

REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL  
Enhancing Accountability

REPORT

PARLIAMENT  
OF KENYA  
LIBRARY

THE NATIONAL ASSEMBLY  
PAPERS LAID

DATE: 16 JUN 2026

DAY: Tuesday

TABLED  
BY: Hon. Naomi Wago, CBS, MP  
Deputy Majority Party Whip

CLERK-AT  
THE-TABLE: Lorna Le

THE AUDITOR-GENERAL

ON

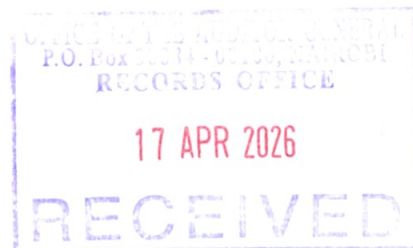
PARLIAMENT  
OF KENYA  
LIBRARY

ST. CLARE GIRLS SECONDARY SCHOOL

FOR THE YEAR ENDED  
30 JUNE, 2025

EMBU COUNTY





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*ST CLARE GIRLS SECONDARY*

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 30<sup>TH</sup> JUNE  
2025**

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**Transitional Financial Statements Prepared under the International Public Sector Accounting Standards (IPSAS)**



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**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

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**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

**1. Acronyms and Definition of Key Terms**

**A. Acronyms.**

|        |                                                                 |
|--------|-----------------------------------------------------------------|
| BOM    | Board of Management                                             |
| CEB    | County Education Board                                          |
| IPSAS  | International Public Sector Accounting Standards                |
| KCSE   | Kenya Certificate of Secondary Education                        |
| PFM    | Public Finance Management                                       |
| PSASB  | Public Sector Accounting Standards Board                        |
| FY     | Financial Year                                                  |
| FDSE   | Free Day Secondary Education                                    |
| TSC    | Teachers Service Commission                                     |
| SMASSE | Strengthening of Mathematics and Science in Secondary Education |

**B. Definition of Key Terms**

**Comparative Year-** Means the prior period.

**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025****2. Key School Information and Management****(a) Background information**

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

The school was registered in 3/2010 under registration number GP/A/8172/10 and is currently categorized as a county public school established, owned or operated by the Government.

The school is a boarding school and had 110 number of students as at 30<sup>th</sup> June 2025. It has one streams and 10 teachers of which 1 teacher are employed by the School Board of Management.

**(b) School Board of Management - Board Members**

The School Board of Management established under Section 55 of the Basic Education Act, 2013; is composed of the following members:

| Ref: | Name of Board Member | Designation           | Date of appointment |
|------|----------------------|-----------------------|---------------------|
| 1    | Rita Kawira Njiru    | Chairman              | 14/5/2022           |
| 2    | Anselia Njiru        | Secretary - Principal | 14/5/2022           |
| 3    | David Njeru          | Member                | 14/5/2022           |
| 4    | Eric Njeru           | Member                | 14/5/2022           |
| 5    | Eric Muthomi         | Member                | 14/5/2022           |
| 6    | Ann Kamau            | PTA chair             | 14/5/2022           |
| 7    | Joseph Nthiga        | Memer                 | 14/5/2022           |
| 8    | Fr. Stanley Ileri    | Sponsor               | 14/5/2022           |
| 9    | Alfred Ngari         | Member                | 14/5/2022           |
| 10   | Antony Maina         | Special needs         | 14/5/2022           |
| 11   | Beatrice Mwaniki     | Member                | 14/5/2022           |
| 12   | Jane Njeru           | Member                | 14/5/2022           |
| 13   | Humphrey Ileri       | Member                | 14/5/2022           |
| 14   | Nicasio Nyaga        | Member                | 14/5/2022           |
| 15   | Evalyn wawira        | Student rep           | 14/5/2022           |

**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)****The function of the School Board of Management include:**

- Promote the best interests of the School and ensure its development.
- Promote quality education for all pupils in accordance with the standards set under the Basic Education Act, 2013
- Ensure and assure the provision of proper and adequate facilities for the School
- Manage the School's affairs in accordance with the rules and regulations governing occupational safety and health.
- Advise the County Education Board on the staffing needs of the School.
- Determine cases of students discipline and make reports to the CEB
- Prepare comprehensive termly report on all areas of its mandate and submit the report to CEB
- Administer and manage the resources of the School
- Receive, collect and account for any funds accruing to the institution in accordance with Article 226 (1) (a) of the Constitution of Kenya, Section 81 of the Public Finance Management Act, 2012 and the Fourth Schedule para 21 and 23 of the Basic Education Act, 2013.

**(c) Committees of the Board**

*Names of the various committees of the Board established by the Board and the names of the committee members:*

| Ref: | Name of Committee                                           | Names of Members  | Designation | Number of meetings attended during the year |
|------|-------------------------------------------------------------|-------------------|-------------|---------------------------------------------|
| 1    | Executive Committee                                         | Rita Kawira       | Chairman    | 3 out of 3                                  |
|      |                                                             | Anselia Njiru     | Secretary   | 3 out of 3                                  |
|      |                                                             | Joseph Nthiga     | V/chairman  | 2 out of 3                                  |
|      |                                                             | Fr. Stanley Ileri |             | 3 out of 3                                  |
|      |                                                             | David Njeru       |             | 3 out of 3                                  |
|      |                                                             | Ann kamau         |             | 3 out of 3                                  |
| 2    | Audit Committee                                             |                   |             |                                             |
|      |                                                             |                   |             |                                             |
|      |                                                             |                   |             |                                             |
|      |                                                             |                   |             |                                             |
|      |                                                             |                   |             |                                             |
|      |                                                             |                   |             |                                             |
| 3    | Finance,procurement and general purposes Committee/dev comm | Eric Njeru        | Secretary   | 3 out of 3                                  |
|      |                                                             | Eric Muthomi      | Chairman    | 2 out of 3                                  |
|      |                                                             | Ann Kamau         |             | 2 out of 3                                  |



**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

|   |                                          |                  |           |            |
|---|------------------------------------------|------------------|-----------|------------|
|   |                                          | Joseph Nthiga    |           | 3 out of 3 |
|   |                                          |                  |           |            |
|   |                                          |                  |           | 1 out of 3 |
| 4 | Academic Committee                       | Beatrice Mwaniki | Chairman  | 2 out of 3 |
|   |                                          | Antony Maina     | Secretary | 2 out of 3 |
|   |                                          | John Muthee      |           | 3 out of 3 |
|   |                                          | Joseph Nthiga    |           | 2 out of 3 |
|   |                                          | Jane Njeru       |           | 2 out of 3 |
| 5 | Development Committee                    | David Njeru      |           | 3 out of 3 |
|   |                                          | Joseph Nthiga    |           | 3 out of 3 |
|   |                                          | Anselia Njiru    |           | 3 out of 3 |
|   |                                          | Antony Maina     |           | 3 out of 3 |
|   |                                          | Eric Muthomi     |           | 3 out of 3 |
|   |                                          | Humprey Ileri    |           | 3 out of 3 |
| 6 | Discipline and welfare Committee         | Beatrice Mwaniki | secretary | 3 out of 3 |
|   |                                          | Mary Kamene      | chairman  | 3 out of 3 |
|   |                                          | Fr. Stanley      | member    | 2 out of 3 |
|   |                                          | Alfred Ngari     | member    | 3 out of 3 |
|   |                                          | Antony Maina     |           |            |
| 7 | Adhoc Committee (if any during the year) |                  |           |            |
|   |                                          |                  |           |            |
|   |                                          |                  |           |            |
|   |                                          |                  |           |            |
|   |                                          |                  |           |            |

**(d) School operation Management**

For the financial year ended 30<sup>th</sup> June 2025 the School day-to-day management was under the following persons:

| Ref: | Designation      | Name                 | TSC Number |
|------|------------------|----------------------|------------|
| 1    | Principal        | Sabina Kageni Kaburi | 372135     |
| 2    | Deputy Principal | Mary Kamene Makai    | 253410     |
| 3    | School Bursar    | Patrick Muriithi     |            |
|      |                  |                      |            |

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**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

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

**(e) Schools contacts**

Post Office Box: 2166--60100 Embu  
Telephone: 0715898070  
E-mail: stclaresgirls@ymail.com  
Website:  
Facebook:  
Twitter:

**(f) School Bankers**

The following school operated 7 number of bank accounts in the following banks:

1. Name of Bank: KCB bank  
Branch: Embu  
Account Number: 1102866105-SCHOOL FUND AC
2. Name of Bank: KCB bank  
Branch: Embu  
Account Number: 1102865869-TUITION AC
3. Name of Bank: KCB bank  
Branch: Embu  
Account Number: 1102836214-OPERATION AC
4. Name of Bank: KCB bank  
Branch: Embu  
Account Number: 1257358030- INFRA AC
5. Name of Bank: KCB  
Branch: Embu  
Account Number: 1141050072.-DEVELOPMENT AC
6. Name of Bank: KCB  
Branch: Embu  
Account Number: 1257358464-GRATUITY AC

7. MPESA Pay Bill No. 522123 attached to bank account: 38317

**(g) Independent Auditors**

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



**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025****3. Summary Report of Performance of the School**

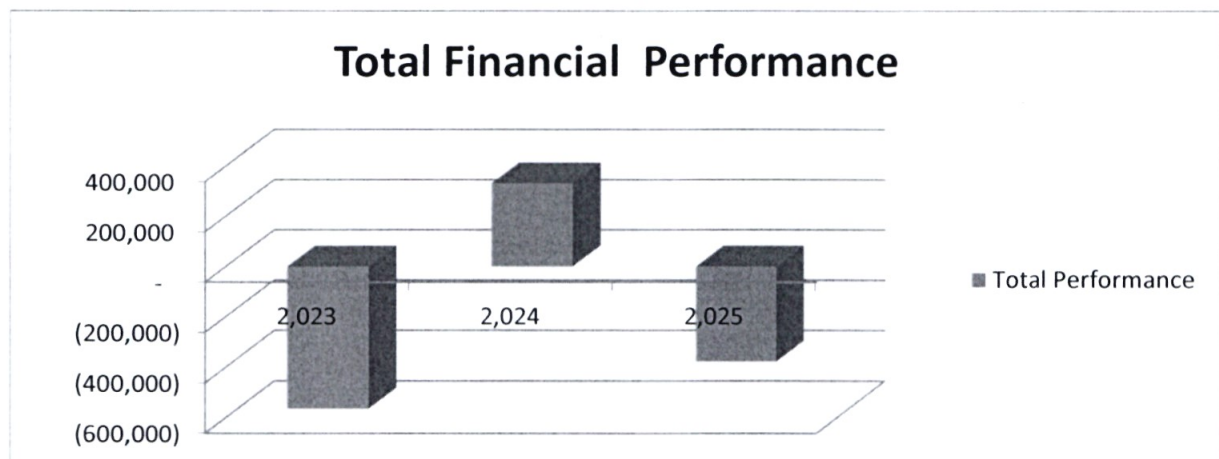
The following is a summary report of the performance of the school against the set performance evaluation criteria:

**a) Financial performance**

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

|       | Account     |           |           |                |           |           | Total     |
|-------|-------------|-----------|-----------|----------------|-----------|-----------|-----------|
|       | School Fund | Operation | Tuition   | Infrastructure | dev fund  | gratuity  |           |
| Year  |             |           |           |                |           |           |           |
| 2,023 | 278,608     | (163,730) | (268,664) | (310,912)      | (126)     | (100,000) | (564,824) |
| 2,024 | 295,924     | 11,017    | 139,836   | -              | (115,115) | -         | 331,662   |
| 2,025 | (368,173)   | (456,697) | 163,276   | 283,755        | -         | -         | (377,839) |
| Total | 206,359     | (609,411) | 34,448    | (27,157)       | (115,241) | (100,000) | (611,001) |

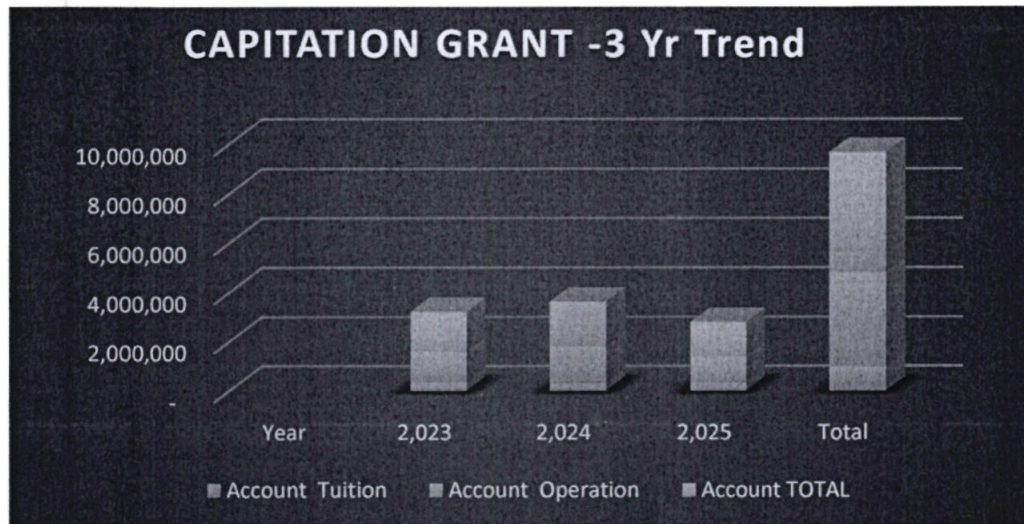
|      |       | Total Performance |
|------|-------|-------------------|
| Year |       |                   |
|      | 2,023 | (564,824)         |
|      | 2,024 | 331,662           |
|      | 2,025 | (377,839)         |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

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

| CAPITATION GRANT -3 Yr Trend |       |         |           |           |
|------------------------------|-------|---------|-----------|-----------|
|                              |       | Account |           |           |
|                              |       | Tuition | Operation | TOTAL     |
|                              | Year  |         |           |           |
|                              | 2,023 | 356,450 | 1,259,247 | 1,615,698 |
|                              | 2,024 | 310,101 | 1,507,662 | 1,817,763 |
|                              | 2,025 | 323,021 | 1,080,446 | 1,403,467 |
|                              | Total | 989,572 | 3,847,355 | 4,836,927 |

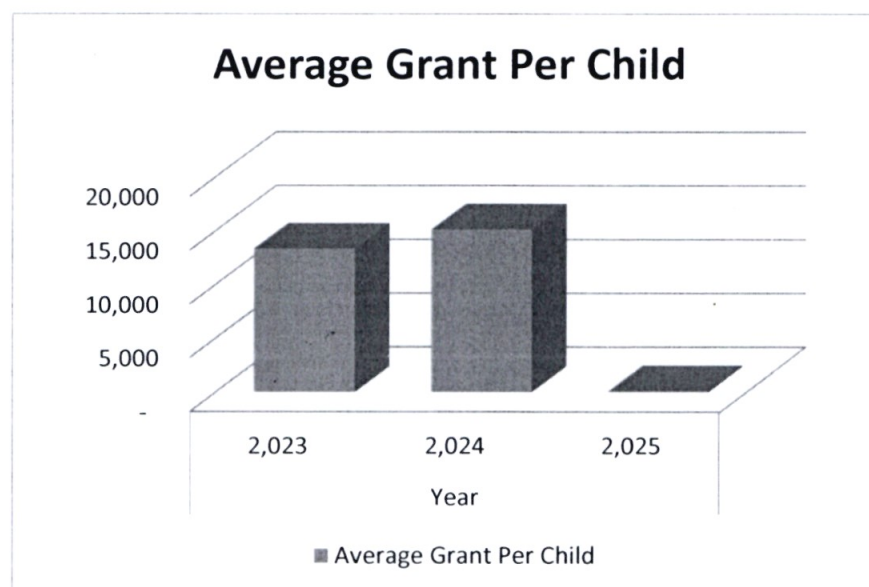


Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

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

|                               | Year             |                  |                  |
|-------------------------------|------------------|------------------|------------------|
|                               | 2,023            | 2,024            | 2,025            |
| <b>TOTAL GRANT RECEIVED</b>   | <b>1,615,698</b> | <b>1,817,763</b> | <b>1,403,467</b> |
| Highest Enrolment in the Year | 121              | 120              | 110              |
| Average Grant Per Child       | 13,353           | 15,148           | 120              |

|                         | Year   |        |       |
|-------------------------|--------|--------|-------|
|                         | 2,023  | 2,024  | 2,025 |
| Average Grant Per Child | 13,353 | 15,148 | 120   |



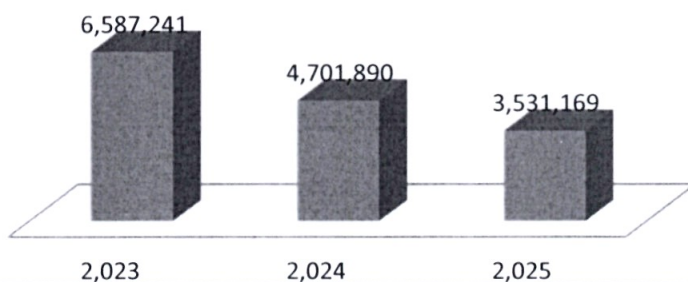
**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025***-A three-year overview of growth of other income(s) earned by the school.*

|      |       | Income Source |          |               |          |            |
|------|-------|---------------|----------|---------------|----------|------------|
|      |       | School Fund   | dev fund | Infrastructue | gratuity | Total      |
| YEAR |       |               |          |               |          |            |
|      | 2,023 | 6,289,241     | -        | 298,000       | -        | 6,587,241  |
|      | 2,024 | 4,701,890     | -        | -             | -        | 4,701,890  |
|      | 2,025 | 3,247,069     | -        | 284,100       | -        | 3,531,169  |
|      | Total | 14,238,200    | -        | 582,100       | -        | 14,820,300 |

|      |       | Total Other Income -3 Yr Trend |
|------|-------|--------------------------------|
| Year |       |                                |
|      | 2,023 | 6,587,241                      |
|      | 2,024 | 4,701,890                      |
|      | 2,025 | 3,531,169                      |

**Total Other Income -3 Yr Trend**

■ Total Other Income -3 Yr Trend



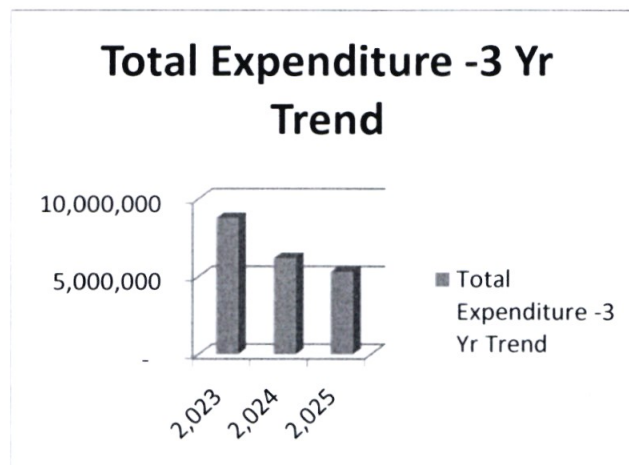


**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

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

|       | School Fund | Operation | Tuition | dev fund | Infrastructure | gratuity | Yr Total   |
|-------|-------------|-----------|---------|----------|----------------|----------|------------|
| YEAR  |             |           |         |          |                |          |            |
| 2,023 | 6,010,633   | 1,422,978 | 625,114 | 126      | 608,912        | 100,000  | 8,767,763  |
| 2,024 | 4,405,966   | 1,496,645 | 170,265 | 115,115  | -              | -        | 6,187,991  |
| 2,025 | 3,615,242   | 1,537,143 | 159,745 | -        | 345            | -        | 5,312,475  |
| Total | 14,031,841  | 4,456,766 | 955,124 | 115,241  | 609,257        | 100,000  | 20,268,229 |

|      |       | Total Expenditure -3 Yr Trend |
|------|-------|-------------------------------|
| Year |       |                               |
|      | 2,023 | 8,767,763                     |
|      | 2,024 | 6,187,991                     |
|      | 2,025 | 5,312,475                     |

