a member of The College of Arms; Attorney General's office in the Republic of Kenya and serves in several committees at The Technical University of Kenya.

She has attended courses in: Basic Occupational Safety and Health, 3D Graphic Design and Multimedia. She has a Diploma in Advanced Graphic Arts, a certificate in Electronic Publishing, Leadership Skills Training covering Organizational and Business Skill. Mary Clare is a Certified Community Health Worker. Mary Clare holds several responsibilities in her church and local community.



Dr. Gladys Wekesa Bunyasi ACCA  
(Member)  
D.o.B 1973

Dr. Gladys Wekesa Bunyasi is a member of the Board and Chair Finance Committee.

Dr. Bunyasi holds a **PhD** in Entrepreneurship from JKUAT, **MBA** -Finance from Kenyatta University, **Bed Arts** -Business Studies from the University of Nairobi. She is a certified member of Association of Chartered Certified Accountants (ACCA) where she is a full member. She has a Certificate in Ethics and Professional Skills module from ACCA and is a Member of the ACCA Global Education Forum where they publish articles in the ACCA magazines. She is a Senior Lecturer at KCA University lecturing at various levels of both graduate and undergraduate. She was previously Dean of Students (2003 to June 2007), Director School of Professional Programs (July 2007- 2015), Dean Regional Campuses & Professional Programs. (2015 – 2019), and now Championing KCA TC of KCA University.

She has participated in the development of curriculum at the University, developed learning modules and supervised students both at bachelors and graduate level. She has published several papers in refereed journals and participated in different research activities. She is a mentor to students and the youth. She is Member of University Senate, Dean's Committee, Faculty Board and other university committees. She is a Member of the United Society of Friends Women Kenya (USFW), where she serves as the (Treasurer at the head office level).



Francis Gathura Boro (Member)  
D.o.B 1973

Francis is a member of the Board. He holds a B.Sc. in Mechanical Engineering Agriculture and Technology (Second Class Honours, Upper Division-JKUAT (1997), User Support Technology Professional Certificate (Institute of Advanced User Support Technology (Feb 2003), and awaits award for Agriculture and Technology MSc. Mechanical Engineering (African Development Bank Scholarship-JKUAT).

Work experience includes: Cad vision Mould -design and development of injection, blow Services moulds and soap dies using Solid works -NC codes generation using Mastercam -maintenance of injection and blow moulds - production planning and coordination -new moulds project management using Microsoft Project -Anilam controlled CNC milling programming(2004-todate);

Plas-kit Kenya -design of new injection and -blow moulds using AutoCAD and Mechanical Desktop maintenance of injection and blow moulds -production planning and coordination -new moulds project management using Microsoft Project -Anilam controlled CNC milling programming(2002 – 2004); Standard -design of new injection and blow moulds using Engineering AutoCAD Works -Anilam controlled CNC milling programming -AutoCAD training and user support 1998 – 1999 East African - design and making of castings drawings using Foundry Works AutoCAD -monitoring of patterns machining(1999 – 2002).



Milka Wanjiru K. Ngigi (Member)  
D.o.B 1968

Milka is a Board Member and Academic Committee Member. She holds a first degree from Kenyatta University, SI Diploma in Education, Kagumo Teachers College, Higher Diploma in Psychology Counselling from Life Line College, Diploma in place based leadership Development (PBLD) University of Sunderland England, Trainer of Trainer in HIV and AIDS, Reproductive Health Education – APHIA II Rift Valley, Certificate for Global Women Leadership through GWLN New york, Certificate of ToT for Drug and Substance Abuse, stress management, Depression and Addition Counselling (NACADA)

She is also a Trainer in Entrepreneurship and Life skills – Project Boabob, Trainer of Sexual Gender Based Violence Prevention and Response, Women Human Rights, Reproductive Health, Economic Empowerment and Leadership Women Empowerment Link (WEL),

Trainer of Trainers in QA and QI Monitoring and Evaluation (LVCT), Trainer of Community Legal Facilitator – Women Empowerment Link (WEL)-GI, Trainer of Effective Kenyan Women Participation in Political Process – Coalition for peace in Africa (COPA), Trainer of Awareness on, and Management Counter Trafficking Initiatives International Organization Migration, Trainer of peace Building and Conflict Transformation – KnoradAdenaurStiftuang, Trainer in WASH – Global Water Women Initiative (2014), Trainer of Trainers in Conflict Resolution, Management and Reconciliation – Peace Net (2014), Trainer of Trainers in Human Counter Trafficking UNODC,2015



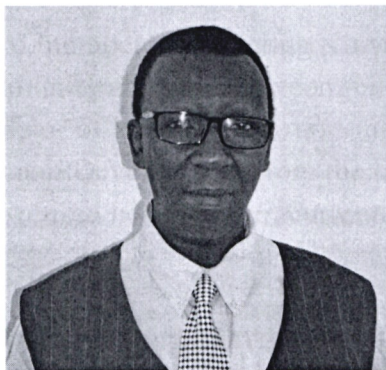
Gerald Gitau Njenga (Member)  
D.o.B 1990

Gerald is a Board Member. He holds a MSc. in Aerospace Manufacturing and a BSc. in Aircraft Manufacturing Engineering from Shenyang Aerospace University, a Diploma in Aeronautical Engineering from Kenya Aeronautical College and a Diploma in Media Art and Animation from Shang Tao Media Art College. For over 6 years, he has worked in various emerging technology companies in China, in the fields of artificial intelligence, AR/VR, fintechs, tourism and automotive. Currently, he is involved in his techno-entrepreneur adventure running Rexmax Auto Technology, a car technology start-up and Sevenfourtyfive Tech Ltd in the area of technology in agriculture. He is a member of CAITEC, a one belt one road club in Beijing as well as European American chamber of commerce (EA Chamm). He strongly believes in the Chinese philosophy *jingyiqiujing* that means “no human is limited and there is always room to learn and improve”.



Lucia M.N. Mulwa(Member)  
D.o.B 1965

Lucia is a board member and serves in the Finance Committee. She is a seasoned educationalist with over 30 years' experience in educational leadership and management. She holds a Master's Degree in Educational Administration from the University of Nairobi and a Bachelor of Education Degree from Kenyatta University. In addition, Lucia has undertaken several short courses to keep abreast with the emerging strategies in Financial and Human Resources Management. She has held senior positions in Education Sector: she served as a secondary school Principal, a Staffing Officer, Human Resource and Development Officer, Deputy Director in charge of teacher discipline as well as a Deputy Director in charge of Administration at the Teachers' Service Commission Headquarters. Her knowledge, skills and experience was later tapped by the Nairobi City County Government, where she successfully served as a County Chief Officer before her promotion to the position of a County Executive Committee Member (CEC, a position she holds to date.



Daniel Muthama Kinyanjui(Member)  
D.o.B 1958

Daniel is a Board member representing Kinyanjui Gathirimu Community and a finance committee member. He holds a Bachelor of Education (Arts) Linguistics and M.A in, Gender and Development from the University of Nairobi. He is a retired head teacher, currently a businessman.

He attended a course at Strathmore University College on Financial Management and Procurement for six months between 2014-2015. He has been in Church Management for Development of St. Charles Lasanga Catholic Church Waithaka. He is involved in Education of the Youth in Nairobi Diocese of Catholic Church. He is a committee member of the "Nyumba Kumi" at the Local Community.



Phyllis Ngaruiya  
D.o.B 1977

Phyllis Njaari is a member of the Board and chair of the Board Audit Committee.

She is an Advocate of the High Court of Kenya and an expert in contract law, corporate / commercial law, property development law, real estate law, and litigation management. She also has immense experience in conveyancing, leasing and real estate property management for residential, commercial and mixed-use development properties.

The LLB graduate of Punjab University is also highly conversant with legal research and documentation, and has an in-depth knowledge of the Kenyan judicial systems – including court registry, land registry and civil registry procedures.






Phyllis also holds a degree in Applied Psychology from Kinnaird College, Pakistan; and currently serves as the Managing Partner at Njaari Ngaruiya & Co. Advocates, as well as the Property Manager and Legal Advisor at Pinnacle Developments Ltd.




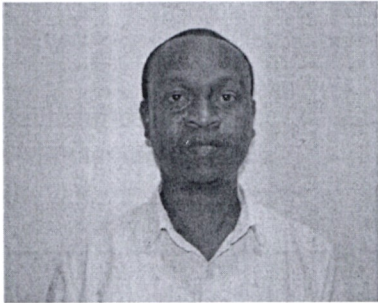

Maryan Abdi Hassan(Member)  
D.o.B 1977

Maryan Abdi is the County Director Nairobi. She is currently pursuing Masters of Education (Educational Planning & Administration) at Catholic University of East Africa. She holds a Diploma in Education Management-Kenya Education Management Institute-(October 2011-2013); Bachelor of Education-Science- KU 2004-2007; Diploma in Education (Science)-Kagumo Teachers college (1997-1999). She has been working with TSC in the following capacities: Principal-Kutulo G. Secondary School (2008-2013), Principal, Wajir Girls Secondary (2013-2017),Principal, Nep Girls High school-Garissa (2018), Senior Assistant Director of Education-TVET (October-December 2018), SADE-TVET County Deputy Director, Nairobi region (January 2019 -to date).

**III. MANAGEMENT TEAM**

| <b>Member</b>        |   | <b>Details</b>   |
|----------------------|---|--|
| Nancy Njui           |    | Principal<br>Masters in Human Resource<br>Bachelors in Economic, Public<br>Administration Sociology<br>PHD- On-going |
| Ruth Matanda         |    | Deputy Principal-Administration<br>MSC Aqua Culture  |
| Samuel M. Kiuna      |   | Deputy Principal-Academics<br>Higher National Diploma(Electrical)  |
| Dr. Elly Tetty Osewe |  | Registrar<br>Physics & Chemistry<br>PHD  |
| Ruth Muli            |  | Dean of Trainees<br>M.A(Communication Skills)<br>B.A( English & Literature)  |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

| <b>Member</b>            |   | <b>Details</b>   |
|--------------------------|---|--|
| <p>Alice N. Macharia</p> |    | <p>Finance Officer<br/>                     B. Com(Finance), CPA-K Ass-2133</p>  |
| <p>Joseph Mureithi</p>   |   | <p>Procurement Officer, Bachelor of<br/>                     Purchasing &amp; Supplies Management,<br/>                     ACCA Part 1</p>  |
| <p>Joy Aluoch</p>        |  | <p>Human Resource Officer, Bachelor of<br/>                     Commerce(Human Resource Option),<br/>                     Certified Human Resource Profession<br/>                     Kenya</p> |

#### IV. CHAIRMAN'S STATEMENT



We have come to the end of the financial year 2021 and I have every reason to thank God. The Board has laid a very strong foundation on which we are committed to build a vibrant institution in line with our vision and mission.

Throughout the year the Board has worked very hard and this is evidenced in the rapid growth of trainees' population, infrastructure and quality of service. This has been possible due to the commitment of the institute's management of day to day operations.

In the financial year 2020/2021 the board undertook and completed several projects. These include men's hostel 3<sup>rd</sup> and 4<sup>th</sup> floor which has a bed capacity of 1000 students. Mechanical workshop project that has been planned to be constructed in phases had phase one completed phase 2 began and was at 50% by the end of the financial year.

In implementing the Covid 19 the board created space in staff canteen by constructing an extension to maintain social distancing during meals. Isolation centres for male and for female were constructed and a provision for an equipped sick bay was made.

The board also within the year procured an official vehicle for the principal and completed laying down of cabro blocks for the major access ways in the institute. A trainees' canteen was also constructed to implement social distancing protocol during meals time.

I would like to acknowledge the opportunities that have been created by Ministry of Education in TVET institutions by offering HELB loans and bursaries to needy students who are now able to access quality education. The capitation for trainees who have been admitted through KUCCPS also goes a long way in alleviating burden of fees from parents, guardians and sponsors of trainees in the institution.

Within the year the board was able to operationalize two mentor institutions namely Ngong and Emurua Dikir Technical and Vocational colleges who now have boards and management to carry out their activities. This was a project that started from construction to operationalization.

I note with gratitude the immense financial boost that we received towards the end of the financial year. We received our huge outstanding arrears owed by the National Youth Service (NYS) following the Presidential directive on clearance of pending bills.

I take note of the serious impact of the COVID 19 pandemic. This has had a negative impact on our operations in that we have not been able to fully carry out our key mandate of training. However, the pandemic has served as an eye opener for our preparedness in future. It has also given us an opportunity to focus on research, innovations, branding and infrastructure improvement and development.

I look forward to a brighter future for P C Kinyanjui TTI where we hope to procure a 62 seater bus that shall be used for academic trips to the industry where the students will get exposed to the trending skills

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

and renovations. I hope also that we shall complete the mechanical workshop and embark on construction of a hospitality complex that will cater for the training of the large numbers that apply for the course.

It is my prayer and belief that despite the challenges posed by the COVID 19 pandemic, we shall excel in core mandate of imparting skills to the trainees.

Dr. Mary Claire Kidenda



**Board Chair**

**PC Kinyanjui TTI**

## REPORT OF THE PRINCIPAL



### A BRIEF OF P C KINYANJUI TECHNICAL TRAINING INSTITUTE

#### Historical Background

Paramount Chief Kinyanjui Technical Training Institute is located in Riruta Satellite of Dagoretti Sub-County in Nairobi County. It is a middle level public Technical Training Institute under the Ministry of Education.

It was founded in 1979 as a Technical High School by the Greek Orthodox Church who had been granted a lease of 99 years over the piece of land by the government of Kenya.

The Government of the Republic of Cyprus provided grants to construct an administration cum tuition block after which the school was handed over to the Government of the Republic of Kenya in 1974 while in an incomplete state. The Government of Kenya completed the remaining construction works, equipped the classrooms and workshops and the school opened its doors in 1979 as a Technical Secondary School. Its mandate changed in 1984 to that of a Technical Training Institute.

P C Kinyanjui TTI occupies the lower part of the land bordering Lenana School and is estimated to be about four (4) acres. The entrance to P C Kinyanjui TTI is shared with the Orthodox Church, Othordox College, Seminary and dispensary. The playground also serves the community which brings near fight conflicts over usage. There have been numerous efforts since 1982 to get a title deed for the land occupied by the P C Kinyanjui TTI from Greek Orthodox Church which has not been possible due to the terms and conditions under which the church holds the said property.

On 27<sup>th</sup> January 2011 P C Kinyanjui TTI, through the Board of Governors took the matter to court and on 5<sup>th</sup> December 2019 judgment was made with the Institute loosing on the matter. On 28<sup>th</sup> July 2021 a governance committee had a meeting with the Bishop of the Orthodox Church and among other matters agreed to work together in serving the community.

**Enrollment**

Currently the student enrollment is at two thousand five hundred and forty three (2,543), both boarders and non-boarders.

The Institute has seven (7) academic departments and the population per department is illustrated in the table below:

| S/NO. | DEPARTMENT                           | MALE        | FEMALE      | TOTAL       |
|-------|--------------------------------------|-------------|-------------|-------------|
| 1     | Applied Sciences                     | 103         | 124         | 227         |
| 2     | Building & Civil Engineering         | 362         | 84          | 446         |
| 3     | Business Studies                     | 70          | 136         | 206         |
| 4     | Computer Studies                     | 126         | 109         | 235         |
| 5     | Electrical & Electronics Engineering | 371         | 49          | 420         |
| 6     | Hospitality & Tourism                | 136         | 513         | 649         |
| 7     | Mechanical Engineering               | 311         | 49          | 360         |
|       | <b>TOTAL</b>                         | <b>1479</b> | <b>1064</b> | <b>2543</b> |

During the year the students participated in Regional Athletics that were held in Thika Technical Training Institute and took overall 3<sup>rd</sup> position in Nairobi region.

Online training was the mode of instruction that was adopted during the closure of the institute due to Covid 19 pandemic from March 2020 to October 2020 and again in March 2021 to May 2021. In addressing online training and internet connectivity, fiber optic cable was installed and band width (mbs) increased from 40 to 60. Additional computers were also procured to improve the access of internet from the computer labs.

Ministry of Education posted eleven public service commission trainers giving a total of eighty seven trainers employed by public service commission.

Service delivery of P C Kinyanjui TTI to all stakeholders is supported by the following number of employees who are employed and paid by the Board of Governors apart from the ones employed by the government.

The Institute has the following category of employees.

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

|    | Type                               | Number |
|----|------------------------------------|--------|
| 1. | Public Service Commission Trainers | 87     |
| 2. | BOG Trainers                       | 33     |
| 3. | BOG Non-teaching Staff             | 33     |
| 4. | On Contract                        | 7      |
| 5. | Interns                            | 9      |

It is important to note that PC Kinyanjui TTI is ISO 90001:2015 certified and therefore services offered meet international standards, core mandate being training from artisan to diploma level. In improve our enrolment the Board was able to complete the third and fourth male hostel which has a capacity of 1000 trainers during normal times and during Covid 19 pandemic 600 trainers because of maintaining social distancing protocols.

In mitigating Covid 19 protocols the board improved the kitchen by renovating the chimneys, boilers and pots and increased the washing area. Plumbing works were done to increase water storage, water distribution in all the hand washing areas in P C Kinyanjui TTI including the male and female hostels. Signages were also mounted in strategic areas to disseminate information on Covid 19 protocols on hand wash, wearing of masks and keeping social distances. Improved water drainage was done to allow easy and hygienic flow of waste water.

In the financial 2020/2021 the board developed Human Resource Policy and Finance Policy. This was a major move for it brought equity and fairness while dealing with HR matters and also prudence in usage of finances.

There have been several challenges within the year especially dealing with the Covid 19 pandemic. The board spent a lot on the mitigating measures of meeting the set protocol and directives. This was very difficult because there was no budget that had been allocated for the same.

Fees collection was hampered due to the changes in the term dates and frequent closure. Some of the students did not report back which affected the enrolment and loss of income. Planned development activities were shelved such as construction of ladies hostel and procurement of a bus.


Performance of exams went down from 56% overall pass to 54% pass. This can be attributed to training of the practical which was quite difficult to handle online.

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

The pandemic also affected or infected both trainees and trainers. This created panic and anxieties to the PC Kinyanjui fraternity, morale went down affecting individual and overall productivity of both support and employees performance.

Looking forward for future of imparting and impacting on skills gap and that TVET institutions will be a major contributor of skills and innovations towards achievement of vision 2030.

**Principal**  
**PC Kinyanjui TTI**

  
8/06/2022

**IV. STATEMENT OF PERFORMANCE AGAINST PREDETERMINED OBJECTIVES**

PC Kinyanjui Technical Training Institute exists to transform lives. This is our purpose; the driving force behind everything we do. It's what guides us to deliver our strategy, putting the customer/Citizen first, delivering relevant goods and services, and improving operational excellence. Below is a highlight of strategies and activities that promote the organisation's strategic objectives.

P C Kinyanjui TTI's strategic plan communicates a desire to strengthen our efforts towards sustainability. The sustainability strategic objectives are i) achieving financial sustainability ii) achieving technical and environmental sustainability iii) achieving academic sustainability and iv) achieving organisational and institutional sustainability.

PC Kinyanjui TTI develops its annual work plans based on 4 strategic pillars as outlined in the table below. Assessment of the Board's performance against its annual work plan is done on a quarterly basis. P C Kinyanjui TTI achieved its performance targets set for the FY 2020/21 period for its 4 strategic pillars, as indicated in the diagram below:

| Strategic Pillar  | Objective              | Key Performance Indicators  | Activities   | Achievements  |
|---|------------------------|---|--|---|
| Pillar / theme / issue 1<br><b>Financial sustainability</b> | Income generation      | Promotion of income generating activities or projects   | <ul style="list-style-type: none"> <li>• Establish Income Generating activities</li> <li>• Review income generation policy</li> <li>• Acquire relevant tools and equipment for workshops</li> <li>• Enhance partnerships and collaborations</li> <li>• Skills upgrading</li> </ul> | <ul style="list-style-type: none"> <li>• The institute has identified and initiated some income generating activities that are to bring additional revenue e.g canteen sales</li> </ul> |
| Pillar / theme / issue 2<br><b>Academic sustainability</b>  | Excellence in training | <ul style="list-style-type: none"> <li>• To produce globally competitive graduates</li> <li>• To improve the</li> </ul> | <ul style="list-style-type: none"> <li>• Enhance curriculum delivery</li> <li>• Enhance quality teaching and learning</li> <li>• Increase access to relevant TVET education</li> </ul>   | <ul style="list-style-type: none"> <li>• Increased access to relevant TVET education</li> </ul>   |

|   |  |  |   |  |  |
|---|--|--|---|--|--|
|   |  |  | overall percent age pass from the current 60% to 90% by 2021/2022.  | <ul style="list-style-type: none"> <li>Source for more trainers to address shortage</li> </ul>   |  |
| Pillar / theme / issue<br><b>3: Technical and environmental sustainability</b>      |  | Focuses on applying sustainability principles and practices within the structures, philosophies and services, learning processes and physical sites. |   | -The Institute has employed key environmental strategies, e.g. planting of trees and also using best practices in waste disposal especially in this COVID 19 era.  |  |
| Pillar / theme / issue 4:<br><b>Organisational and institutional sustainability</b> |  | Institutional management   | <ul style="list-style-type: none"> <li>To promote good governance and management</li> <li>To enhance sustainable financial base</li> <li>To attract and retain highly productive human capital</li> </ul> | <ul style="list-style-type: none"> <li>Mainstream gender at all levels</li> <li>Ensure disability mainstreaming</li> <li>Enhance sound performance management system</li> <li>Strengthen trainee governance</li> <li>Enhance asset management</li> <li>Ensure security of information</li> <li>Enhance current revenue streams</li> <li>Create financial collaborations and partnerships</li> <li>Ensure sound staff recruitment process</li> <li>Ensure optimal use of human resource</li> <li>Enhance staff</li> </ul> | <ul style="list-style-type: none"> <li>Mainstream gender at all levels</li> <li>Ensuring sound staff recruitment process</li> <li>Enhancing staff training and development</li> <li>Institutionalize a sense of identity, loyalty and commitment to the institute</li> </ul> |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• To cultivate and enhance a good corporate identity</li></ul> | <p>training and development</p> <ul style="list-style-type: none"><li>• Implement competitive reward policy</li><li>• Foster a positive image of the institute</li><li>• Institutionalize a sense of identity, loyalty and commitment to the institute</li></ul> |  |
|--|--|--|--|--|--|

**V. CORPORATE GOVERNANCE STATEMENT**

Corporate governance is a system of rules and practices and processes by which a company is directed and controlled. It identifies who has power and accountability and who makes decisions. The Board of Governors is mandated to make decisions and direct the running of the institute.

**(a) ANALYSIS OF BOARD MEETINGS WITHIN THE FINANCIAL YEAR 2020-2021**

| S/NO | DATE       | ATTENDANCE | PURPOSE                                   |
|------|------------|------------|---|
| 1    | 21/09/2020 | 5          | Finance committee meeting                 |
| 2    | 23/09/2020 | 8          | Full Board meeting                        |
| 3    | 09/10/2020 | 3          | Finance committee meeting                 |
| 4    | 12/10/2020 | 5          | Virtual special meeting Finance committee |
| 5    | 13/10/2020 | 9          | Full Board virtual meeting                |
| 6    | 27/11/2020 | 3          | Academic & Disciplinary committee meeting |
| 7    | 04/12/2020 | 3          | Audit Committee meeting                   |
| 8    | 12/01/2021 | 3          | Finance committee meeting                 |
| 9    | 14/01/2021 | 7          | Full Board meeting                        |
| 10   | 26/01/2021 | 5          | Academic & Disciplinary Committee meeting |
| 11   | 12/04/2021 | 4          | Finance committee meeting                 |
| 12   | 14/04/2021 | 10         | Full Board meeting                        |
| 13   | 09/06/2021 | 4          | Academic & Discipline Committee meeting   |
| 14   | 28/06/2021 | 9          | Full Board meeting                        |

**(b) APPOINTMENT OF THE BOARD MEMBERS**

The appointment of the Board of Governance is done in accordance with the second schedule of the Technical and Vocational Education and Training (TVET) ACT No.29 of 2013. The appointing authority is the Cabinet Secretary and in accordance with Section 28 (3) and the second Schedule Part (1) and (2) (a) of the TVET Act. The term of office is three (3) years effective from the date of letter of appointment.