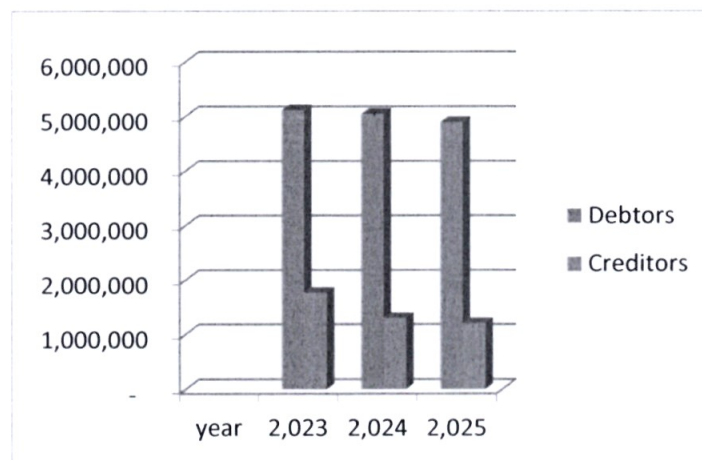


**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

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

|             |              |           | School Fund | Operation | Tuition | dev fund | Infrastructue | gratuity | Yr Total   |
|-------------|--------------|-----------|-------------|-----------|---------|----------|---------------|----------|------------|
| <b>Year</b> | <b>2,023</b> | Debtors   | 5,115,402   | -         | -       | -        | -             | -        | 5,115,402  |
|             |              | Creditors | 1,234,492   | 196,430   | 337,700 | -        | -             | -        | 1,768,622  |
|             | <b>2,024</b> | Debtors   | 5,046,229   | -         | -       | -        | -             | -        | 5,046,229  |
|             |              | Creditors | 778,173     | 278,119   | 240,430 | -        | -             | -        | 1,296,722  |
|             | <b>2,025</b> | Debtors   | 4,899,048   | -         | -       | -        | -             | -        | 4,899,048  |
|             |              | Creditors | 1,035,681   | 119,514   | 46,400  | -        | -             | -        | 1,201,595  |
|             | <b>Total</b> | Debtors   | 15,060,679  | -         | -       | -        | -             | -        | 15,060,679 |
|             |              | Creditors | 3,048,346   | 594,063   | 624,530 | -        | -             | -        | 4,266,939  |

|              | Debtors   | Creditors |
|--------------|-----------|-----------|
| year         |           |           |
| <b>2,023</b> | 5,115,402 | 1,768,622 |
| <b>2,024</b> | 5,046,229 | 1,296,722 |
| <b>2,025</b> | 4,899,048 | 1,201,595 |

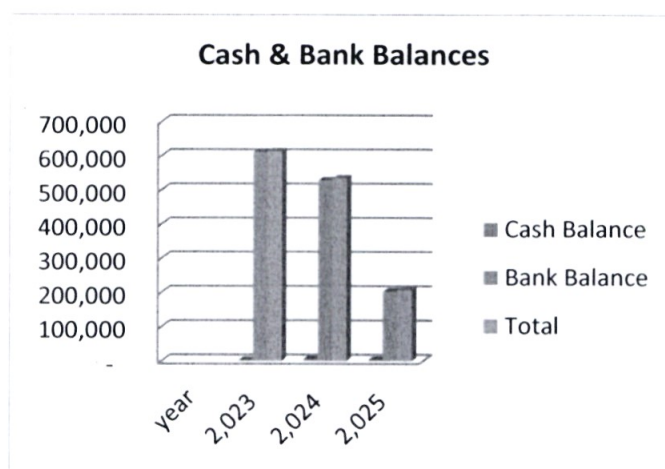


**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

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

|             |              |      | Account     |           |         |          |               |          |           |
|-------------|--------------|------|-------------|-----------|---------|----------|---------------|----------|-----------|
|             |              |      | School Fund | Operation | Tuition | dev fund | Infrastructue | gratuity | Yr Total  |
| <b>Year</b> | <b>2,023</b> | Cash | 2,260       | 245       | -       | -        | -             | -        | 2,505     |
|             |              | Bank | 177,151     | 189,100   | 58,838  | 119,972  | 61,340        | 4,206    | 610,606   |
|             | <b>2,024</b> | Cash | 5,335       | 525       | -       | -        | -             | -        | 5,860     |
|             |              | Bank | 74,742      | 341,525   | 101,404 | 4,857    | 1,340         | 4,206    | 528,074   |
|             | <b>2,025</b> | Cash | 3,698       | 15        | -       | -        | -             | -        | 3,713     |
|             |              | Bank | 103,230     | 19,524    | 29,450  | 4,857    | 41,872        | 4,206    | 203,138   |
|             | <b>Total</b> | Cash | 11,292      | 785       | -       | -        | -             | -        | 12,077    |
|             |              | Bank | 355,123     | 550,149   | 189,691 | 129,686  | 104,552       | 12,618   | 1,341,818 |

|              | Cash Balance | Bank Balance | Total   |
|--------------|--------------|--------------|---------|
| year         |              |              |         |
| <b>2,023</b> | 2,505        | 610,606      | 613,110 |
| <b>2,024</b> | 5,860        | 528,074      | 533,933 |
| <b>2,025</b> | 3,713        | 203,138      | 206,851 |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## b) Teacher Student ratio:

| Ratio of students to Teachers |             |
|-------------------------------|-------------|
| Total enrolment               | 110         |
| Total No of Teachers          | 10          |
| Students : Teachers ratio     | <b>1:11</b> |

| Teachers Turnover                               |          |
|-------------------------------------------------|----------|
| No of teachers recruited in the year            | 0        |
| No of teachers transferred inwards in the year  | 0        |
| No of teachers transferred outwards in the year | 0        |
| <b>Net inflow of teachers</b>                   | <b>0</b> |

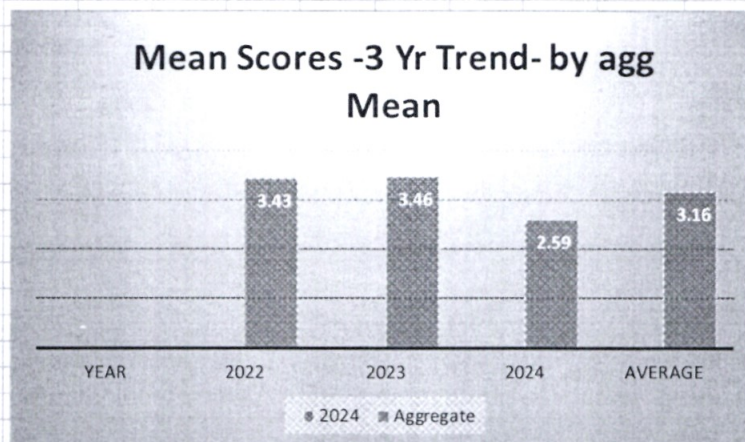
| Teachers Employment                                   |          |
|-------------------------------------------------------|----------|
| No of teachers required by CBE                        | 9        |
| No of teachers employed by TSC                        | 10       |
| Shortage / Surplus No of teachers before BOM teachers | <b>1</b> |
| No of teachers employed by BOM                        | 1        |
| Surplus No of teachers                                | <b>1</b> |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## c) The mean score in the 2022-2024 KCSE

| Mean Scores -3 Yr Trend |      |      |      |      |      |      |      |      |      |       |       |      |      |           |           |
|-------------------------|------|------|------|------|------|------|------|------|------|-------|-------|------|------|-----------|-----------|
| Subject Means           |      |      |      |      |      |      |      |      |      |       |       |      |      |           |           |
| YEAR                    | MATH | ENG  | KISW | BIO  | Chem | Phy  | GEO  | HIST | CRE  | Agric | Bstud | Comp | H/SC | French/GE | Aggregate |
| 2022                    | 3    | 5    | 4    | 2    | 3    | 1    | 4    | 4    | 4    | 4     | 5     |      |      |           | 3.43      |
| 2023                    | 2    | 4    | 6    | 3    | 2    | 3    | 3    | 4    | 5    | 3     | 3     |      |      |           | 3.46      |
| 2024                    | 2    | 3    | 4    | 2    | 2    | 3    | 3    | 3    | 5    | 2     | 3     | 4.50 |      |           | 2.59      |
| Average                 | 2.22 | 3.97 | 4.77 | 2.47 | 2.10 | 2.23 | 3.10 | 3.63 | 4.67 | 3.13  | 3.33  |      |      |           | 3.16      |



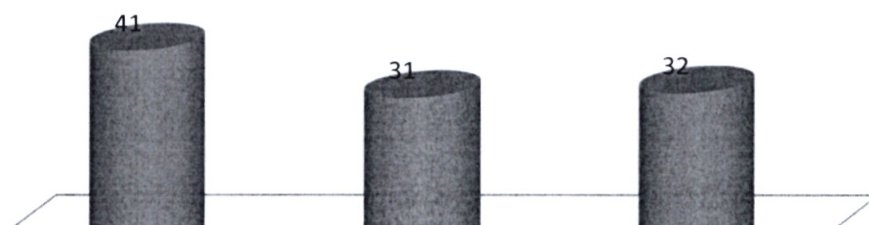
| YEAR | No of Candidates        | Comment |
|------|-------------------------|---------|
| 2022 | 43-0 to higher learning | -0.08   |
| 2023 | 31-2 to higher learning | -0.17   |
| 2024 | 32-0 to higher learning | -0.997  |

## d) Number of Candidates in the 2022 -2024KCSE:

| Year |  |    |
|------|--|----|
| 2022 |  | 41 |
| 2023 |  | 31 |
| 2024 |  | 32 |

## Number of CANDIDATES

■ Number of CANDIDATES



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## e) The capacity of the school:

NO OF STREAMS

Teachers CBE

Required No of NTS

|   |   |   |
|---|---|---|
|   |   |   |
| 4 | 9 | 9 |

## Capacity Analysis

| Infrastructure TYPE | Unit of infrastructure measurement | Quantity of infrastructure required | Quantity of infrastructure available today | Infrastructure gap                               | Comment      |
|---------------------|------------------------------------|-------------------------------------|--------------------------------------------|--------------------------------------------------|--------------|
| Classrooms          | Number                             | 4                                   | 6                                          | Shortage of classrooms equivalent to:            | Not critical |
|                     |                                    |                                     |                                            | (2)                                              |              |
|                     |                                    |                                     |                                            | classroom(s)                                     |              |
| Laboratories        | Number                             | 2                                   | 2                                          | Shortage of laboratory facilities equivalent to: | Not critical |
|                     |                                    |                                     |                                            | -                                                |              |
|                     |                                    |                                     |                                            | Laboratories                                     |              |
| Toilet Doors        | Number                             | 12                                  | 12                                         | Shortage of toilet facility equivalent to:       | Not critical |
|                     |                                    |                                     |                                            | -                                                |              |
|                     |                                    |                                     |                                            | toilet doors                                     |              |
| Offices             | Number                             | 4                                   | 4                                          | Shortage of office facilities equivalent to:     | Not critical |
|                     |                                    |                                     |                                            | -                                                |              |
|                     |                                    |                                     |                                            | offices                                          |              |
| Dining Hall         | Number of students well seated     | 110                                 | 180                                        | Shortage of dining facilities equivalent to:     | Not critical |
|                     |                                    |                                     |                                            | -                                                |              |
|                     |                                    |                                     |                                            | students not seated                              |              |
| Library             | Number of students well seated     | 110                                 | 180                                        | Shortage of library facilities equivalent to:    | Not critical |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