**(c) ROLE AND FUNCTIONS OF THE BOARD.**

The functions of the Authority shall be to:

1. Regulate and coordinate training under this Act 2013 Technical and Vocational Education and Training No.29 Act.
2. Accredite and inspect programmes and courses.
3. Advice and make recommendations to the Cabinet Secretary on all matters related to training.
4. Determine the national technical and vocational training objectives.
5. Promote access and relevance of training programmes within the framework of the overall national socio-economic development plans and policies.
6. Prescribe the minimum criteria for admission to training institutions and programmes in order to promote access, equity and gender parity.
7. Recognize and equate qualifications awarded by local or foreign technical and vocational education institutions in accordance with the Standards and guidelines set out by the Authority from time to time.
8. Develop plans and guidelines for the effective implementation of the provisions of this Act;
9. Establish a training system which meets the needs of both the formal and informal. Sectors as provided under this Act.
10. Collect, examine and publish information relating to training.
11. Inspect, license, register and accredit training institutions.
  - o Advise on the development of schemes of service for trainers.
12. Assure quality and relevance in programmes of training.
13. Liaise with the national and county governments and with the public and the private sector on matters relating to raining.
14. Undertake, or cause to be undertaken, regular monitoring, evaluation and inspection of training and institutions to ensure compliance with set standards and guidelines.
15. Mobilize resources for development of training.
16. Ensure the maintenance of standards, quality and relevance in all aspects of training, including training by or through open, distance and electronic learning.

17. Approve the process of introduction of new training programmes and review existing programmes in Technical and Vocational Education and Training Board institutions.
18. Perform any other functions necessary for the better implementation of this Act.

The Authority may where appropriate, with approval of the Cabinet Secretary, delegate the performance of any of its functions to a suitably qualified person or body.

The Board remuneration is done based on attendance of the meetings where they sign the BOG attendance book. There is an internal Auditor who represents and report to the Board members i.e. Audit committee.

**VI. MANAGEMENT DISCUSSION AND ANALYSIS**

PC Kinyanjui TTI is a government entity which is supposed to meet its statutory obligations, the institute has been remitting statutory deductions as required this includes:

1. Pay as you Earn (PAYE).
2. Personal Relief on income Tax.
3. National Hospital Insurance Fund (NHIF).

There are some risk areas/ challenges which the institute is likely to face they include

4. Theft of the institute resources.
5. Limited financial support by the Government.
6. Competition from other colleges offering the same courses.
7. Fire outbreak.
8. Low enrolment.
9. Lack of industry experience for many lecturers.
10. Inadequate infrastructure.
11. Inadequate tools and equipment.
12. Student unrest.
13. Loss or destruction of records.
14. Land ownership.
15. Inadequate human resource.
16. Power outages.
17. Infection and spread of Covid 19 virus.

The institute does not have any material arrears.

**Key projects and investment decisions the institute has implemented**

1. The key projects currently under consideration by the Directorate of TVET are on Institutional development.
2. During this year, P C Kinyanjui TTI constructed Phase I of Mechanical Workshop to completion and started on Phase II.
3. Due to government regulations on COVID-19, P C Kinyanjui TTI constructed a Canteen that has enabled trainees to maintain social distancing as they take their meals.
4. The students' canteen was fitted with proper chimney and equipped with bigger and better quality pots.
5. In addition, the P C Kinyanjui TTI constructed two Isolation centers to cater for female and male trainees.
6. One of the isolation rooms has been converted into a Dispensary and is already stocked with drugs, this will reduce on the cost of treatment and the trainees will easily access treatment.
7. During the FY, the Institute was able to complete 3<sup>rd</sup> and 4<sup>th</sup> floor of Men's Hostel.
8. P C Kinyanjui TTI has embarked on proper piping and drainage of the male and female hostels and bought water tanks to improve the water supply to both hostel.
9. Construction of a garage for mechanical trainees was done to enhance practical classes for that department.
10. P C Kinyanjui TTI purchased additional computers to cater for the growing number of trainees.

11. The Laundry room was renovated and improved.
12. Cabros were laid on the roads within the Institute.

## VII. ENVIRONMENTAL AND SUSTAINABILITY REPORTING

### (a) Sustainability strategy and profile

P C Kinyanjui Technical Training Institute exists to transform lives. This is our purpose; the driving force behind everything we do. It's what guides us to deliver our strategy, putting the customer/Citizen first, delivering relevant goods and services, and improving operational excellence. Below is a highlight of strategies and activities that promote the organisation's strategic objectives.

The Institution's strategic plan communicates a desire to strengthen our efforts towards sustainability. The sustainability strategic objectives are:

1. Achieving financial sustainability
2. Achieving technical and environmental sustainability
3. Achieving academic sustainability and
4. Achieving organisational and institutional sustainability.

**Financial sustainability** aims at Improving Efficiency through cutting costs leading to reduced wastage of resources.

**Academic Sustainability** aims at sustaining results at the level of education, training and research. The sustainability of the educational results (occupational standards, curricula, teaching and learning materials, assessment tools) is guaranteed as we adhere to the regulations and procedures set by TVETA and TVET-CDACC as far as TVET-level programs are concerned. P C Kinyanjui TTI has also invested in blended learning to ensure continuity in training and learning.

**Technical and environmental sustainability** focuses on applying sustainability principles and practices within the structures, philosophies and services, learning processes and physical sites. We have employed key environmental strategies, e.g. on the use of environmentally friendly technologies such as rain water harvesting and also using best practices in waste disposal especially in this COVID 19 era.

**Organisational and institutional sustainability** has seen P C Kinyanjui TTI develop meaningful cooperation and partnerships with the private sector and the industry.

We have policy guidelines on integrating sustainability principles and practices across all our departments and throughout all our activities: administration and governance, operations, research, teaching & learning, community engagement and outreach activities. (The Greening initiative)

We have a commitment to see sustainability embedded as part of the core ethos at the Institution. The Sustainability office is working closely with management and provides an annual update on the Institution's progress towards sustainability.

Investing in sustainability has ensured a better environment, benefit from healthier and safer working conditions and have positioned the institution to have a competitive advantage over others.

### **(b) Environmental Performance**

P C Kinyanjui TTI has developed environmental policy to guide the organisation in our environmental performance in addition to environmental guidelines issued by NEMA. We also have an internal environment office that oversees the enforcement of the environmental policies and guidelines.

The institute has increased its Green spaces. These are areas of trees, grass, and other types of vegetation. In addition to being a welcome aesthetic and a change of face from the concrete and buildings, green spaces also provide real value in terms of sustainability. They help to improve air quality, recharge supplies of groundwater, reduce air temperature, and protect streams from polluted runoff. They also prevent soil erosion and help maintain the quality of water in the area.

Environmental Literacy has also been incorporated in technical education in the CDACC/CBET programs currently being rolled out in the institution. This will improve the awareness in management/conservation of the environment in the trainers and trainees.

The institution is in the process of developing an occupational safety and health policy. There is a committee that oversees the implementation and enforcement of the OSHA Act 2007 guidelines.

### **(c) Market place practices**

A research on market demand has helped the institution offer courses that would shape business strategies and practices, and the context in which they operate, to take explicit account of their social, economic, and environmental impacts. There has been increased level of engagement with high schools and the general public as the source of our new students and for increase in brand awareness of PC Kinyanjui Technical Training Institute as a TVET institution of choice in the region and beyond.

School and church visits have given opportunities for career guidance. These opportunities have a direct impact on the students and parents where information is shared.

Training staff on customer care and public relations is also an important strategy that the institute plans to employ to build capacity of staff to handle clients and guarantee return customers.

Use of social media. The Website, Facebook, WhatsApp and Twitter are a continuous source of critical information for our customers.

In regard to responsible Supply chain and supplier relations, the institution places its adverts for tenders on the daily's and on its website for access to all. Payment to suppliers is done within the limited period of less than Ninety days' and other guidelines like Presidents directive on Special category tender opportunities are adhered to.

The Institution ensures that all the courses offered are accredited by the relevant bodies for example: KASNEB, KNEC, NITA, and Pharmacy & Poison's Board

PC Kinyanjui is a corruption free zone and the chairperson integrity committee organises for sensitization seminars within the institute to enlighten the staff on matters integrity. The institute has a committee that deals with the integrity. The chair and two other members attended training on integrity during this financial year

Sports and games are essential for both physical and mental health of the students. The Institute values sports and has invested a lot in sports by ensuring there is enough equipment and sports uniform for the students and staff. This year interdepartmental athletics competitions were held within the institute to enable selection of the team to proceed for Nairobi regional athletics which were later held in Thika Technical. The institute was position 3 in the region with 23 medals. The students participate in many sports activities and are always motivated to represent their institute.

#### **(d) Employee Welfare**

##### ***Recruitment procedures:***

In line with the Constitution 2010 and Employment Act 2007, HRM policies and Staff Establishment are used in providing guidelines for the above procedure.

Fair competition and meritocracy are the guiding principle for all staff appointment and advancement in the Institute.

Head of Departments developed human resource plans indicating the skill gaps that were there and how these gaps could be filled. This was submitted to the HR for compilation and submission to the Board through Principal/BOG Secretary for consideration.

Open advertisement was conducted for the same. The institute has so far recruited 8 interns in Hospitality, Finance, Building and Construction Library and Electrical and Electronics Department this happened where vacant positions were filled through internal advertisement. Letters of appointment were issued by the Secretary to the Board through the HR Department based on the decision of the Board.

The Head of Human Resource and Administration notified the successful candidates and they were engaged.

N/B: Paramount Chief Kinyanjui Technical Training Institute considers the one third gender rule and person with disabilities are given priority in accordance to the Labour law.

##### ***Training and Development***

The Institute recognizes the importance of employees training and development to keep them abreast of their area and encourages employees to actively participate in such trainings.

The training normally starts by Orientation and induction to help an employee to familiarize with the work environment and requirements. This helps the newly hired employees to settle down and understand the organization's set up, staff benefits, procedures, responsibilities and objectives of the organization in the first three months of appointment. So far this had been done for the Interns on board.

The Institute had organized short specific trainings such as Risk Management in house training, Life Skills Training, Internal Auditors training. These trainings were intended to impart required knowledge, skills and attitudes to enhance employee performance.

### ***Performance Management***

The appraisal process is adequately linked to objectives, work-plans and the performance contract; Moderation and validation of the rewards/sanctions implied by the assessment and recommendations are made to the Principal. The performance of all employees is evaluated and feedback relayed to the employees in writing at the end of the year.

The annual performance appraisal reports were compiled. Performance Evaluation was done and the outcome for the employee was fairly good. This was due to Covid -19 Pandemic interruptions.

### ***Policy on Safety and Compliance with Occupation Safety and Health Act of 2007***

PC Kinyanjui Technical Training Institute acknowledges the importance of protecting and preserving the environment, and caring for the health and safety of its employees, customers, subcontractors and communities in which it operates. Safety, Health and Environment makes the integral part of all business planning and of equal importance with other key operational, business and strategic objectives.

Guidelines from the Ministry of Health on containment of any emerging pandemic(s) such as COVID-19 within P C Kinyanjui TTI precincts are upheld. P C Kinyanjui TTI also ensures that fire protection facilities provided in the various stations are adequate and maintained as advised by Fire Marshalls and Occupational Safety and Health Officers.

#### **(e) Corporate Social Responsibility / Community Engagements**

Corporate social responsibility helps our institution to be socially accountable to itself, stakeholders and the public. By practicing corporate social responsibility, the institute, can be conscious of the kind of impact it is having on all aspects of society, including economic, social, and environmental. CSR helps both society and the brand image of the organisation. PC Kinyanjui has tried to involve itself in CSR activities though it has not been optimal due to Covid 19 .some of the activities are highlighted below:

##### ***1. Tree planting at Riruta Satellite Primary School on 8<sup>th</sup> January 2021***

###### ***Why trees?***



Trees are an important part of every community. Our streets, parks, playgrounds and backyards are lined with trees that create a peaceful, aesthetically pleasing environment. Trees increase our quality of life by bringing natural elements and wildlife habitats into urban settings. We gather under the cool shade they provide during outdoor activities with family and friends. Many neighborhoods are also the home of very old trees that serve as historic landmarks and a great source of town pride.

***Above: A standard 7 pupil ready to plant the tree and water it to maturity***

Trees control climate by moderating the effects of the sun, rain and wind. Leaves absorb and filter the sun's radiant energy, keeping things cool in summer. Trees also preserve warmth by providing a screen from harsh wind. In addition to influencing wind speed and direction, they shield us from the downfall of rain, sleet and hail. Trees also lower the air temperature and reduce the heat intensity of the greenhouse effect by maintaining low levels of carbon dioxide.

Both above and below ground, trees are essential to the eco-systems in which they reside. Far reaching roots hold soil in place and fight erosion. Trees absorb and store rainwater which reduce runoff and sediment deposit after storms. This helps the ground water supply recharge, prevents the transport of chemicals into streams and prevents flooding. Fallen leaves make excellent compost that enriches soil.

Many animals, including elephants, koalas and giraffes eat leaves for nourishment. Flowers are eaten by monkeys, and nectar is a favorite of birds, bats and many insects. Animals also eat much of the same fruit that we enjoy this process helps disperse seeds over great distances. Of course, hundreds of living creatures call trees their home. Leaf-covered branches keep many animals, such as birds and squirrels, out of the reach of predators.

The main reason we like trees is because they are both beautiful and majestic.

What a great way to start 2021. PC Kinyanjui Technical Training Institute has committed itself over and over again in making an impact in our society. Through the commitments under the National Cohesion and Values we were honored to donate 300 trees to Riruta Satellite Primary School, Nairobi County. This is a government public school that has 2000 students under the able leadership of Mrs. Agnes Muchiri. The staff, Red Cross Chapter and Environmental Club displayed a lot of passion to make an impact in the lives of the young children who are the leaders of tomorrow. The institute donated 300 seeds, 150 of them being fruit trees i.e. lemons, mangoes, oranges and avocado trees. Others included indigenous trees that will not only improve the environment but also add shade and beauty to the school.

***What is the impact?***

PC Kinyanjui Technical Training Institute is a Centre of excellence in all ways. P C Kinyanjui TTI is committed to impact the society in all ways and what a better way than to start with your neighbours. Riruta Primary is a neighbouring school and it was our honour and pride to add value to those close to us. Children learn more through imitation than in mere words. The passion they had as they planted the trees gave us the assurance that a generation is being changed. We believe that the fruit trees will provide nutrition value to the young children and save the school few coins in buying some of the needed fruits especially for the play group children. PC Kinyanjui community is committed to do more in impacting the society in different dimensions.



***Above: Students planting trees under the instruction of the environmental club patron***

***National Values***

The children were encouraged to be patriotic and love their nation and their school. They should adhere to the rule of law and uphold discipline, integrity and seek after unity for the great future.

***Conclusion***

On behalf of the National Cohesion and Values Committee, Red Cross Chapter and Environmental Club, I take this opportunity to thank the Principal, Madam Nancy Njui for the overwhelming support given to us within a short period in ensuring the success of this noble activity.

Cheers to Riruta Satellite Primary School, through the leadership of Madam Agnes Muchiri for opening the gates for us to work with you and your staff.

***2. Installation of Water Point***

Water is the basic need of every life form on earth. It is water that helps us to lead a comfortable life on earth. Our bodies are made up of 70 % water, which is why water is such an important compound for us. We use water for so many purposes. We need water for drinking, cooking, bathing and cleaning.

P C Kinyanjui TTI has installed a water point at the entrance to the playground; this has served both students and the public who use the playground. The thinking of the administration to have the water point is an indication that they value life; this could not have come at a better time than this when the world is affected by Covid 19 and one way of preventing the spread of Covid 19 is washing hands.

**VIII. REPORT OF THE BOARD OF GOVERNORS**

The Board members submit their report together with the audited financial statements for the year ended 30<sup>th</sup> June 2021, which show the state of the institute's affairs.

The principal activities of P C Kinyanjui TTI are outlined below:

**(a) Principal activities**

The principal activities that enable the institution to produce graduates who are knowledgeable, skilled and equipped with positive attitude that will enable them to cope with challenges of the fast changing world are:

- Provide a conducive environment for teaching and learning.
- Promote leadership by providing opportunities for students' representation in clubs and classes
- Provide adequate training materials.
- Adhere to the Government regulations and policies.
- Ensure syllabus coverage by optimizing and time utilization.
- Ensure all industrial attaches are posted and assessed.
- Ensure standard evaluation through continuous assessment tests and examination.
- Conduct annual staff performance appraisal.
- Ensure prompt payments for supplies and services.
- Remain updated on modern technology by facilitating in services courses and industrial attachments for the staff.
- Make the institution a center of interest for all through enhanced publicity, high levels of performances, quality service and integrity.
- Improve the rate of conveying information adequate communication channels.
- Provide timely response to all enquiries.
- Provide quarterly and annual performance reports to the Ministry of Education Science and Technology.

**Results**

The results of P C Kinyanjui TTI for the year ended June 30<sup>th</sup> June, 2021 are set out on page 1 to 7.

**(b) BOARD OF GOVERNORS**

The members of the Board who served during the year are shown on page vi-x. During the year none of the Directors retired or resigned.

**Auditors**

The Auditor General is responsible for the statutory audit of the Institution in accordance with Article 229 of the Constitution of Kenya and the Public Audit Act.

By Order of the Board  
Corporate Secretary  
Nairobi  
Date:.....

**XI. STATEMENT OF BOARD OF GOVERNORS MEMBERS' RESPONSIBILITIES**

Section 81 of the Public Finance Management Act, 2012 and (section 14 of the State Corporations Act, and section 29 of schedule 2 of the Technical and Vocational Education and Training Act, 2013, require the council members to prepare financial statements in respect of P C Kinyanjui TTI, which give a true and fair view of the state of affairs of P C Kinyanjui TTI at the end of the financial year/period and the operating results of P C Kinyanjui TTI for that year/period. The council members are also required to ensure that P C Kinyanjui TTI keeps proper accounting records which disclose with reasonable accuracy the financial position of the P C Kinyanjui TTI. The council members are also responsible for safeguarding the assets of the P C Kinyanjui TTI.

The council members are responsible for the preparation and presentation of P C Kinyanjui TTI financial statements, which give a true and fair view of the state of affairs of the P C Kinyanjui TTI for and as at the end of the financial year (period) ended on June 30, 2021 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 entity; (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 entity; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The council members accept responsibility for P C Kinyanjui TTI's financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act, 2012 and (the State Corporations Act, and the TVET Act). The council members are of the opinion that P C Kinyanjui TTI's financial statements give a true and fair view of the state of P C Kinyanjui TTI's transactions during the financial year ended June 30, 2021, and of P C Kinyanjui TTI's financial position as at that date. The council members further confirm the completeness of the accounting records maintained for P C Kinyanjui TTI, which have been relied upon in the preparation of the P C Kinyanjui TTI's financial statements as well as the adequacy of the systems of internal financial control.

Nothing has come to the attention of the council members to indicate that P C Kinyanjui TTI will not remain a going concern for at least the next twelve months from the date of this statement.

**Approval of the financial statements**

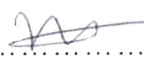
The entity's financial statements were approved by the Board on 23<sup>rd</sup> Sept, 2021 and signed on its behalf by:

Name: Dr Mary Claire Kidenda

Signature 

Chairperson of the Board

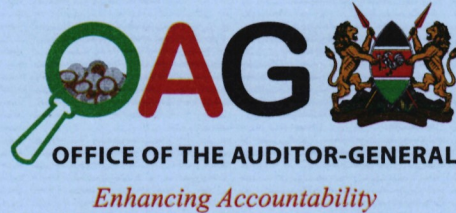
Name: Nancy Njui

Signature 

Accounting Officer/Principal

# REPUBLIC OF KENYA

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**HEADQUARTERS**  
Anniversary Towers  
Monrovia Street  
P.O. Box 30084-00100  
NAIROBI

## **REPORT OF THE AUDITOR-GENERAL ON PC KINYANJUI TECHNICAL AND TRAINING INSTITUTE FOR THE YEAR ENDED 30 JUNE, 2021**

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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 Government achieves value for money and that such funds are applied for intended purpose.
- C. Report on Effectiveness of Internal Controls, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, the risk management environment, and the internal controls developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

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

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

### **REPORT ON THE FINANCIAL STATEMENTS**

#### **Qualified Opinion**

I have audited the accompanying financial statements of PC Kinyanjui Technical and Training Institute set out on pages 1 to 26, which comprise the statement of financial position as at 30 June, 2021, statement of financial performance, statement of changes in net assets, statement of cash flows and the statement of comparison of budget and actual amounts for the year then ended, and a summary of significant accounting policies

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*Report of the Auditor-General on PC Kinyanjui Technical and Training Institute for the year ended 30 June, 2021*

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

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of the PC Kinyanjui Technical and Training Institute as at 30 June, 2021, 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 Public Finance Management Act, 2012 and Technical and Vocational Education and Training Act, 2013.

## **Basis for Qualified Opinion**

### **1. Uncertainty in Receivables from Non-Exchange Transactions**

The statement of financial position and as disclosed in Note 11 to the financial statements, reflects a balance totalling Kshs.13,850,070 in respect to contingency. Records provided for audit review indicated that balance relates to cheques which were forged in the financial years 2011/2012 to 2013/2014. Though the Institute filed the case in court which was still ongoing, taking into consideration the time lapse, the recoverability of this amount is doubtful. Further, the contingent asset was recognized as an asset whereas the IPSAS 19 states that an entity shall not recognize a contingent asset but disclosed in the financial statements until when there is realization of income.

In the circumstances, the accuracy and completeness of contingency totalling Kshs.13,850,070 as at 30 June, 2021 could not be confirmed.

### **2. Lack of Ownership Documents**

The statement of financial position reflect a balance totalling Kshs.830,729,434 which includes a balance of Kshs. 320,000,000 as disclosed in Note 16 to the financial statement in respect to land. However, based on a judgement passed on 5 December, 2019 on the Case No. ELC Suit No. 289 of 2009 that declared that L R Dagoretti/Riruta/844 is rightfully and registered property of the plaintiff, the Institution therefore lost the case on ownership of the land. No explanation was provided as to why the Institute has continued to recognize the property and why the Institute constructed buildings worth Kshs.404,622,092 on land that it did not have ownership documents.

Further, the property, plant and equipment balance includes motor vehicles valued at Kshs.14,950,176. It was however noted that two motor vehicles and one motor bike did not have the log books in the name of the institution.

In addition, the property plant and equipment balance of Kshs.830,729,434 includes plant and equipment valued at Kshs.135,177,381 whose detailed analysis, value and ownership could not be confirmed as the respective documentation was not provided for audit review.

In the circumstances, the accuracy and existence of the property, plant and equipment balance of Kshs.830,729,434 could not be confirmed.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of the PC Kinyanjui Technical and Training Institute 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.

### **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**

#### **1.0 Budgetary Control and Performance**

The statement of comparison of budget and actual amounts reflects final receipts budget and actual on a comparable basis of Kshs.335,169,633 and Kshs.146,129,276 respectively resulting to an underfunding of Kshs.189,040,357 or 56% of the budget. Similarly, the Institute expended Kshs.250,526,736 against an approved budget of Kshs.338,669,633 resulting to an under-expenditure of Kshs.88,142,897 or 26% of the budget.

The underfunding and underperformance affected the planned activities and may have impacted negatively on service delivery to the public.

#### **2.0 Unresolved Prior Year Matters**

In the audit report of the previous year, several paragraphs 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 has not resolved the issues nor disclosed all the prior year matters as provided by the Public Sector Accounting Standards Board templates.

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

### **Conclusion**

As required by Article 229(6) of the Constitution, based on the procedures performed, except for the matter 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**

### **Lack of Ethnic Diversity in Staff Establishment**

Audit review of the human resource records and the payroll data maintained by the Institute revealed that the Institute did not comply with the ethnic representation requirement. The records indicated that, the Institute had 37 permanent staff employed by Board of Governors as at 30 June, 2021 out of which 18 or 49% were from one ethnic community contrary to Section 7(2) of the National Cohesion and Integration Act, 2008, which stipulates that no public establishment shall have more than one third of its staff from the same ethnic community.

The Management was therefore in breach of the law.

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, I confirm that, nothing has come to my attention to cause me to believe that internal controls, risk management and overall governance were not effective.

### **Basis for Conclusion**

The audit was conducted in accordance with ISSAI 2315 and ISSAI 2330. The standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal 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.

### **Responsibilities of Management and Board of Governors**

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

In preparing the financial statements, Management is responsible for assessing the Institute's' ability to continue to sustain 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 Institute 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.