|               |                                          |          |      |                                                              |              |
|---------------|------------------------------------------|----------|------|--------------------------------------------------------------|--------------|
|               |                                          |          |      | students not seated                                          |              |
| Dormitories   | Number of Decker Beds well-spaced        | 110      | 180  | Shortage of dormitory facilities equivalent to:              | Not critical |
|               |                                          |          |      | - 70                                                         |              |
|               |                                          |          |      | decker beds                                                  |              |
| Staffroom     | Number of teachers well seated           | 11       | 11   | Shortage of staffroom space equivalent to:                   | Not critical |
|               |                                          |          |      | -                                                            |              |
|               |                                          |          |      | teachers not seated                                          |              |
| Boardroom     | Number of BOM members well seated        | 17       | 17   | Shortage of boardroom space equivalent to:                   | Not critical |
|               |                                          |          |      | -                                                            |              |
|               |                                          |          |      | BOM members not seated                                       |              |
| Textbooks     | Average Students -to- Course books ratio | 1 :1     | 1 :1 | Shortage of textbooks equivalent to:                         | Not critical |
|               |                                          |          |      | -                                                            |              |
|               |                                          |          |      | % of text books required                                     |              |
| Water         | Adequacy                                 | ADEQUATE |      | Occasional / frequent shortage of water attributed to .....? | Not critical |
| Electricity   | Adequacy                                 | ADEQUATE |      | Occasional / frequent shortage of power attributed to .....? | Not critical |
| Staff housing | No of staff properly housed              | 11       | 3    | Shortage of staffhousing facilities equivalent to:           | Critical     |
|               |                                          |          |      | (8 )                                                         |              |
|               |                                          |          |      | staff not housed                                             |              |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

f) Development projects carried out by the school:

| Projects | Source of funds | Status | Initial Cost (Kshs) | Amount Spent (Kshs) | Expected completion time |
|----------|-----------------|--------|---------------------|---------------------|--------------------------|
|          |                 |        |                     |                     |                          |
|          |                 |        |                     |                     |                          |
|          |                 |        |                     |                     |                          |
|          |                 |        |                     |                     |                          |
|          |                 |        |                     |                     |                          |
|          |                 |        |                     |                     |                          |

.....  
School Principal



**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

**4. Statement of School Management Responsibility**

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

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

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

The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30<sup>th</sup> June, 2025, and of the school's financial position as at that date.

.....

**Name:**

**Designation:** Chairman, School Board of Management **Date:**

.....

**Name:** ANGELIA NJIRU

**Designation:** School Principal & Secretary to Board of Management **Date:** 15/4/2026

.....

**Name:**

**Designation:** Bursar/ Finance Officer **Date:** 15/4/2026



# REPUBLIC OF KENYA

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E-mail: info@oagkenya.go.ke  
Website: www.oagkenya.go.ke



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

## **REPORT OF THE AUDITOR-GENERAL ON ST. CLARE GIRLS SECONDARY SCHOOL FOR THE YEAR ENDED 30 JUNE, 2025 – EMBU COUNTY**

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### **PREAMBLE**

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

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

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

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

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

#### **Qualified Opinion**

I have audited the accompanying transitional IPSAS financial statements of St Clare Girls Secondary School – Embu County set out on pages 1 to 25, which comprise of the



statement of assets and liabilities as at 30 June, 2025, and the statement of financial performance, statement of cash flows and statement of budgeted versus actual amounts for the year then ended and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, except for the effect of the matters described in the Basis for Qualified Opinion section of my report, the transitional IPSAS financial statements present fairly, in all material respects, the financial position of St. Clares Girls Secondary School as at 30 June, 2025, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) including the transitional provisions permitted under IPSAS 33 and comply with the Basic Education Act, 2013, the Public Finance Management Act, 2012 and The National Treasury and Economic Planning Circular No.3 of 14 April, 2025.

## **Basis for Qualified Opinion**

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

During the audit, it was noted that the amounts in the financial statements differed from the supporting ledgers. This resulted in unreconciled variances as detailed below;

|                         | <b>Note</b> | <b>Amount as<br/>Per Financial<br/>Statements<br/>(Kshs)</b> | <b>Amount as<br/>Per Ledger<br/>(Kshs)</b> | <b>Unexplained<br/>Variance<br/>(Kshs)</b> |
|-------------------------|-------------|--------------------------------------------------------------|--------------------------------------------|--------------------------------------------|
| Capitation-Operations   | 2           | 1,080,446                                                    | 1,364,545                                  | (284,099)                                  |
| School Fund Income      | 3           | 3,247,069                                                    | 4,060,304                                  | (813,235)                                  |
| Infrastructure Income   | 4a          | 284,100                                                      | 0                                          | 284,100                                    |
| Payments for Tuition    | 5           | 159,745                                                      | 353,310                                    | (193,565)                                  |
| Payments for Operations | 6           | 1,537,143                                                    | 1,972,143                                  | (435,000)                                  |
| School Fund Payments    | 7           | 3,615,242                                                    | 4,133,088                                  | (517,846)                                  |
| Accounts Payable        | 12          | 1,274,387                                                    | 833,955                                    | 440,432                                    |

In the circumstances, the accuracy and completeness of the above balances included in the financial statements could not be confirmed.

### **2. Long Outstanding and Unsupported Accounts Receivables**

The statement of assets and liabilities reflects accounts receivables balance of Kshs.4,899,048 in respect of fees arrears as disclosed in Note 11 to the financial statements. Included in the balance is an amount of Kshs.4,231,427 which had been outstanding for more than three (3) years. However, there was no policy on the impairment of long outstanding fees arrears casting doubt on full recoverability of the accounts receivables balance. In addition, Kshs.4,231,427 of the receivables were not supported with a schedule and documents such as invoice and student details were not provided for audit.



In the circumstances, the accuracy, completeness and recoverability of the accounts receivables balance of Kshs.4,231,427 could not be confirmed.

### **3. Unsupported Accounts Payables**

The statement of assets and liabilities and as disclosed in Note 12 to the financial statements reflects accounts payables balance of Kshs.1,274,387. However, the schedule provided for supporting the amount was totalling to Kshs.833,955 resulting in unreconciled variance of Kshs.440,432.

In the circumstances, the accuracy and completeness of accounts payables balance of Kshs.1,274,387 could not be confirmed.

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

### **Emphasis of Matter**

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

The statement of budgeted versus actual amounts reflects final receipts budget and actual on a comparable basis of Kshs.4,896,500 and Kshs.4,846,379 respectively, resulting in under-funding of Kshs.50,121 of the budget. However, the School spent an amount of Kshs.5,389,018 against actual receipts amounting to Kshs.4,846,379 resulting in an over-utilization of Kshs.542,639 or 11% of actual receipts. The approval for the over utilization was not provided for audit review.

The underfunding may have affected the planned activities of the School and may have impacted negatively on service delivery to the school.

My opinion is not modified in respect of this matter.

### **Key Audit Matters**

Key audit matters are those matters that, in my professional judgement, are of most significance in the audit of the financial statements. Except for the effect of the matters described in the Basis for Qualified Opinion section, I have determined that there are no other key audit matters to communicate in my report.

### **Other Matter**

#### **Significant Exemptions by PSASB in the Financial Reporting Template**

The financial statements have been prepared using the FY 2024/25 reporting template issued by the Public Sector Accounting Standards Board (PSASB). As communicated by PSASB on 25 February, 2026, the template was designed to facilitate a phased transition to accrual-based IPSAS for public secondary schools and, therefore, does not include



certain statements and disclosures required under the full IPSAS transition. These omissions include the Opening Statement of Financial Position, the Statement of Changes in Net Assets/Equity, detailed disclosures of transitional provisions under IPSAS 33, and a reconciliation of budgeted amounts to actual accrual amounts. The absence of these elements arises from limitations inherent in the prescribed template and does not constitute non-compliance on the part of the School.

### **Other Information**

Management is responsible for the Other Information set out on page iv to xxi which comprise of the School's Key Information and Management, Summary Report of School Performance, and Statement of School's Management Responsibilities. The Other Information does not include the financial statements and my audit report thereon.

In connection with my audit on the School's transitional IPSAS financial statements, my responsibility is to read the other information and in doing so, consider whether the Other Information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this Other Information and I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the Other Information and accordingly, I do not express an audit opinion or any form of assurance conclusion thereon.

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

#### **Conclusion**

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

#### **Basis for Conclusion**

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

The statement of financial performance reflects operations and school fund payments amount of Kshs.1,537,143 and Kshs.3,615,242 respectively as disclosed in Note 6 and Note 7 to the financial statements. Included in the expenditures is an amount of Kshs.206,650 transferred to Kenya Secondary School Heads Association (KESSHA). However, KESSHA is a welfare organization that draws its membership from School Principals only. The organization is not defined in Government Funding system and there is no assurance that it has implemented effective, efficient, and transparent financial management and internal control systems to manage the funds transferred by schools.

In the circumstances, value for money transferred to KESSHA amounting to Kshs.206,650 could not be confirmed.



## **2. Overfunding of Capitation Grants**

The statement of financial performance reflects capitation grants for tuition and capitation grants for operations amount of Kshs.323,021 and Kshs.1,080,446, respectively as disclosed in Note 1 and Note 2 to the financial statements. During the financial year, NEMIS reported a total number of 109 students while the enrolment records provided by the school indicated a total number of 84 students, resulting in an unexplained variance of 25 students. As a result of the variances, the school was over-funded by an amount of Kshs.313,349 using a rate of Kshs.12,533.96 per student.

In the circumstances, the over-funding of the school may have affected service delivery to other schools.

## **3. Unbalanced Budget and Unapproved Budget**

The statement of budget versus actual amounts reflects approved final revenue budget amount of Kshs.4,896,500 against an expenditure budget amount of Kshs.5,610,345 leading to a negative budget of Kshs.713,845 contrary to Regulation 33(c) of the Public Finance Management (National Government) Regulations, 2015 which provides that budget revenue and expenditure appropriations shall be balanced. In addition, the draft budget proposal availed for audit did not include budgeted amounts for tuition and operation accounts.

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

## **4. Unconfirmed Students Enrolment Data**

The statement of financial performance reflects capitation grants for tuition and capitation grants for operations amount of Kshs.323,021 and Kshs.1,080,446, respectively as disclosed in Note 1 and Note 2 to the financial statements. During the financial year, NEMIS reported a total number of 109 students while the enrolment records provided by the school indicated a total number of 84 students, resulting in an unexplained variance of 25 students. This was contrary to the Ministry of Education Circular MOE.HQS/3/13/3 dated 16 June, 2021 on Implementation of Free Day Secondary Education (FDSE) which requires all learners be registered in NEMIS and the principals to ensure their records are accurate.