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

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

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement and weakness when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way, in accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal control in order to give an assurance on the effectiveness of internal controls, risk management and overall governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may

occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal control may not prevent or detect misstatements and instances of 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 judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the Institute financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management.
- Conclude on the appropriateness of the Management's use of the applicable basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute'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 Institute 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 Institute to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

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

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

  
CPA Nancy Gathungu, CBS  
AUDITOR-GENERAL

Nairobi

20 July, 2022

**X. STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2021**

| <b>REVENUE FROM NON-EXCHANGE TRANSACTIONS</b>     | <b>Note</b> | <b>2020-2021</b>       | <b>2019-2020</b>     |
|---|-------------|------------------------|----------------------|
|   |             | <b>Shs</b>             | <b>Shs</b>           |
| Transfers from National Govern-operational grants | 1           | 64,017,500             | 38,386,679           |
| Transfers from National Govern-Development grants |             | 0                      | 5,094,500            |
| Transfers from CDF                                |             |                        |                      |
| <b>Subtotal</b>                                   |             | <b>64,017,500</b>      | <b>43,481,179</b>    |
| <b>REVENUE FROM EXCHANGE TRANSACTIONS</b>         |             |                        |                      |
| Rendering of services-Fees from students          | 2(a)        | 81,061,105             | 227,691,854          |
| Sale of Goods                                     | 2(b)        | 488,974                | 0                    |
| Refundable deposits from students                 | 13          | 561,697                | 0                    |
| <b>Subtotal</b>                                   |             | <b>82,111,776</b>      | <b>227,691,854</b>   |
| <b>Total revenue</b>                              |             | <b>146,129,276</b>     | <b>271,173,033</b>   |
| <b>Expenses</b>                                   |             |                        |                      |
| Use of Goods and Services                         | 3           | 129,949,739            | 23,673,003           |
| Employee costs                                    | 4           | 19,585,840             | 22,685,686           |
| Remuneration of Directors                         | 5           | 2,790,000              | 0                    |
| Depreciation and amortization                     | 16          | 56,714,424             | 48,464,636           |
| Repairs and maintenance                           | 7           | 16,756,275             | 7,087,745            |
| Grants and Subsidies                              | 8           | 0                      | 15,986,717           |
| Finance costs                                     | 9           | 0                      | 369,412              |
| General expenses                                  |             | 0                      | 110,246,803          |
| <b>Total expenses</b>                             |             | <b>225,796,278</b>     | <b>228,514,001</b>   |
| <b>Surplus for the period</b>                     |             | <b>(79,667,001.93)</b> | <b>42,659,032.00</b> |

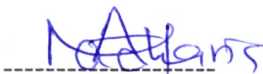
## XI. STATEMENT OF FINANCIAL POSITIONAS AT 30 JUNE 2021

| Assets  |       | 2020-2021          | 2019-2020          |
|---|-------|--------------------|--------------------|
| Current assets                                      | Note  | Shs                | Shs                |
| Cash and cash equivalents                           | 10    | 22,406,352         | 124,896,137        |
| <b>Receivables from exchange transactions</b>       |       |                    |                    |
| (a) Student debtors                                 | 11(a) | 26,553,977         | 31,053,467         |
| (b) Contingency                                     | 11(b) | 13,850,070         | 13,850,070         |
| <b>Receivables from non-exchange transactions</b>   | 0     | -                  | -                  |
| <b>Inventories</b>                                  |       | -                  | -                  |
| <b>Total current asset</b>                          |       | <b>62,810,399</b>  | <b>169,799,674</b> |
| <b>Non-current assets</b>                           |       |                    |                    |
| Property ,plant and equipment                       | 15    | 830,729,434        | 805,998,976        |
| <b>Total assets</b>                                 |       | <b>893,539,833</b> | <b>975,798,650</b> |
| <b>Liabilities</b>                                  |       |                    |                    |
| <b>Current liabilities</b>                          |       |                    |                    |
| Trade and other payables from exchange transactions | 12    | 73,711,084         | 78,804,900         |
| <b>Refundable deposits from students</b>            | 13    | 2,502,000          | -                  |
| <b>Total current liabilities</b>                    |       | <b>76,213,084</b>  | <b>78,804,900</b>  |
| <b>Non-current liabilities</b>                      |       | -                  | -                  |
| <b>Total liabilities</b>                            |       | <b>76,213,084</b>  | <b>78,804,900</b>  |
| <b>Net Assets</b>                                   |       |                    |                    |
| <b>Reserves</b>                                     |       | <b>817,326,748</b> | <b>896,993,750</b> |
| <b>Accumulated surplus</b>                          |       | 66,484,469         | 146,151,471        |
| <b>Capital fund</b>                                 |       | 750,842,279        | 750,842,279        |
| <b>Total Net Assets &amp; Liabilities</b>           |       | <b>817,326,748</b> | <b>896,993,750</b> |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

The Financial Statements set out on pages 1 to 6 were signed on behalf of the Institute Board of Governors by:







**Chairman of Board of Governors**

**Finance Officer**

**Principal**

Date..... 08/06/2022

ICPAK No Assoc/2133  
Date..... 08/06/2022

Date..... 8/06/2022

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

**XII. STATEMENT OF CHANGES IN NET ASSET FOR THE YEAR ENDED 30 JUNE 2021**

|                        | Accumulated surplus<br>Ksh | Capital Fund<br>Ksh | Total<br>Ksh |
|------------------------|----------------------------|---------------------|--------------|
| <b>At July 1 2019</b>  | 103,492,439                | 750,842,279         | 854,334,718  |
| Surplus for the period | 42,659,032                 | -                   | 42,659,032   |
| <b>At June 30 2020</b> | 146,151,471                | 750,842,279         | 896,993,750  |
| <b>At July 1 2020</b>  | 146,151,471                | 750,842,279         | 896,993,750  |
| Surplus for the period | (79,667,002)               | -                   | (79,667,002) |
| <b>At June 30 2021</b> | 66,484,469                 | 750,842,279         | 817,326,748  |

**XIII. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021**

|  |             | <b>2020-2021</b>     | <b>2019-2020</b>   |
|--|-------------|----------------------|--------------------|
|  | <b>Note</b> | <b>Shs</b>           | <b>Shs</b>         |
| <b>Cash flows :operating activities</b>            |             |                      |                    |
| <b>Receipts</b>                                    |             |                      |                    |
| Transfers-Government grants and subsidies          |             | 64,017,500           | 43,481,179         |
| Rendering of services-Fees                         |             | 54,507,129           | 198,429,875        |
| Sale of goods                                      |             | 488,974              | -                  |
| Student prepayments                                |             | 9,529,467            | 78,304,900         |
| Refundable deposits from students                  |             | 561,697              | -                  |
| <b>TOTAL</b>                                       |             | <b>129,104,767</b>   | <b>320,215,954</b> |
| <b>Payments</b>                                    |             |                      |                    |
| Use of Goods and services                          |             | 119,171,474          | 23,673,003         |
| Compensation of employees                          |             | 18,265,827           | 22,685,686         |
| Repair and Maintenance                             |             | 15,791,052           | 7,087,745          |
| Finance cost                                       |             | -                    | 369,412            |
| Grants and subsidies paid                          |             | -                    | 15,986,717         |
| General Expenses                                   |             | -                    | 111,538,291        |
| <b>TOTAL</b>                                       |             | <b>153,228,353</b>   | <b>181,340,853</b> |
| <b>Net cash flows :operating activities</b>        |             | <b>(24,123,586)</b>  | <b>138,875,101</b> |
| <b>Cash flows from investing activities</b>        |             |                      |                    |
| Purchase of PPE & Intangible assets                |             | 78,366,199           | 25,406,999         |
| <b>Net cash flows from investing activities</b>    |             | <b>78,366,199</b>    | <b>25,406,999</b>  |
| <b>Net Change in cash &amp; cash equivalents</b>   |             | <b>(102,489,785)</b> | <b>113,468,102</b> |
| <b>Cash and cash equivalents at 1st July 2020</b>  | 10          | <b>124,896,137</b>   | <b>11,428,035</b>  |
| <b>Cash and cash equivalents at 30th June 2021</b> | 10          | <b>22,406,352</b>    | <b>124,896,137</b> |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**  
**XIV. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2021**

|                                 | Original Budget    |      | Adjustments        |      | Final budget       |      | Actual on comparable basis |      | Performance difference |      | Utilisation difference |   |
|---------------------------------|--------------------|------|--------------------|------|--------------------|------|----------------------------|------|------------------------|------|------------------------|---|
|                                 | 2020-2021          | Kshs | 2020-2021          | Kshs | 2020-2021          | Kshs | 2020-2021                  | Kshs | 2020-2021              | Kshs | 2020-2021              | % |
| <b>Revenue</b>                  |                    |      |                    |      |                    |      |                            |      |                        |      |                        |   |
| Government grants and subsidies | 95,555,000         |      | (2,642,500)        |      | 92,912,500         |      | 64,017,500                 |      | 28,895,000             |      | 31....(a)              |   |
| Rendering of services           | 242,257,133        |      | -                  |      | 242,257,133        |      | 82,111,776                 |      | 160,145,357            |      | 66.....(a)             |   |
| <b>Total income</b>             | <b>337,812,133</b> |      | <b>(2,642,500)</b> |      | <b>335,169,633</b> |      | <b>146,129,276</b>         |      | <b>65,732,495</b>      |      |                        |   |
|                                 |                    |      |                    |      |                    |      | -                          |      |                        |      |                        |   |
| <b>Expenses</b>                 |                    |      |                    |      |                    |      |                            |      |                        |      |                        |   |
| Compensation of employees       | 32,096,000         |      | (3,096,000)        |      | 29,000,000         |      | 19,585,840                 |      | 9,414,160              |      | 32.....(b)             |   |
| Use of Goods and services       | 24,450,000         |      | (2,280,800)        |      | 22,169,200         |      | 22,384,368                 |      | (215,168)              |      | (1)                    |   |
| Repair and Maintenance          | 22,350,000         |      | (3,500,000)        |      | 18,850,000         |      | 16,756,275                 |      | 2,093,725              |      | 11                     |   |
| Remuneration of Directors       | 2,670,000          |      | -                  |      | 2,670,000          |      | 2,790,000                  |      | (120,000)              |      | (4)                    |   |
| General expenses                | 127,126,133        |      | 15,834,300         |      | 142,960,433        |      | 106,842,221                |      | 36,118,212             |      | 25.....(b)             |   |
| Finance cost                    | 620,000            |      | -                  |      | 620,000            |      | 723,150                    |      | (103,150)              |      | (17).....(c)           |   |
| PPE                             | 128,500,000        |      | (6,100,000)        |      | 122,400,000        |      | 81,444,882                 |      | 40,955,118             |      | 33.....(b)             |   |
| <b>Total expenditure</b>        | <b>337,812,133</b> |      | <b>857,500</b>     |      | <b>338,669,633</b> |      | <b>250,526,736</b>         |      | <b>88,142,897</b>      |      | <b>80</b>              |   |
|                                 |                    |      |                    |      |                    |      |                            |      |                        |      |                        |   |
| <b>Surplus</b>                  | -                  |      |                    |      |                    |      | <b>(104,397,160)</b>       |      | <b>100,897,460</b>     |      |                        |   |

**Budget notes**

*1. Differences between actual and budgeted amounts (10% over/ under) IPSAS 24.14*

- (a) The collection was not achieved as budgeted due to the pandemic as students were not in session part of the financial year.  
(b) All these vote heads could not utilize the budget fully because they relate to operations which were affected by the pandemic as the Institution was closed down for part of the financial year.  
(c) Bank charges went up as we introduced payment through Bank transfer to Mpesa for staff allowances hence increase on this mpesa Charges that have affected the bank charges while the mpesa charges budget was not utilized for this reason.

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

**2. *Explanation of changes between original and final budget indicating. (IPSAS 24.29)***

(a) There was budget reallocation/supplementary budget due to the protocols laid by the Government on return to school strategies in term 3 of 2020 where water points were to be provided, social distancing was to be observed, and signages among others were to be implemented before opening of all TVET Institutions. These lead to the difference between the original and final budget.

**XV. NOTES TO THE FINANCIAL STATEMENTS**

**1. GENERAL INFORMATION**

P .C Kinyanjui TTI is established by and derives its authority and accountability from TVET Act, 2013. P C Kinyanjui TTI is wholly owned by the Government of Kenya and is domiciled in Kenya. P C Kinyanjui TTI's principal activity is to produce graduates who are knowledgeable, skilled and equipped with positive attitude that enables them to cope with the challenges of the fast growing world.

**2. STATEMENT OF COMPLIANCE AND BASIS OF PREPARATION**

The financial statements have been prepared on a historical cost basis except for the measurement at re-valued amounts of certain items of property, plant and equipment, marketable securities and financial instruments at fair value, impaired assets at their estimated recoverable amounts and actuarially determined liabilities at their present value. The preparation of financial statements in conformity with International Public Sector Accounting Standards (IPSAS) allows the use of estimates and assumptions. It also requires management to exercise judgement in the process of applying P .C Kinyanjui TTI accounting policies.

The financial statements have been prepared and presented in Kenya Shillings, which is the functional and reporting currency of the Institute.

The financial statements have been prepared in accordance with the PFM Act, the State Corporations Act, the TVET Act 2013 and International Public Sector Accounting Standards (IPSAS). The accounting policies adopted have been consistently applied to all the years presented.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

3. ADOPTION OF NEW AND REVISED STANDARDS

- i. Relevant new standards and amendments to published standards effective for the year ended 30 June 2021.

| Standard                    | Impact  |
|-----------------------------|---|
| Other Improvements to IPSAS | <p><b>Applicable: 1<sup>st</sup> January 2021:</b></p> <p>a) Amendments to IPSAS 13, to include the appropriate references to IPSAS on impairment, in place of the current references to other international and/or national accounting frameworks.</p> <p>b) IPSAS 13, Leases and IPSAS 17, Property, Plant, and Equipment.<br/>Amendments to remove transitional provisions which should have been deleted when IPSAS 33, First Time Adoption of Accrual Basis International Public Sector Accounting Standards (IPSASs) was approved.</p> <p>c) IPSAS 21, Impairment of Non-Cash-Generating Assets and IPSAS 26, Impairment of Cash Generating Assets.<br/>Amendments to ensure consistency of impairment guidance to account for revalued assets in the scope of IPSAS 17, Property, Plant, and Equipment and IPSAS 31, Intangible Assets.</p> <p>d) IPSAS 33, First-time Adoption of Accrual Basis International Public Sector Accounting Standards (IPSASs).<br/>Amendments to the implementation guidance on deemed cost in IPSAS 33 to make it consistent with the core principles in the Standard.</p> |

PC KINYANJUI TECHNICAL TRAINING INSTITUTE  
 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021  
 NOTES TO THE FINANCIAL STATEMENTS (Continued)

ii. New and amended standards and interpretations in issue but not yet effective in the year ended 30 June 2021.

| Standard  | Effective date and impact:   |
|---|--|
| <p><b>IPSAS 41:</b><br/>Financial Instruments</p>                               | <p><b>Applicable: 1<sup>st</sup> January 2023:</b><br/>                     The objective of IPSAS 41 is to establish principles for the financial reporting of financial assets and liabilities that will present relevant and useful information to users of financial statements for their assessment of the amounts, timing and uncertainty of an entity's future cash flows. IPSAS 41 provides users of financial statements with more useful information than IPSAS 29, by:</p> <ul style="list-style-type: none"> <li>•Applying a single classification and measurement model for financial assets that considers the characteristics of the asset's cash flows and the objective for which the asset is held;</li> <li>•Applying a single forward-looking expected credit loss model that is applicable to all financial instruments subject to impairment testing; and</li> <li>•Applying an improved hedge accounting model that broadens the hedging arrangements in scope of the guidance. The model develops a strong link between an entity's risk management strategies and the accounting treatment for instruments held as part of the risk management strategy.</li> </ul> |
| <p><b>IPSAS 42:</b><br/>Social Benefits</p>                                     | <p><b>Applicable: 1<sup>st</sup> January 2023</b><br/>                     The objective of this Standard is to improve the relevance, faithful representativeness and comparability of the information that a reporting entity provides in its financial statements about social benefits. The information provided should help users of the financial statements and general-purpose financial reports assess:</p> <ul style="list-style-type: none"> <li>(a) The nature of such social benefits provided by the entity;</li> <li>(b) The key features of the operation of those social benefit schemes; and</li> <li>(c) The impact of such social benefits provided on the entity's financial performance, financial position and cash flows.</li> </ul>   |
| <p>Amendments to Other IPSAS resulting from IPSAS 41, Financial Instruments</p> | <p><b>Applicable: 1st January 2023:</b></p> <ul style="list-style-type: none"> <li>a) Amendments to IPSAS 5, to update the guidance related to the components of borrowing costs which were inadvertently omitted when IPSAS 41 was issued.</li> <li>b) Amendments to IPSAS 30, regarding illustrative examples on hedging and credit risk which were inadvertently omitted when IPSAS 41 was issued.</li> <li>c) Amendments to IPSAS 30, to update the guidance for accounting for financial guarantee contracts which were inadvertently omitted when IPSAS 41 was issued.</li> <li>d) Amendments to IPSAS 33, to update the guidance on classifying financial instruments on initial adoption of accrual basis IPSAS which were inadvertently omitted when IPSAS 41 was issued.</li> </ul>  |

**iii. Early adoption of standards**

P C Kinyanjui TTI did not early – adopt any new or amended standards in year 2021.

**4. 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 P C Kinyanjui TTI and can be measured reliably. Recurrent grants are recognized in the statement of comprehensive income. Development/capital grants are recognized in the statement of financial position and realised in the statement of comprehensive income over the useful life of the assets that has been acquired using such funds.

**ii) Revenue from exchange transactions**

**Rendering of services**

P C Kinyanjui 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.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**a Budget information**

The original budget for FY 2020/2021 was approved by the Council or Board on 28<sup>th</sup> June 2021. Subsequent revisions or additional appropriations were made to the approved budget in accordance with specific approvals from the appropriate authorities. The additional appropriations are added to the original budget by P C Kinyanjui TTI upon receiving the respective approvals in order to conclude the final budget.

The Institute budget is prepared on a different basis to the actual income and expenditure disclosed in the financial statements. The financial statements are prepared on accrual basis using a classification based on the nature of expenses in the statement of financial performance, whereas the budget is prepared on a cash basis. The amounts in the financial statements were recast from the accrual basis to the cash basis and reclassified by presentation to be on the same basis as the approved budget. A comparison of budget and actual amounts, prepared on a comparable basis to the approved budget, is then presented in the statement of comparison of budget and actual amounts.

## PC KINYANJUI TECHNICAL TRAINING INSTITUTE

### ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

In addition to the Basis difference, adjustments to amounts in the financial statements are also made for differences in the formats and classification schemes adopted for the presentation of the financial statements and the approved budget.

A statement to reconcile the actual amounts on a comparable basis included in the statement of comparison of budget and actual amounts and the actuals as per the statement of financial performance has been presented under section xvii of these financial statements.

#### **b 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, P C Kinyanjui TTI 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.

#### **i) Inventories**

Inventory is measured at cost upon initial recognition. To the extent that inventory was received through non-exchange transactions (for no cost or for a nominal cost), the cost of the inventory is its fair value at the date of acquisition.

Costs incurred in bringing each product to its present location and conditions are accounted for, as follows:

- Raw materials: purchase cost using the weighted average cost method
- Finished goods and work in progress: cost of direct materials and labour and a proportion of manufacturing overheads based on the normal operating capacity, but excluding borrowing costs.

## **4 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

#### **i) Inventories**

After initial recognition, inventory is measured at the lower of cost and net realizable value. However, to the extent that a class of inventory is distributed or deployed at no charge or for a nominal charge, that class of inventory is measured at the lower of cost and current replacement cost.

Net realizable value is the estimated selling price in the ordinary course of operations, less the estimated costs of completion and the estimated costs necessary to make the sale, exchange, or distribution.

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

Inventories are recognized as an expense when deployed for utilization or consumption in the ordinary course of operations of P C Kinyanjui TTI.

**4 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**j) Nature and purpose of reserves**

P C Kinyanjui TTI does not create and maintain reserves in terms of specific requirements.

**k) Changes in accounting policies and estimates**

P C Kinyanjui TTI recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

**Related parties**

P C Kinyanjui TTI regards a related party as a person or an entity with the ability to exert control individually or jointly, or to exercise significant influence over the P C Kinyanjui TTI, or vice versa. Members of key management are regarded as related parties and comprise the directors, the CEO/principal and senior managers.

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 authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year.

**l) Comparative figures**

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

**m) 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, 2021.

## **5. SIGNIFICANT JUDGMENTS AND SOURCES OF ESTIMATION UNCERTAINTY**

The preparation of P C Kinyanjui TTI'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. P C Kinyanjui TTI based its assumptions and estimates on parameters available when the consolidated financial statements were prepared.e.g depreciation rate of assets as follows;

|                           |       |
|---------------------------|-------|
| Building.....             | 5%    |
| Motor vehicles.....       | 25%   |
| Furniture & Fittings..... | 20%   |
| Computers.....            | 33.3% |
| Plant & Equipment.....    | 15%   |

However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of P C Kinyanjui TTI. 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 P C Kinyanjui TTI.
- The nature of the asset, its susceptibility and adaptability to changes in technology and processes
- 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

NOTES TO THE FINANCIAL STATEMENTS

1. TRANSFERS FROM NATIONAL GOVERNMENT MINISTRIES

|  | 2020-2021         | 2019-2020           |
|--|-------------------|---------------------|
|  | Shs               | Shs                 |
| <b>Transfers from National government ministries</b> |                   |                     |
| <b>Unconditional grants</b>                          |                   |                     |
| Capitation grants in arrears                         | 48,450,000        | 12,831,679          |
| Capitation grants                                    |                   | 21,555,000          |
| Capitation-Ngong TVC                                 | 240,000           | 0                   |
| Capitation-Emurua Dikir TTI                          | 13,327,500        | 0                   |
| Operational grants-Ngong TVC                         | 1,000,000         | 3,000,000           |
| Operational grants-Emurua Dikir TTI                  | 1,000,000         | 1,000,000           |
| <b>Subtotal</b>                                      | <b>64,017,500</b> | <b>38,386,679</b>   |
| <b>Conditional grants</b>                            | 0                 |                     |
| Mechanical Workshop grant                            |                   | 5094500             |
| <b>Subtotal</b>                                      | <b>0</b>          | <b>5,094,500.00</b> |
| <b>Total government grants and subsidies</b>         | <b>64,017,500</b> | <b>43,481,179</b>   |

*Total Government grants and subsidies include capitation and operational grants for mentored institutions Ksh 1,240,000 and Ksh 14,327,500 for Ngong TVC and Emurua Dikir TTI respectively wired to our account on their behalf.*

2 RENDERING OF SERVICES

|                                      | 2020-2021  | 2019-2020   |
|--------------------------------------|------------|-------------|
|                                      | Shs        | Shs         |
| <b>RENDERING OF SERVICES</b>         |            |             |
| Tuition fees                         | 41,509,239 | 127,868,241 |
| Practical fee                        | 1,353,564  | 3,911,339   |
| Examination fees & student clearance | 3,076,533  | 41,058,921  |
| Practical Exams                      | 4,305,364  | -           |
| Facilities & Materials               | 9,708,963  | 22,300,396  |
| Industrial attachment fee            | 717,916    | -           |
| Activity fee                         | 2,417,673  | -           |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

|   |                   |                    |
|---|-------------------|--------------------|
| Registration fee                                    | 1,323,005         | -                  |
| Personal Emoluments                                 | 15,582,509        | -                  |
| Income Generating Activities                        | 872,258           | 29,712,077         |
| Other income  | 194,081           | 2,840,879          |
| <b>Total revenue from the rendering of services</b> | <b>81,061,105</b> | <b>227,691,853</b> |

*Other income consist of student fees of Ksh 184,081 and Ksh 10,000 from Emurua Dikir TTI and Ngong TVC respectively paid into our Bank accounts. (mentored Institutions)*

**(b) SALE OF GOODS**

|   | <b>2020-2021</b> | <b>2019-2020</b> |
|---|------------------|------------------|
|   | <b>Shs</b>       | <b>Shs</b>       |
| <b>SALE OF GOODS</b>                    |                  |                  |
| Food & Beverage Income                  | 49,570           | -                |
| Canteen Sales                           | 439,404          | -                |
| <b>Total revenue from sale of goods</b> | <b>488,974</b>   |                  |

(These are sale of meal to both student and staff in the canteen and meals prepared by Hospitality students during exams)

**(c) STUDENT PREPAYMENT**

| <b>Students Prepayments</b>     | <b>2020-2021</b> | <b>2019-2020</b>  |
|---------------------------------|------------------|-------------------|
|                                 | <b>Shs</b>       | <b>Shs</b>        |
| Bal b/f                         | 9,529,467        | 78,304,900        |
| <b>Total student prepayment</b> | <b>9,529,467</b> | <b>78,304,900</b> |