In the circumstances, the accuracy of the students' enrollment data could not be confirmed.

## **5. Late Submission of the Financial Statements for Audit**

The financial statements for the year under review were submitted on 29 October, 2025, instead of the legislated date of 31 August, 2025, two months late. This was contrary to The National Treasury Circular Ref: No: AG.3/88 VOL. II (41) of 4 December, 2024 and Section 81 of the Public Finance Management Act, 2012.

In the circumstances, Management was in breach of the law and The National Treasury guidelines.



## **6. Late Transfer of Infrastructure Funds**

The statement of financial performance reflects operations grants amount of Kshs.1,080,446 as disclosed in the Note 2 to the financial statements from the Ministry of Education credited in the operations bank account. Included in the amount is Kshs.396,000 in respect of infrastructure grants which were to be transferred to infrastructure bank account for maintenance and improvement of the school's facilities. However, only Kshs.140,000 was transferred to infrastructure account, leaving a balance of Kshs.256,000 as at 30 June, 2025. This was contrary to The Ministry of Education Circular Ref. No: MOE.HQS/3/13/3 dated June 16, 2021 which directed that infrastructure grants as well as maintenance and improvement funds should be transferred to the school infrastructure account fifteen (15) days upon receipt of the funds in the operations account.

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

## **7. Lack of an Annual Procurement Plan**

The statement of financial performance reflects total payments amounts of Kshs.5,312,475. However, during the year School Management did not prepare an annual procurement plan as part of the annual budget preparation process. This was contrary to Regulation 40 of the Public Procurement and Asset Disposal Regulations, 2020 which states that 'a procuring entity prepare a procurement plan for each financial year as part of the annual budget preparation process'.

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

## **8. Non-Deduction of Procurement Capacity Building Levy**

The statement of financial performance reflects payments of Kshs.5,312,475 as disclosed in Notes 5,6,7 and 7a to the financial statements which includes procurement contracts signed with the school's suppliers. Review of payments for goods and services revealed that there was no deduction of the public procurement capacity building levy of 0.03% on the contracts, contrary to the Levy Order No. 206 of 2023 issued by the Public Procurement Regulatory Authority.

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

## **9. Lack of a Functional Procurement Unit**

The school did not have an established procurement function managed by qualified procurement professional as required under Section 47(2) of the Public Procurement and Asset Disposal Act, 2015 and Regulation 33 of the Public Procurement and Asset Disposal Regulations, 2020. Procurement activities were undertaken by individuals lacking the requisite qualifications.

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

The audit was conducted in accordance with ISSAI 3000 and ISSAI 4000. The standards require that I comply with ethical requirements and plan and perform the audit to obtain assurance about whether the activities, financial transactions and information reflected in



the financial statements comply in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

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

### **Conclusion**

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

### **Basis for Conclusion**

#### **1. Lack of an Internal Audit Review**

During the year under review, the school had not complied with Regulation 166(1) and (2) of the Public Finance Management (National Government) Regulations, 2015 which requires the internal audit unit of a National Government entity to assess its own effectiveness of the school through an internal performance appraisal commenting on its effectiveness in the annual report to The National Treasury.

In the circumstances, the existence of an effective oversight mechanisms could not be confirmed.

#### **2. Weaknesses in the Board of Management**

Review of the minutes of the Executive Board of Management meetings revealed that the School Board of Management comprised of fifteen (15) members serving under five (5) committees, namely: the Executive Committee, Academic Committee, Discipline, Human rights and student welfare, Audit committee and Infrastructural Committee, in addition to the full board. During the year under review, the audit committee did not hold any meeting. This was below the expected number of meetings stipulated in the governing guidelines.

In the circumstances, the effectiveness of the governance mechanism at the school could not be confirmed.

#### **3. Weaknesses in Management of Assets**

Annex 2 to the financial statements reflects summary of fixed assets register balance of Kshs.46,528,367. Included in the amount is Kshs.14,720,000 for land which had not been valued. Further, the original land title deed is not under the custody of the school as it is registered under the name of the Church by the name "Kangeta Catholic Mission" and therefore the school cannot claim ownership of the parcel of land. In addition, the School Management did not prepare an updated fixed asset register and assets at the school were not tagged.

In the circumstances, the existence of effective measures in the management of assets could not be confirmed.

#### **4. Stalled Building Project**

A physical inspection and interviews with the school management revealed that the school had a stalled building project intended to house a computer laboratory and library. The project commenced in 2019 but progressed through foundation, walling, fixed door and windows up to roofing level. Finishing mainly plastering, fixing glasses, ceiling, floor screeding and painting is yet to be done. No disclosures for the project have been reflected in the financial statements as required by the reporting template. In addition, project documents including the Bills of Quantities (BQ), payment vouchers, and payment schedules were not availed for audit verification. Stalled projects are an indication that the public has been denied benefits that would have accrued from the completed projects and that value for money invested in the projects has not been realized.

In the circumstances, value for money for the project could not be confirmed.

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

#### **Responsibilities of Management and those Charged with Governance**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Accrual Basis) and for maintaining effective internal controls as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal controls, risk management and governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its services, disclosing, as applicable, matters related to sustainability of services unless Management is aware of the intention 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 comply with the authorities which govern them and that public resources are applied in an effective way.

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



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

My responsibility is to conduct an audit of the financial statements in accordance with Article 229(4) of the Constitution, Section 35 of the Public Audit Act, 2015 and the International Standards of Supreme Audit Institutions (ISSAIs). The standards require that, in conducting the audit, I obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error and to issue an auditor's report that includes my opinion in accordance with Section 48 of the Public Audit Act, 2015. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In conducting the audit, Article 229(6) of the Constitution also requires that I express a conclusion on whether or not in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way. In addition, I consider the entity's control environment in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015.

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

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

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

**Nairobi**

**29 May, 2026**

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 20256. Statement of Financial Performance for the Year Ended 30<sup>th</sup> June 2025

| DESCRIPTION OF VOTE HEAD         |                       | Note      | 2024-2025        | 2023-2024        |
|----------------------------------|-----------------------|-----------|------------------|------------------|
|                                  |                       |           | <b>Kshs</b>      | <b>Kshs</b>      |
| <b>RECEIPTS</b>                  |                       |           |                  |                  |
| Capitation grants for            | Tuition               | <b>1</b>  | 323,021          | 310,101          |
| Capitation grants for            | Operation             | <b>2</b>  | 1,080,446        | 1,507,662        |
| Parents' Contributions income In | School Fund           | <b>3</b>  | 3,247,069        | 4,701,890        |
| Income- Other receipts           | School Fund           | <b>4</b>  | -                | -                |
| <b>Income in</b>                 | <b>Infrastructure</b> | <b>4a</b> | 284,100          | -                |
| <b>Income in</b>                 | <b>dev fund</b>       | <b>4b</b> | -                | -                |
| <b>Income in</b>                 | <b>gratuity</b>       | <b>4c</b> | -                | -                |
| <b>TOTAL RECEIPTS</b>            |                       |           | <b>4,934,636</b> | <b>6,519,653</b> |
| <b>PAYMENTS</b>                  |                       |           |                  |                  |
| Payments for                     | Tuition               | <b>5</b>  | 159,745          | 170,265          |
| Payments for                     | Operation             | <b>6</b>  | 1,537,143        | 1,496,645        |
| Boarding and/or Lunch - Payments | School Fund           | <b>7</b>  | 3,615,242        | 4,405,966        |
| <b>Expenses in</b>               | <b>Infrastructure</b> | <b>7a</b> | 345              | -                |
| <b>Expenses in</b>               | <b>dev fund</b>       | <b>7b</b> | -                | 115,115          |
| <b>Expenses in</b>               | <b>gratuity</b>       | <b>7c</b> | -                | -                |
| <b>TOTAL PAYMENTS</b>            |                       |           | <b>5,312,475</b> | <b>6,187,991</b> |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

|                 |  |  |           |         |
|-----------------|--|--|-----------|---------|
| DEFICIT/SURPLUS |  |  | (377,839) | 331,662 |
|-----------------|--|--|-----------|---------|

The school financial statements were approved on \_\_\_\_\_ 20 and signed by:

Name:

Chair BOM

Date:

  
Name: ANGELIA NJIRU  
School Principal/ Secretary to  
BOM

Date: 15/4/2026

Name: PATRICK M. MURITHI  
Bursar/ Finance Officer 

Date: 15/4/2026

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 20257. Statement of Assets and Liabilities As At 30<sup>th</sup> June 2025

|                                       | Note | 2024-2025             | 2023-2024             |
|---------------------------------------|------|-----------------------|-----------------------|
|                                       |      | Kshs                  | Kshs                  |
| <b>FINANCIAL ASSETS</b>               |      |                       |                       |
| <b>Cash and Cash Equivalents</b>      |      |                       |                       |
| Bank Balances                         | 8    | 203,138               | 528,074               |
| Cash Balances                         | 9    | 3,713                 | 5,860                 |
| Short term Investment                 | 10   | -                     | -                     |
| <b>Total Cash and cash equivalent</b> |      | <b><u>206,851</u></b> | <b><u>533,933</u></b> |
| Account's receivables                 | 11   | 4,899,048             | 5,046,229             |
| <b>TOTAL FINANCIAL ASSETS</b>         |      | <b>5,105,899</b>      | <b>5,580,162</b>      |
| <b>FINANCIAL LIABILITIES</b>          |      |                       |                       |
| Accounts Payables                     | 12   | 1,274,387             | 1,370,810             |
| <b>NET FINANCIAL ASSETS</b>           |      | <b>3,831,513</b>      | <b>4,209,352</b>      |
| <b>REPRESENTED BY</b>                 |      |                       |                       |
| Accumulated Fund b/fwd                | 13   | 4,209,352             | 3,877,690             |
| <b>Surplus/Deficit for the year</b>   |      | <b>(377,839)</b>      | <b>331,662</b>        |
| <b>NET FINANCIAL POSITION</b>         |      | <b>3,831,513</b>      | <b>4,209,352</b>      |

The school's financial statements were approved on \_\_\_\_\_ 20 and signed by:

Name:

*Angela*  
Name: **ANGELIA NJIRU**  
School Principal/ Secretary to  
BOM

Name: *Patience*

Bursar/ Finance Officer

Chair BOM

Date:

Date: *15/4/2026*Date: *15/4/2026*



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 20258. Statement of Cash Flows for the Year Ended 30<sup>th</sup> June 2025

|                                                |                |      | 2024-2025        | 2023-2024        |
|------------------------------------------------|----------------|------|------------------|------------------|
|                                                |                | Note | Kshs             | Kshs             |
| <b>Receipts for operating income</b>           |                |      |                  |                  |
| Capitation grants for                          | Tuition        |      | 323,021          | 310,101          |
| Capitation grants for                          | Operation      |      | 1,080,446        | 1,507,662        |
| Income- Parents contributions/ fees            | School Fund    |      | 3,392,954        | 4,688,863        |
| Income- other receipts                         | School Fund    |      | -                | -                |
| Receipts                                       | Infrastructue  |      | 284,100          | -                |
| Receipts                                       | dev fund       |      | -                | -                |
| Receipts                                       | gratuity       |      | -                | -                |
| <b>Total receipts</b>                          |                |      | <b>5,080,520</b> | <b>6,506,626</b> |
| <b>Payments</b>                                |                |      |                  |                  |
| Payments for                                   | Tuition        |      | 353,775          | 267,535          |
| Payments for                                   | Operation      |      | 1,695,748        | 1,414,956        |
| Boarding and/or Lunch payments in              | School Fund    |      | 3,357,735        | 4,788,197        |
| Payments in                                    | Infrastructure |      | 345              |                  |
| Payments in                                    | dev fund       |      | -                | 115,115          |
| <b>Total payments</b>                          |                |      | <b>5,407,603</b> | <b>6,585,803</b> |
| <b>Net cash flow from operating activities</b> |                |      | <b>(327,083)</b> | <b>(79,177)</b>  |
|                                                |                |      |                  |                  |
| <b>CASHFLOW FROM INVESTING ACTIVITIES</b>      |                |      |                  |                  |
| Proceeds from Sale of Assets                   |                |      | -                | -                |
| Acquisition of Assets                          |                |      |                  | -                |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

|                                                           |  |  |           |          |
|-----------------------------------------------------------|--|--|-----------|----------|
| Net cash flows from Investing Activities                  |  |  |           | -        |
| <b>CASHFLOW FROM BORROWING ACTIVITIES</b>                 |  |  |           |          |
| Proceeds from borrowings/loans                            |  |  | -         | -        |
| Repayment of principal borrowings                         |  |  | -         | -        |
| Overdraft                                                 |  |  | -         | -        |
| <b>Net cash flow from financing activities</b>            |  |  | -         | -        |
| <b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>          |  |  | (327,082) | (79,177) |
| <b>Cash and cash equivalents at BEGINNING of the year</b> |  |  | 533,933   | 613,112  |
| <b>Cash and cash equivalent at END of the year</b>        |  |  | 206,851   | 533,935  |

The school's financial statements were approved on \_\_\_\_\_ 20 and signed by:

.....  
Name:

Chair BOM

Date:

.....  
Name: ANGELIA NJIRU  
School Principal/ Secretary to BOM

Date: 15/4/2026

.....  
Name:

Bursar/ Finance Officer

Date: 15/4/2026

Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 20259. Statement of Budgeted Versus Actual Amounts for The Year Ended 30<sup>th</sup> June 2025

|                                                      |                    |                 | Final   | Actual on<br>Comparab<br>le Basis | Budget<br>Utilizatio<br>n |                  |
|------------------------------------------------------|--------------------|-----------------|---------|-----------------------------------|---------------------------|------------------|
| Receipt/expenses Item                                | Original<br>Budget | Adjust<br>ments | Budget  |                                   | Differenc<br>e            | % of Utilization |
|                                                      | a                  | b               | c=a+b   | d                                 | e=c-d                     | f=d/c %          |
|                                                      | Kshs               | Kshs            |         |                                   | Kshs                      | Kshs             |
| <b>RECEIPTS</b>                                      |                    |                 |         |                                   |                           |                  |
|                                                      |                    |                 |         |                                   |                           |                  |
| <i>(1) CAPITATION GRANT ON<br/>TUITION INCOME</i>    |                    |                 |         |                                   |                           |                  |
|                                                      |                    |                 |         |                                   |                           |                  |
| TEACHING & LEARNING MATERIALS                        | 320,000            |                 | 320,000 | 323,021                           | (3,021)                   | 101              |
|                                                      |                    |                 |         |                                   |                           |                  |
|                                                      |                    |                 |         |                                   |                           |                  |
| <b>Total CAPITATION GRANT ON<br/>TUITION INCOME</b>  | 320,000            | -               | 320,000 | 323,021                           | (3,021)                   | 101              |
|                                                      |                    |                 |         |                                   |                           |                  |
| <i>(2) CAPITATION GRANT ON<br/>OPERATIONS INCOME</i> |                    |                 |         |                                   |                           |                  |
| RMI                                                  | 115,000            |                 | 115,000 | 111,900                           | 3,100                     | 97               |
| ADMIN COSTS                                          | 85,000             |                 | 85,000  | 84,981                            | 19                        | 100              |
| LTT                                                  | 65,000             |                 | 65,000  | 61,810                            | 3,190                     | 95               |



## ST CLARES GIRLS SECONDARY SCHOOL

**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2025**

|                                                    |                  |          |                  |                  |                 |            |
|----------------------------------------------------|------------------|----------|------------------|------------------|-----------------|------------|
| EWC                                                | 90,000           |          | 90,000           | 84,981           | 5,019           | 94         |
| P.E                                                | 590,000          |          | 590,000          | 540,799          | 49,201          | 92         |
| activity                                           | 85,000           |          | 85,000           | 81,118           | 3,882           | 95         |
| medical                                            | 26,500           |          | 26,500           | 26,600           | (100)           | 100        |
| <b>Total CAPITATION GRANT ON OPERATIONS INCOME</b> | <b>1,056,500</b> | <b>-</b> | <b>1,056,500</b> | <b>992,189</b>   | <b>64,311</b>   | <b>94</b>  |
| <b>(3) FEES CHARGED ON PARENTS INCOME</b>          |                  |          |                  |                  |                 |            |
| LUNCH/BOARDING                                     | 2,000,000        |          | 2,000,000        | 2,000,610        | (610)           | 100        |
|                                                    |                  |          |                  |                  |                 |            |
| ADMIN COSTS                                        | 130,000          |          | 130,000          | 128,100          | 1,900           | 99         |
| PE                                                 | 330,000          |          | 330,000          | 310,200          | 19,800          | 94         |
| LTT                                                | 120,000          |          | 120,000          | 116,400          | 3,600           | 97         |
| EWC                                                | 250,000          |          | 250,000          | 249,200          | 800             | 100        |
| RMI                                                | 130,000          |          | 130,000          | 127,500          | 2,500           | 98         |
| ACTIVITY                                           | 15,000           |          | 15,000           | 14,250           | 750             | 95         |
| PTA                                                |                  |          |                  |                  |                 |            |
| FARM                                               | 80,000           |          | 80,000           | 136,809          | (56,809)        | 171        |
| DEVELOPMENT FUND                                   | 180,000          |          | 180,000          | 164,000          | 16,000          | 91         |
| <b>(3) FEES CHARGED ON PARENTS INCOME</b>          | <b>3,235,000</b> | <b>-</b> | <b>3,235,000</b> | <b>3,247,069</b> | <b>(12,069)</b> | <b>100</b> |
| <b>School Fund -OTHER INCOME</b>                   |                  |          |                  |                  |                 |            |

## ST CLARES GIRLS SECONDARY SCHOOL

Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2025

|                                       |           |   |           |           |        |     |
|---------------------------------------|-----------|---|-----------|-----------|--------|-----|
| School Fund -OTHER INCOME             | -         | - | -         | -         | -      | -   |
| INFRASTRUCTURE INCOME                 |           |   |           |           |        |     |
| RMI                                   | 285,000   |   | 285,000   | 284,100   | 900    | 100 |
| BANK CHARGES                          | -         |   |           |           |        |     |
| Total INFRASTRUCTURE INCOME           | 285,000   | - | 285,000   | 284,100   | 900    | 100 |
|                                       |           |   |           |           |        |     |
| TOTAL INCOME                          | 4,896,500 | - | 4,896,500 | 4,846,379 | 50,121 | 99  |
|                                       |           |   |           |           |        |     |
| <i>(1) EXPENDITURE FOR TUITION</i>    |           |   |           |           |        |     |
| TEACHING & LEARNING MATERIALS         | 9,000     |   | 9,000     | 8,945     | 55     | 99  |
| LAB EQUIPMENTS                        | 155,000   |   | 155,000   | 141,800   | 13,200 | 91  |
| Internal exams                        | 32,000    |   | 32,000    | 32,100    | (100)  | 100 |
| Total EXPENDITURE FOR TUITION         | 196,000   | - | 196,000   | 182,845   | 13,155 | 93  |
| <i>(2) EXPENDITURE FOR OPERATIONS</i> |           |   |           |           |        |     |
| ADMIN COSTS                           | 450,000   |   | 450,000   | 433,871   | 16,129 | 96  |
| LTT                                   | 110,000   |   | 110,000   | 105,635   | 4,365  | 96  |
| EWC                                   | 140,000   |   | 140,000   | 139,496   | 504    | 100 |
| P.E                                   | 700,000   |   | 700,000   | 696,551   | 3,449  | 100 |
| Activity                              | 230,000   |   | 230,000   | 229,283   | 717    | 100 |
| Rmi                                   | 6,000     |   | 6,000     | 5,750     |        | 96  |



Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2025

|                                         |                  |          |                  |                  |                |            |
|-----------------------------------------|------------------|----------|------------------|------------------|----------------|------------|
| <b>TOTAL EXPENDITURE FOR OPERATIONS</b> | <b>1,636,000</b> | <b>-</b> | <b>1,636,000</b> | <b>1,610,586</b> | <b>25,164</b>  | <b>98</b>  |
|                                         |                  |          |                  |                  |                |            |
| <b>(3) EXPENDITURE FOR SCHOOL FUND</b>  |                  |          |                  |                  |                |            |
|                                         |                  |          |                  |                  |                |            |
| LUNCH/BOARDING                          | 2,200,000        |          | 2,200,000        | 2,097,920        | 102,080        | 95         |
| ADMIN COSTS                             | 300,000          |          | 300,000          | 281,643          | 18,357         | 94         |
| BANK CHARGES                            |                  |          |                  |                  |                |            |
| PE                                      | 700,000          |          | 700,000          | 690,889          | 9,111          | 99         |
| LTT                                     | 180,000          |          | 180,000          | 164,320          | 15,680         | 91         |
| EWC                                     | 170,000          |          | 170,000          | 157,570          | 12,430         | 93         |
| ACTIVITY                                | 170,000          |          | 170,000          | 162,560          | 7,440          | 96         |
| PTA                                     |                  |          |                  |                  |                |            |
| FARM                                    | 42,000           |          | 42,000           | 40,340           | 1,660          | 96         |
| <b>TOTAL School fund Payments</b>       | <b>3,778,000</b> | <b>-</b> | <b>3,778,000</b> | <b>3,595,242</b> | <b>182,758</b> | <b>95</b>  |
| <b>INFRASTRUCTURE PAYMENTS</b>          |                  |          |                  |                  |                |            |
| RMI                                     |                  |          |                  |                  |                |            |
| BANK CHARGES                            | 345              |          | 345              | 345              | -              | 100        |
| <b>TOTAL INFRASTRUCTURE PAYMENTS</b>    | <b>345</b>       | <b>-</b> | <b>345</b>       | <b>345</b>       | <b>-</b>       | <b>100</b> |
|                                         |                  |          |                  |                  |                |            |
| <b>GRAND TOTAL PAYMENTS</b>             | <b>5,610,345</b> | <b>-</b> | <b>5,610,345</b> | <b>5,389,018</b> | <b>221,077</b> | <b>96</b>  |





## **10. Significant Accounting Policies**

The principal accounting policies adopted in the preparation of these financial statements are set out below:

### **1. Statement of compliance and basis of preparation**

#### **Statement of Compliance**

The financial statements have been prepared in accordance with the PFM Act and International Public Sector Accounting Standards (IPSAS). The entity has taken advantage of the transitional provisions under IPSAS 33, and therefore, these first/second/thi<sup>rd</sup>/year financial statements are transitional financial statements.

#### **Basis of Preparation**

These financial statements have been prepared on a going concern basis and the accounting policies have been applied consistently throughout the period on an accrual basis unless otherwise specified (for example, statement of cash flow). Under an accrual basis, revenues are recognized when rights to assets are earned or levied rather than when cash is received, and expenses are recognized when obligations are incurred rather than when they are settled. The financial statements have been prepared and presented in Kenya Shillings to the nearest shilling. The accounting policies adopted have been consistently applied to all the years presented.

### **2. Recognition of revenue and expenditure**

The school recognizes all revenue from various sources when earned and all expenses when incurred.

The capitation grants include recurrent and development grants. Recurrent capitation is recognised in the statement of financial performance while development grants are recognised in the statement of financial position after meeting the revenue recognition criteria. The conditional grants will be recognised as revenue upon fulfilment of the set conditions.

### **3. In-kind contributions**

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

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**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

**4. Cash and cash equivalents**

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

**5. Accounts Receivable**

For the purposes of these financial statements, imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year are treated as receivables. Accounts receivables also include school fees billed to parents for services rendered but not paid. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.

**6. Accounts Payable**

For the purposes of these financial statements, deposits, and retentions held on behalf of third parties have been recognized as accounts payables. This is in recognition of the government practice of retaining a portion of contracted services and works pending the fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. Payables also include expenditures incurred for the purchase of goods, works and services that have been rendered and not settled. This is an enhancement to the cash accounting policy adopted for public secondary schools. Other liabilities are disclosed in the financial statements.

**7. Non-current assets**

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

**8. Budget**

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

**9. Comparative figures**

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

**10. Subsequent events**

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30<sup>th</sup> June 2025.



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 11. Notes To the Financial Statements

## 1 Government Grants for Tuition

|                               | 2024-2025      | 2023-2024      |
|-------------------------------|----------------|----------------|
|                               | Kshs           | Kshs           |
| TEACHING & LEARNING MATERIALS | 323,021        | 310,101        |
| BANK CHARGES                  |                |                |
| LAB EQUIPMENTS                |                |                |
| EXERCISE BOOKS                |                |                |
| INTERNAL EXAMS                |                |                |
| <b>Total</b>                  | <b>323,021</b> | <b>310,101</b> |

## 2 Government Grants for Operations

|                 | 2024-2025        | 2023-2024        |
|-----------------|------------------|------------------|
|                 | Kshs             | Kshs             |
| RMI             | 111,900          | 490,900          |
| OTHER VOTEHEADS | -                | -                |
| ADMIN COSTS     | 84,981           | 94,273           |
| ACTIVITY        | 78,305           | 100,399          |
| LTT             | 61,810           | 55,287           |
| EWC             | 84,981           | 94,273           |
| P.E             | 540,799          | 568,955          |
| MEDICAL         | 117,670          | 103,575          |
| <b>Total</b>    | <b>1,080,446</b> | <b>1,507,662</b> |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**3 School Fund Income - Parents Contribution/Fees**

|                  | <b>2024-2025</b> | <b>2023-2024</b> |
|------------------|------------------|------------------|
|                  | <b>Kshs</b>      | <b>Kshs</b>      |
| LUNCH/BOARDING   | 2,000,610        | 2,781,835        |
| -                | -                | -                |
| ADMIN COSTS      | 128,100          | 197,550          |
| PE               | 310,200          | 490,250          |
| LTT              | 116,400          | 184,520          |
| EWC              | 249,200          | 393,250          |
| RMI              | 127,500          | 198,400          |
| ACTIVITY         | 14,250           | 24,850           |
| PTA              | -                | 115,000          |
| FARM             | 136,809          | 80,235           |
| DEVELOPMENT FUND | 164,000          | 236,000          |
| <b>Sub-Total</b> | <b>3,247,069</b> | <b>4,701,890</b> |

**4 Miscellaneous Incomes**

|  | <b>2024-2025</b> | <b>2023-2024</b> |
|--|------------------|------------------|
|  | <b>Kshs</b>      | <b>Kshs</b>      |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |
|  |                  |                  |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

4a.

| Infrastructure | 2024-2025 | 2023-2024 |
|----------------|-----------|-----------|
|                | Kshs      | Kshs      |
| Rmi            | 284100    |           |
|                |           |           |
|                |           |           |
|                |           |           |
|                |           |           |
|                | 284,100   |           |

4b.

| dev fund | 2024-2025 | 2023-2024 |
|----------|-----------|-----------|
|          | Kshs      | Kshs      |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |

4c.

| gratuity | 2024-2025 | 2023-2024 |
|----------|-----------|-----------|
|          | Kshs      | Kshs      |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |
|          |           |           |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 5 Tuition Payments

|                               | 2024-2025      | 2023-2024      |
|-------------------------------|----------------|----------------|
|                               | Kshs           | Kshs           |
| TEACHING & LEARNING MATERIALS | 8,945          | 16,865         |
| BANK CHARGES                  | -              | -              |
| LAB EQUIPMENTS                | 141,800        | 153,400        |
| EXERCISE BOOKS                | -              | -              |
| INTERNAL EXAMS                | 9,000          | -              |
| <b>Total</b>                  | <b>159,745</b> | <b>170,265</b> |

## 6 Operations payments

|              | 2024-2025        | 2023-2024        |
|--------------|------------------|------------------|
|              | Kshs             | Kshs             |
| RMI          | -                | 5,750            |
| ADMIN COSTS  | 433,871          | 416,392          |
| ACTIVITY     | 161,590          | 97,850           |
| LTT          | 105,635          | 179,450          |
| EWC          | 139,496          | 136,912          |
| BANK CHARGES | -                | -                |
| P.E          | 696,551          | 660,291          |
| <b>TOTAL</b> | <b>1,537,143</b> | <b>1,496,645</b> |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 7 Boarding and School Fund

|                | 2024-2025        | 2023-2024        |
|----------------|------------------|------------------|
|                | Kshs             | Kshs             |
| LUNCH/BOARDING | 2,097,920        | 2,547,796        |
| ADMIN COSTS    | 281,643          | 385,456          |
| PE             | 690,889          | 709,797          |
| LTT            | 164,320          | 256,190          |
| EWC            | 157,570          | 218,507          |
| RMI            | -                | 15,780           |
| ACTIVITY       | 162,560          | 208,540          |
| FARM           | 40,340           | 63,900           |
| Operations ac  | 20,000           | -                |
| <b>TOTAL</b>   | <b>3,615,242</b> | <b>4,405,966</b> |

## 7a. Infrastructure

|                     | 2024-2025  | 2023-2024 |
|---------------------|------------|-----------|
|                     | Kshs       | Kshs      |
| <b>Bank charges</b> | <b>345</b> |           |
|                     |            |           |
|                     |            |           |
|                     |            |           |
|                     |            |           |
|                     | <b>345</b> |           |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 7b. dev fund payments

|                     | 2024-2025 | 2023-2024 |
|---------------------|-----------|-----------|
|                     | Kshs      | Kshs      |
| <b>RMI</b>          |           | 115,000   |
| <b>BANK CHARGES</b> |           | 115       |
|                     |           |           |
|                     |           |           |
|                     |           |           |
|                     |           | 115,115   |

## 7c. gratuity

|  | 2024-2025 | 2023-2024 |
|--|-----------|-----------|
|  | Kshs      | Kshs      |
|  |           |           |
|  |           |           |
|  |           |           |
|  |           |           |
|  |           |           |
|  |           |           |
|  |           |           |



Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 8 Bank Accounts

| Name of Bank, Account No. & currency          | Account Name   | Currency | Bank Account Number | 2024-2025      | 2023-2024      |
|-----------------------------------------------|----------------|----------|---------------------|----------------|----------------|
|                                               |                |          |                     | <b>Kshs</b>    | <b>Kshs</b>    |
| .....KCB.....Bank<br>.....Branch(Tuition) c/f | Tuition        |          |                     | 29,450         | 101,404        |
| ...KCB.....Bank -(Operation) c/f              | Operation      |          |                     | 19,524         | 341,525        |
| ..... Bank .....Branch<br>(SF) c/f            | School Fund    |          |                     | 103,230        | 74,742         |
| .....Bank( Infra-Str)<br>c/fwd                | Infrastructure |          |                     | 41,872         | 1,340          |
| .....BANK (Farm) c/fwd                        | dev fund       |          |                     | 4,857          | 4,857          |
| .....Bank( CDF c/fwd                          | gratuity       |          |                     | 4,206          | 4,206          |
| <b>Total Bank Balances</b>                    |                |          |                     | <b>203,138</b> | <b>528,074</b> |

## 9 Cash In Hand

| Description     | 2024-2025    | 2023-2024    |
|-----------------|--------------|--------------|
|                 | <b>Kshs</b>  | <b>Kshs</b>  |
| Notes and Coins | 3,713        | 5860         |
| <b>Total</b>    | <b>3,713</b> | <b>5,860</b> |
|                 | -            |              |