**3(a) USE OF GOODS AND SERVICES**

| <b>USE OF GOODS AND SERVICES</b> | <b>2020-2021</b> | <b>2019-2020</b> |
|----------------------------------|------------------|------------------|
|                                  | <b>Shs</b>       | <b>Shs</b>       |
| Tuition & Training Materials     | 22,384,368       | 23,673,003       |
| Advertising                      | 2,108,184        | 3,653,643        |
| Education Tours                  | 23,320           | 523,360          |
| Library bks & E-Library          | 500,000          | 1,777,001        |
| Student Activity                 | 1,416,950        | 2,792,312        |
| Consultancy & Litigation         | 446,940          | 50,000           |
| Internet                         | 2,549,455        | 1,670,311        |
| Electricity                      | 2,641,993        | 1,332,312        |
| Fuel and oil                     | 1,100,528        | 1,081,539        |
| Insurance-students               | 605,494          | 287,500          |
| Graduation/Open day              | 0                | 826,365          |
| Income Generating Activities     | 13,557,365       | 20,474,823       |
| Postage & Telephone              | 1,696,325        | 1,532,299        |
| Printing and stationery          | 3,487,257        | 3,075,769        |
| Student Welfare                  | 615,435          | 910,368          |
| Boarding Equipment & Stores      | 3,228,825        | 321,610          |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

|  |                    |                    |
|--|--------------------|--------------------|
| Security costs                                 | 2,895,000          | 2,936,150          |
| Caution  | 1,200              | 600                |
| Fee Refund                                     | 404,803            | 554,618            |
| HELB Refund                                    | 342,961            | 83,299             |
| Medical Expenses                               | 908,510            | 841,802            |
| Uniforms Students                              | 1,316,000          | -                  |
| Staff Welfare                                  | 4,743,080          | 2,506,527          |
| Staff Uniform                                  | 241,505            | 20,237             |
| Staff Development                              | 1,133,930          | 1,446,028          |
| Awards & Motivation                            | 1,248,500          | 1,091,640          |
| Insurance-M/V & Fixed Assets                   | 644,472            | 443,753            |
| Sanitary Services                              | 507,932            | 417,540            |
| Newspaper                                      | 185,170            | 178,260            |
| BOG & Committee allowances                     | 0                  | 1,596,916          |
| BOG Induction                                  | 2,037,500          | -                  |
| Shows & Exhibition                             | 35,620             | 794,070            |
| Cleaning Materials                             | 1,262,375          | 917,549            |
| Duty Travel-Local                              | 3,161,646          | 4,030,535          |
| Duty Travel-Intern                             | 0                  | 271,755            |
| Seminars & Workshop                            | 3,786,860          | 2,582,196          |
| Research & Innovation                          | 1,414,890          | 1,164,050          |
| Attachment                                     | 1,288,790          | 1,833,400          |
| External Exams                                 | 11,466,930         | 36,001,691         |
| Ngong TVC operational expense                  | 2,588,884          | 4,750,026          |
| ISO  | 458,925            | 305,014            |
| Performance Contract                           | 1,290,410          | 733,625            |
| Audit Fees-External                            | 500,000            | 500,000            |
| Emurua Dikir TTI operational expense           | 10,818,976         | 3,936,310          |
| Return to school expenses (COVID-19 PROVISION) | 13,284,447         | -                  |
| Institute Finance Manual                       | 1,726,100          | -                  |
| Human resource manual                          | 1,664,760          | -                  |
| Asset Valuation                                | 311,975            | -                  |
| Sinages  | 1,192,000          | -                  |
| Bank charges                                   | 721,995            | -                  |
| Mpesa charges                                  | 1,155              | -                  |
| <b>TOTAL USE OF GOODS AND SERVICES</b>         | <b>129,949,739</b> | <b>133,919,806</b> |

4.

**EMPLOYEE COSTS**

| <b>EMPLOYEE COSTS</b>               | <b>2020-2021</b>  | <b>2019-2020</b>  |
|-------------------------------------|-------------------|-------------------|
|                                     | <b>Shs</b>        | <b>Shs</b>        |
| Salaries and wages-BOG non-teaching | 13,644,522        | 14,385,321        |
| Salaries and wages-BOG Teaching     | 5,941,319         | 7,942,930         |
| Gratuity payment                    |                   | 357,435           |
| <b>Total Employee costs</b>         | <b>19,585,840</b> | <b>22,685,686</b> |

#### 5. REMUNERATION OF DIRECTORS

| REMUNERATION OF BOARD MEMBERS | 2020-2021        | 2019-2020        |
|-------------------------------|------------------|------------------|
|                               | Shs              | Shs              |
| BOG remuneration              | 2,790,000        | 1,596,916        |
| <b>Total Employee costs</b>   | <b>2,790,000</b> | <b>1,596,916</b> |

#### 7. REPAIRS AND MAINTENANCE

| REPAIRS AND MAINTENANCE              | 2020-2021         | 2019-2020        |
|--------------------------------------|-------------------|------------------|
|                                      | Shs               | Shs              |
| Property                             | 7,569,419         | 4,144,360        |
| Equipment & Machinery                | 485,733           | 938,617          |
| Furniture and fittings               | 264,226           | 154,630          |
| Vehicles                             | 2,043,337         | 995,848          |
| Computers & Accessories              | 245,485           | -                |
| M.I.S Maintenance                    | 515,280           | 689,090          |
| Student Canopy                       | 360,260           | -                |
| Improvement of water drainage system | 1,727,310         | -                |
| CCTV Maintenance                     | 260,675           | 76,700           |
| Road Maintenance                     | 3,284,550         | 88,500           |
| <b>Total repairs and maintenance</b> | <b>16,756,275</b> | <b>7,087,745</b> |

#### 8. GRANTS AND SUBSIDIES

| GRANTS AND SUBSIDIES PAID            | 2020-2021 | 2019-2020         |
|--------------------------------------|-----------|-------------------|
|                                      | Shs       | Shs               |
| Emurua Dikir TTI operational expense | 0         | 15,986,717        |
| <b>TOTAL</b>                         | <b>0</b>  | <b>15,986,717</b> |

#### 9. FINANCE COSTS

| FINANCE COST  | 2020-2021 | 2019-2020      |
|---------------|-----------|----------------|
|               | Shs       | Shs            |
| Bank charges  | 0         | 368,812        |
| Mpesa charges | 0         | 600            |
| <b>TOTAL</b>  | <b>0</b>  | <b>369,412</b> |

#### 10. CASH AND CASH EQUIVALENTS

| <b>CASH AND CASH EQUIVALENTS</b>       | <b>2020-2021</b>  | <b>2019-2020</b>   |
|--|-------------------|--------------------|
|  | <b>Shs</b>        | <b>Shs</b>         |
| <b>Current accounts</b>                | 22,406,352        | 124,896,137        |
| <b>Total cash and cash equivalents</b> | <b>22,406,352</b> | <b>124,896,137</b> |

#### **DETAILED ANALYSIS OF CASH AND CASH EQUIVALENTS**

|                              |                       | <b>2020-2021</b>  | <b>2019-2020</b>   |
|------------------------------|-----------------------|-------------------|--------------------|
|                              |                       | <b>Shs</b>        | <b>Shs</b>         |
| <b>Financial institution</b> | <b>Account number</b> |                   |                    |
| <b>a) Current account</b>    |                       |                   |                    |
| Kenya Commercial bank        | 1209950898            | 697,074           | 509,285            |
| Equity Bank,                 | 0630272454874         | 642,226           | 267,263            |
| Co-op-Fund acc               | 01129081445700        | 1,436,701         | 84,079,919         |
| Co-op-Students Acc           | 01100029240600        | 67,232            | 67,232             |
| Co-op-DevAcc                 | 01139081068501        | 1,332,784         | 19,383,889         |
| Co-op-Main Acc               | 01120081068500        | 18,004,397        | 20,066,639         |
| <b>Sub- total</b>            |                       | <b>22,180,415</b> | <b>124,374,227</b> |
| <b>b) Others (specify)</b>   |                       |                   |                    |
| Cash in hand                 |                       | 225,937           | 521,910            |
| <b>Sub- total</b>            |                       | <b>225,937</b>    | <b>521,910</b>     |
| <b>Grand Total</b>           |                       | <b>22,406,352</b> | <b>124,896,137</b> |

#### **11. RECEIVABLES FROM EXCHANGE TRANSACTIONS**

| <b>RECEIVABLES FROM EXCHANGE TRANSACTIONS</b> | <b>2020-2021</b>  | <b>2019-2020</b>  |
|---|-------------------|-------------------|
|   | <b>Shs</b>        | <b>Shs</b>        |
| <b>Current receivables</b>                    |                   |                   |
| a) Students Debtors                           | 26,553,977        | 31,053,467        |
| <b>Total current receivables</b>              | <b>26,553,977</b> | <b>31,053,467</b> |
| b) Contingency                                |                   |                   |
| Bal b/f                                       | 13,850,070        | 13,850,070        |
| <b>Total receivables</b>                      | <b>40,404,047</b> | <b>44,903,537</b> |

#### **12. TRADE AND OTHER PAYABLES FROM EXCHANGE TRANSACTIONS**

| <b>TRADE AND OTHER PAYABLES FROM EXCHANGE TRANSACTIONS</b> | <b>2020-2021</b>  | <b>2019-2020</b>  |
|--|-------------------|-------------------|
|  | <b>Shs</b>        | <b>Shs</b>        |
| Creditors  | 18,932,184        | 500,000           |
| Student Prepayments(regular)                               | 9,529,467         | 0                 |
| Student Prepayments(NYS)                                   | 45,249,433        | 78,304,900        |
| <b>Total trade and other payables</b>                      | <b>73,711,084</b> | <b>78,804,900</b> |

### 13. REFUNDABLE DEPOSITS FROM STUDENTS

| REFUNDABLE DEPOSITS FROM STUDENTS/CUSTOMERS | 2020-2021        | 2019-2020 |
|---|------------------|-----------|
|   | Shs              | Shs       |
| Caution Money b/f                           | 1,940,303        | 0         |
| Received in the year                        | 561,697          | -         |
| <b>TOTAL</b>                                | <b>2,502,000</b> | <b>-</b>  |

### 14. PURCHASE OF PPE

| PURCHASE OF PPE                                     | 2020-2021         | 2019-2020            |
|---|-------------------|----------------------|
|   | Shs               | Shs                  |
| Computer & Computer Accessories                     | 6,824,200         | 3,069,216            |
| Motor Vehicles                                      | 7,820,400         | 846,443              |
| Mechanical Workshop Construction phase I            | 15,957,764        | 23,691,102           |
| Mens' Hostel Phase III-3rd & 4th Flr                | 29,575,756        | -                    |
| M.I.S System & Turnstiles Full Height               | 600,000           | -                    |
| Mechanical Workshop Construction phase II           | 12,306,840        | -                    |
| Furniture's& Fittings                               | -                 | 612,872              |
| Plant & Equipment                                   | -                 | 817,400              |
| CCTV Camera Installation                            | 529,070           | -                    |
| Plumbing-Male & female Hostels                      | 1,709,100         | -                    |
| Improvement of Sever Room                           | 1,596,740         |                      |
| Painting of Block J (Library, classrooms & offices) | 2,076,729         |                      |
| Improvement in Kitchen Chimneys, Boilers & Pots     | 1,305,000         |                      |
| Staff canteen extension                             | 1,143,283         |                      |
| <b>TOTAL</b>  | <b>81,444,882</b> | <b>29,037,033.00</b> |

### 15. WORK IN PROGRESS

| WORK IN PROGRESS           | 2020-2021         | 2019-2020 |
|----------------------------|-------------------|-----------|
|                            | Shs               | Shs       |
| M.I.S & Turnstiles         | 600,000           | 0         |
| Mechanical W/shop phase II | 12,306,840        | -         |
| <b>TOTAL</b>               | <b>12,906,840</b> | <b>-</b>  |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

**16. PROPERTY, PLANT AND EQUIPMENT**

|                             | Land               | Building           | WIP               | MV                | Furniture & Fittings | Computers         | Plant & Equipment  | Total              |
|-----------------------------|--------------------|--------------------|-------------------|-------------------|----------------------|-------------------|--------------------|--------------------|
| <b>Rate</b>                 | <b>0</b>           | <b>5%</b>          | <b>0%</b>         | <b>25%</b>        | <b>20%</b>           | <b>33.30%</b>     | <b>15%</b>         |                    |
| Cost at 1st July 2020       | 320,000,000        | 390,055,490        | 24,026,102        | 7,129,776         | 4,598,401            | 17,967,358        | 135,177,381        | 898,954,508        |
| Additions                   | -                  | 53,364,372         | 12,906,840        | 7,820,400         | -                    | 7,353,270         | -                  | 81,444,882         |
| Disposals                   | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| Transfers/adjustment        | -                  | 23,556,603         | 23,556,603        | -                 | -                    | -                 | -                  | -                  |
| <b>At 30 June 2021</b>      | <b>320,000,000</b> | <b>466,976,465</b> | <b>13,376,339</b> | <b>14,950,176</b> | <b>4,598,401</b>     | <b>25,320,628</b> | <b>135,177,381</b> | <b>980,399,390</b> |
| Depreciation and impairment |                    |                    |                   |                   |                      |                   |                    |                    |
| At 1 July 2018              |                    |                    |                   |                   |                      |                   |                    |                    |
| Depreciation                | -                  | 19,502,775         | -                 | 1,256,667         | 597,829              | 2,979,628         | 20,153,997         | 44,490,896         |
| Impairment                  | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| Disposals                   | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| <b>At 30 June 2019</b>      | <b>-</b>           | <b>19,502,775</b>  | <b>-</b>          | <b>1,256,667</b>  | <b>597,829</b>       | <b>2,979,628</b>  | <b>20,153,997</b>  | <b>44,490,896</b>  |
| Depreciation and impairment |                    |                    |                   |                   |                      |                   |                    |                    |
| At 1 July 2019              |                    |                    |                   |                   |                      |                   |                    |                    |
| Depreciation                | -                  | 19,502,775         | -                 | 1,782,444         | 919,680              | 5,983,130         | 20,276,607         | 48,464,636         |
| Impairment                  | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| Disposals                   | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| <b>At 30 June 2020</b>      | <b>-</b>           | <b>19,502,775</b>  | <b>-</b>          | <b>1,782,444</b>  | <b>919,680</b>       | <b>5,983,130</b>  | <b>20,276,607</b>  | <b>48,464,636</b>  |
| Depreciation and impairment |                    |                    |                   |                   |                      |                   |                    |                    |
| At 1 July 2020              | -                  |                    |                   |                   |                      |                   |                    |                    |
| Depreciation                | -                  | 23,348,823         | -                 | 3,737,544         | 919,680              | 8,431,769         | 20,276,607         | 56,714,424         |
| Impairment                  | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |
| Disposals                   | -                  | -                  | -                 | -                 | -                    | -                 | -                  | -                  |

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

|                                   |             |             |            |           |           |            |             |             |
|-----------------------------------|-------------|-------------|------------|-----------|-----------|------------|-------------|-------------|
| At 30 June 2021                   | -           | 22,170,993  | -          | 3,737,544 | 919,680   | 8,431,769  | 20,276,607  | 56,714,424  |
| <b>Total Depreciation to date</b> | -           | 62,354,373  | -          | 6,776,655 | 2,437,189 | 17,394,527 | 60,707,211  | 149,669,956 |
| <b>Net book values</b>            |             |             |            |           |           |            |             |             |
| At 30 June 2019                   | 320,000,000 | 370,552,716 | 335,000    | 5,026,666 | 3,387,700 | 11,918,514 | 114,205,984 | 825,426,580 |
| At 30 June 2020                   | 320,000,000 | 351,049,941 | 24,026,102 | 4,090,665 | 3,080,892 | 9,004,600  | 94,746,777  | 805,998,977 |
| At 30 June 2021                   | 320,000,000 | 404,622,092 | 13,376,339 | 8,173,521 | 2,161,212 | 7,926,101  | 74,470,170  | 830,729,434 |

**6. FINANCIAL RISK MANAGEMENT**

P C Kinyanjui TTI's activities expose it to a variety of financial risks including credit and liquidity risks and effects of changes in foreign currency. The company's overall risk management programme focuses on unpredictability of changes in the business environment and seeks to minimise the potential adverse effect of such risks on its performance by setting acceptable levels of risk. The company does not hedge any risks and has in place policies to ensure that credit is only extended to customers with an established credit history.

P C Kinyanjui TTI's financial risk management objectives and policies are detailed below:

**(i) Credit risk**

P C Kinyanjui TTI has exposure to credit risk, which is the risk that a counterparty will be unable to pay amounts in full when due. Credit risk arises from cash and cash equivalents, and deposits with banks, as well as trade and other receivables and available-for-sale financial investments.

Management assesses the credit quality of each customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external assessment in accordance with limits set by the directors. The amounts presented in the statement of financial position are net of allowances for doubtful receivables, estimated by the company's management based on prior experience and their assessment of the current economic environment.

**44.**

**(i) Credit risk (continued)**

The customers under the fully performing category are paying their debts as they continue trading. The credit risk associated with these receivables is minimal and the allowance for uncollectible amounts that the company has recognised in the financial statements is considered adequate to cover any potentially irrecoverable amounts.

P C Kinyanjui TTI has significant concentration of credit risk on amounts due from xxx

The board of directors sets the company's credit policies and objectives and lays down parameters within which the various aspects of credit risk management are operated.

**(ii) Liquidity risk management**

Ultimate responsibility for liquidity risk management rests with the entity's directors, who have built an appropriate liquidity risk management framework for the management of the entity's short, medium and long-term funding and liquidity management requirements. The entity manages liquidity risk through continuous monitoring of forecasts and actual cash flows.

The table below represents cash flows payable by the company under non-derivative financial liabilities by their remaining contractual maturities at the reporting date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

**44. FINANCIAL RISK MANAGEMENT (Continued)**

**(iii) Market risk**

P C Kinyanjui TTI has put in place an internal audit function to assist it in assessing the risk faced by P C Kinyanjui TTI on an on-going basis, evaluate and test the design and effectiveness of its internal accounting and operational controls.

Market risk is the risk arising from changes in market prices, such as interest rate, equity prices and foreign exchange rates which will affect P C Kinyanjui TTI's income or the value of its holding of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return. Overall responsibility for managing market risk rests with the Audit and Risk Management Committee.

P C Kinyanjui TTI's Finance Department is responsible for the development of detailed risk management policies (subject to review and approval by Audit and Risk Management Committee) and for the day to day implementation of those policies.

There has been no change to P C Kinyanjui TTI's exposure to market risks or the manner in which it manages and measures the risk.

**7. RELATED PARTY BALANCES**

**Nature of related party relationships**

Entities and other parties related to P C Kinyanjui TTI include those parties who have ability to exercise control or exercise significant influence over its operating and financial decisions. Related parties include management personnel, their associates and close family members.

**Government of Kenya**

The Government of Kenya is the principal shareholder of the Institution, holding 100% of the Institution equity interest. The Government of Kenya has provided full guarantees to all long-term lenders of the entity, both domestic and external. Other related parties include:

- i) The National Government;
- ii) The Parent Ministry;
- iii) Parents/Guardian
- iv) Sponsors
- v) The public
- vi) Key management;
- vii) Board of directors;

**8. EVENTS AFTER THE REPORTING PERIOD**

There were no material adjusting and non- adjusting events after the reporting period.

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

**9. ULTIMATE AND HOLDING ENTITY**

is Semi- Autonomous Government Agency under the Ministry of State Department of Vocational and Technical Education. Its ultimate parent is the Government of Kenya.

**10. CURRENCY**

The financial statements are presented in Kenya Shillings (Ksh).

**APPENDIX 1: PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS**

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

| Reference No. on the external audit Report | Issue / Observations from Auditor | Management comments | Status: (Resolved / Not Resolved) | Timeframe: (Put a date when you expect the issue to be resolved) |
|--|-----------------------------------|---------------------|-----------------------------------|--|
|  |                                   |                     |                                   |  |
|  |                                   |                     |                                   |  |
|  |                                   |                     |                                   |  |
|  |                                   |                     |                                   |  |
|  |                                   |                     |                                   |  |
|  |                                   |                     |                                   |  |

**Guidance Notes:**

- (i) Use the same reference numbers as contained in the external audit report;
- (ii) Obtain the “Issue/Observation” and “management comments”, required above, from final external audit report that is signed by Management;
- (iii) Before approving the report, discuss the timeframe with the appointed Focal Point persons within P C Kinyanjui TTI responsible for implementation of each issue;
- (iv) Indicate the status of “Resolved” or “Not Resolved” by the date of submitting this report to National Treasury.

*(The report for last FY 2019/2020 is not yet released from the Office of the Auditor General)*

Accounting Officer

Name

Nancy Njui

Signature 

Date 8/06/2022

APPENDIX II: PROJECTS IMPLEMENTED BY THE ENTITY


Projects

|   | PROJECT                    | Total project Cost | Total expended to date | Completion % to date | Budget     | Actual     | Sources |
|---|----------------------------|--------------------|------------------------|----------------------|------------|------------|---------|
| 1 | Mechanical W/shop phase I  | 39,605,380         | 39,605,380             | 100%                 | 15,000,000 | 15,000,000 | Grants  |
| 2 | Mechanical W/shop phase II | 15,799,740         | 12,306,840             | 78%                  | 15,000,000 | 15,000,000 | Grants  |

APPENDIX III: INTER-ENTITY TRANSFERS

| ENTITY NAME:   |                  |                            |                      |  |
|--|------------------|----------------------------|----------------------|--|
| Break down of Transfers from the State Department of Vocational and Technical Training |                  |                            |                      |  |
| FY 2020/2021   |                  |                            |                      |  |
| a.   | Recurrent Grants |                            |                      |  |
|  |                  | <u>Bank Statement Date</u> | <u>Amount (KShs)</u> | <u>Indicate the FY to which the amounts relate</u> |
|  |                  | 3-Jul-20                   | 10,777,500           | FY 2019/2020                                       |
|  |                  | 6-Nov-20                   | 10,852,500           | FY 2020/2021                                       |
|  |                  | 9-Nov-20                   | 3,817,500            | FY 2020/2021                                       |
|  |                  | 9-Nov-20                   | 500,000              | FY 2020/2021                                       |
|  |                  | 9-Nov-20                   | 500,000              | FY 2020/2021                                       |
|  |                  | 22-Feb-21                  | 5,962,500            | FY 2020/2021                                       |
|  |                  | 22-Feb-21                  | 500,000              | FY 2020/2021                                       |
|  |                  | 12-Feb-21                  | 240,000              | FY 2020/2021                                       |
|  |                  | 12-Feb-21                  | 3,817,500            | FY 2020/2021                                       |
|  |                  | 30-Mar-21                  | 500,000              | FY 2020/2021                                       |
|  |                  | 30-Mar-21                  | 2,422,500            | FY 2020/2021                                       |
|  |                  | 4-Jun-21                   | 7,957,500            | FY 2020/2021                                       |
|  |                  | 30-Jun-21                  | 12,900,000           | FY 2020/2021                                       |
|  |                  | 30-Jun-21                  | 3,270,000            | FY 2020/2021                                       |
|  |                  | <b>Total</b>               | <b>64,017,500</b>    |  |

Finance Officer  
PC Kinyanjui TTI

Sign   
08/06/2022

Head of Accounting Unit  
Ministry of Education

Sign-----

**PC KINYANJUI TECHNICAL TRAINING INSTITUTE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**  
**APPENDIX IV: RECORDING OF TRANSFERS FROM OTHER GOVERNMENT ENTITIES**

| Name of the MDA/Donor Transferring the funds | Date received as per bank statement | Nature: Recurrent/Development/Others | Total Amount - KES | Where Recorded/recognized          |              |                 |             |                           | Total Transfers during the Year |
|--|-------------------------------------|--------------------------------------|--------------------|------------------------------------|--------------|-----------------|-------------|---------------------------|---------------------------------|
|  |                                     |                                      |                    | Statement of Financial Performance | Capital Fund | Deferred Income | Receivables | Others - must be specific |                                 |
| Ministry of Education                        | 3-Jul-20                            | Recurrent                            | 10,777,500         | 10,777,500                         | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 6-Nov-20                            | Recurrent                            | 10,852,500         | 10,852,500                         | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 9-Nov-20                            | Recurrent                            | 3,817,500          | 3,817,500                          | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 9-Nov-20                            | Recurrent                            | 500,000            | 500,000                            | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 9-Nov-20                            | Recurrent                            | 500,000            | 500,000                            | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 22-Feb-21                           | Recurrent                            | 5,962,500          | 5,962,500                          | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 22-Feb-21                           | Recurrent                            | 500,000            | 500,000                            | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 12-Feb-21                           | Recurrent                            | 240,000            | 240,000                            | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 12-Feb-21                           | Recurrent                            | 3,817,500          | 3,817,500                          | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 30-Mar-21                           | Recurrent                            | 500,000            | 500,000                            | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 30-Mar-21                           | Recurrent                            | 2,422,500          | 2,422,500                          | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 4-Jun-21                            | Recurrent                            | 7,957,500          | 7,957,500                          | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 30-Jun-21                           | Recurrent                            | 12,900,000         | 12,900,000                         | -            | -               | -           | -                         | -                               |
| Ministry of Education                        | 30-Jun-21                           | Recurrent                            | 3,270,000          | 3,270,000                          | -            | -               | -           | -                         | -                               |
| <b>Total</b>                                 |                                     |                                      | 64,017,500         | 64,017,500                         | -            | -               | -           | -                         | -                               |