## 10 Short Term Investments

| Description            | 2024-2025   | 2023-2024   |
|------------------------|-------------|-------------|
|                        | <b>Kshs</b> | <b>Kshs</b> |
| Cooperative Shares     |             |             |
| Treasury Bills         |             |             |
| Fixed Deposit accounts |             |             |
| Other Investments      |             |             |
| <b>Total</b>           |             |             |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 11 Accounts Receivable

| Description                              | 2024-2025        | 2023-2024        |
|------------------------------------------|------------------|------------------|
|                                          | Kshs             | Kshs             |
| Fees Arrears                             | 4,899,048        | 5,046,229        |
| Other Non-Fees Receivables               | -                | -                |
| Salary Advances (list/schedule attached) | -                | -                |
| Imprest (list/schedule attached)         |                  |                  |
| Rent arrears (list/schedule attached)    |                  |                  |
| <b>Total</b>                             | <b>4,899,048</b> | <b>5,046,229</b> |

## 13 b) Ageing Analysis of Accounts Receivable

| Description        | 2024-2025        |                | 2023-2024        |                |
|--------------------|------------------|----------------|------------------|----------------|
|                    | Kshs             |                | Kshs             |                |
|                    | Current FY       | % of the total | Comparative FY   | % of the total |
| Less than 1 year   | 558,554          | 11.4%          | 814,802          | 16%            |
| Between 1- 2 years | 109,067          | 2.2%           | 346,983          | 6.8%           |
| Between 2-3 years  |                  |                |                  |                |
| Over 3 years       | 4,231,427        | 86.4%          | 3,884,444        | 77.2%          |
| <b>Total</b>       | <b>4,899,048</b> | <b>100%</b>    | <b>5,046,229</b> | <b>100%</b>    |

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

## 14 Accounts Payable

| Description                                       | 2024-2025        | 2023-2024        |
|---------------------------------------------------|------------------|------------------|
|                                                   | Kshs             | Kshs             |
| Trade Creditors (See Ageing Below and Appendix 1) | 1,201,595        | 1,296,722        |
| Prepaid Fees                                      | 72,792           | 74,088           |
| Retention Monies                                  |                  |                  |
| Unpaid salaries and statutory deductions          |                  |                  |
| Caution money                                     |                  |                  |
| Other payables                                    |                  |                  |
| <b>Total</b>                                      | <b>1,274,387</b> | <b>1,370,810</b> |

## 14a. Ageing Analysis of Accounts Payable

| Description        | 2024-2025        |                | 2023-2024        |                |
|--------------------|------------------|----------------|------------------|----------------|
|                    | Kshs             |                | Kshs             |                |
|                    | Current FY       | % of the total | Comparative FY   | % of the total |
| Less than 1 year   | 906,747          | 60%            | 712,244          | 60%            |
| Between 1- 2 years | 279,980          | 30 %           | 570,906          | 33.6 %         |
| Between 2-3 years  |                  |                |                  |                |
| Over 3 years       | 87,660           | 10%            | 87,660           | 6.4%           |
| <b>Total</b>       | <b>1,274,387</b> | <b>100%</b>    | <b>1,370,810</b> | <b>100%</b>    |



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**Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025**

**15 Fund Balance Brought Forward**

| Description            | 2024-2025   | 2023-2024   |
|------------------------|-------------|-------------|
|                        | Kshs        | Kshs        |
| Bank balances          | 528,074     | 610,607     |
| Cash balances          | 5,860       | 2,505       |
| Short Term Investments | -           | -           |
| Receivables            | 5,046,229   | 5,115,402   |
| Payables               | (1,370,810) | (1,850,822) |
| Total                  | 4,209,352   | 3,877,692   |

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## Other important disclosure notes

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

## 16 Non-current Liabilities Summary

| Description                  | 2024-2025 | 2023-2024 |
|------------------------------|-----------|-----------|
|                              | Kshs      | Kshs      |
| Bank loan(s)                 |           |           |
| Outstanding Leases           |           |           |
| Hire purchase                |           |           |
| Gratuity and leave provision |           |           |
| <b>Total</b>                 |           |           |

## 17 Biological assets

| Description              | Numbers | 2024-2025        | 2023-2024      |
|--------------------------|---------|------------------|----------------|
|                          |         | Kshs             | Kshs           |
| Cattle                   | 7       | 350,000          | 250,000        |
| Goats                    | 20      | 100,000          | 150,000        |
| Trees                    | 350     | 600,000          | 580,000        |
| Coffee or tea plantation |         |                  |                |
| Poultry                  |         |                  |                |
| <b>Total</b>             |         | <b>1,050,000</b> | <b>980,000</b> |

## 18 Borrowings

| Description                           | 2024-2025 | 2023-2024 |
|---------------------------------------|-----------|-----------|
| Borrowings at beginning of the year   |           |           |
| Borrowings during the year            |           |           |
| Repayments during the year            |           |           |
| <b>Balance at the end of the year</b> |           |           |

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## Other important disclosure notes

## 19 Stock/ Inventory

| Description            | 2024-2025      | 2023-2024      |
|------------------------|----------------|----------------|
|                        | Kshs           | Kshs           |
| Food stuffs            | 135,600        | 235,865        |
| Lab consumables        | 118,438        | 180,901        |
| Farm produce           |                |                |
| Medication             |                |                |
| Construction Materials |                |                |
| <b>TOTAL</b>           | <b>254,038</b> | <b>416,766</b> |



**20 Progress On Follow Up of Auditor Recommendations**

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

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

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Sign      and  
Date

ST CLARE GIRLS SECONDARY SCHOOL

Annual Report and Financial Statements for the year ended 30<sup>th</sup> June 2025

12. Annex I - Analysis of Pending Accounts Payable

|                                  |                    |                    |                           | Outstanding<br>Balance | Outstanding<br>Balance | Comments |
|----------------------------------|--------------------|--------------------|---------------------------|------------------------|------------------------|----------|
| Supplier of Goods<br>or Services | Original<br>Amount | Date<br>Contracted | Amount<br>paid<br>To-Date | 2024-2025              | 2023-2024              |          |
| Supply of goods                  | (Kshs)             |                    | (Kshs)                    | (Kshs)                 | (Kshs)                 |          |
| mafuko industries                | 11,950             | 3/6/2024           |                           | 11,950                 | 19,450                 |          |
| Nicholas mbogo                   | 24,000             | 3/3/2024           |                           | 24,000                 | 41,200                 |          |
| daniel njuguna                   | 289,555            | 6/30/2024          |                           | 289,555                | 66,560                 |          |
| Christopher nyaga                | 250,500            | 5/5/2024           |                           | 250,500                | 160,000                |          |
| Antony Nyaga                     | 1,300              | 6/5/2024           |                           | 1,300                  | 1,750                  |          |
| Stemur agencies                  |                    | 3.3.2024           |                           |                        | 142,560                |          |
| Anderson Ent                     | 33,600             | 6/5/2025           |                           | 33,600                 |                        |          |
| Eclam Ent.                       | 8,480              | 6.6.2025           |                           | 8,480                  |                        |          |
| Airpack industries               | 202,626            | 6.4.2023           |                           | 202,626                | 347,146                |          |
| Virginia waitherero              | 1,050              | 3/03/24            |                           | 1,050                  | 3,675                  |          |
| Neo industrial Ent.              | 150,146            | 3.6.2023           |                           | 150,146                | 240,000                |          |
| Mwanganza<br>precise             | 8,900              | 30.5.2024          |                           | 8,900                  | 12,000                 |          |
| Cyber<br>schooltechsolutions     | 0                  | 30.5.2020          |                           | 0                      | 30,004                 |          |
| Water leaders k. ltd             | 87,660             |                    |                           | 87,660                 | 115,504                |          |
| Panel computer<br>systems        |                    | 5.5.2024           |                           |                        | 61,200                 |          |
| Bititec systems                  | 39,480             | 2,2.2024           |                           | 39,480                 | 63,480                 |          |
| Roshen lab                       |                    | 3/11/2023          |                           |                        | 93,550                 |          |
| <b>Sub-Total</b>                 | <b>1,109,247</b>   |                    | <b>20.</b>                | <b>1,109,247</b>       | <b>1,702,446</b>       |          |

*ST CLARE GIRLS SECONDARY SCHOOL*

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|                           |                  |            |  |                  |                  |  |
|---------------------------|------------------|------------|--|------------------|------------------|--|
| <b>Supply of services</b> |                  |            |  |                  |                  |  |
| kplc                      | 16,658           | 15/06/2025 |  | 16,658           | 21,906           |  |
| Employees                 | 114,182          | 30/06/2025 |  | 114,182          | 118,085          |  |
| fire Marshalls            | 34,300           | 5.6.2024   |  | 34,300           |                  |  |
| <b>Sub-Total</b>          | <b>165,140</b>   |            |  | <b>165,140</b>   | <b>139,991</b>   |  |
| <b>Grand Total</b>        | <b>1,274,387</b> |            |  | <b>1,274,387</b> | <b>1,370,810</b> |  |



## Annex 2 – Summary of Fixed Assets Register

| Asset class                              | Historical Cost<br>b/f   | Additions<br>during the year<br>to June 2025 | Disposals during<br>the year to June<br>2025 | Historical Cost<br>c/f     |
|------------------------------------------|--------------------------|----------------------------------------------|----------------------------------------------|----------------------------|
|                                          | (Kshs)                   | (Kshs)                                       | (Kshs)                                       | (Kshs)                     |
|                                          | 1 <sup>st</sup> Jul 2025 |                                              |                                              | 30 <sup>th</sup> June 2025 |
| Land 1                                   | 14720000                 |                                              |                                              | 14720000                   |
| Land 2                                   | 0                        |                                              |                                              | 0                          |
| Buildings and structures                 | 26800000                 |                                              |                                              | 26800000                   |
| Motor vehicles                           | 0                        |                                              |                                              | 0                          |
| Office equipment, furniture and fittings | 1,832,912                |                                              |                                              | 1,832,912                  |
| ICT Equipment, and Other ICT Assets      | 1031800                  |                                              |                                              | 1031800                    |
| Tools and apparatus                      | 75850                    |                                              |                                              | 105850                     |
| Textbooks                                | 111730                   |                                              |                                              | 111730                     |
| Other Machinery and Equipment            | 1408075                  |                                              |                                              | 1408075                    |
| Heritage and cultural assets             | 0                        |                                              |                                              | 0                          |
| Intangible assets- soft ware             | 261000                   |                                              |                                              | 261000                     |
| <b>Total</b>                             | <b>46,528,367</b>        |                                              |                                              | <b>46,528,367</b>          |