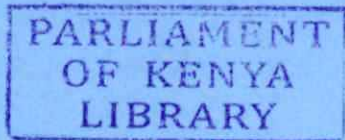


REPUBLIC OF KENYA



*Enhancing Accountability*

**REPORT**



**OF**


**THE AUDITOR-GENERAL**

**ON**

**CARDINAL OTUNGA GIRLS HIGH SCHOOL**

**FOR THE YEAR ENDED  
30 JUNE, 2024**

**BUNGOMA COUNTY**

 <b>THE NATIONAL ASSEMBLY PAPERS LAID</b>	
DATE: <b>12 JUN 2025</b> DAY: <b>THURSDAY</b>	
TABLED BY:	HON. NAOMI WAQO, DEPUTY CHIP WHIP,
CLERK-AT-THE-TABLE:	ANN SHIBUKO.



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**Cardinal Otunga Girls' High School**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED**  
**30<sup>TH</sup> JUNE 2024**

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

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

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Table of Contents	Page
1. Acronyms and Glossary of Terms .....	ii
2. Key School Information and Management.....	iii
3. Summary Report of Performance of the School .....	vii
4. Statement of School Management Responsibility .....	x
5. Report of The Auditor General.....	xi
6. Statement of Receipts and Payments For the Year Ended 30 <sup>th</sup> June 2024 .....	1
7. Statement of Assets and Liabilities As At 30 <sup>th</sup> June 2024 .....	2
8. Statement of Cash Flows for the Year Ended 30 <sup>th</sup> June 2024 .....	3
9. Statement of Budgeted Versus Actual Amounts for The Year Ended 30 <sup>th</sup> June 2024.....	4
10. Significant Accounting Policies .....	9
11. Notes To the Financial Statements .....	11
21. Annexes.....	21
22. Trial Balance as at 30th June 2024.....	26

# **Cardinal Otunga Girls' High School**

## **Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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### **1. Acronyms and Glossary of Terms**

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

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

### 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 in **BUNGOMA** County, **BUNGOMA SOUTH** Sub-County.

The school was registered in 1972 under registration number 39530000190 and is currently categorized as an **Extra County** public school established, owned or operated by the Government.

The school is a day/**boarding** school and had 2160 number of students as at 30<sup>th</sup> June 2024. It has 33 streams and 94 teachers of which 12 teachers are employed by the School Board of Management.

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

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

Ref:	Name of Board Member	Designation	Date of appointment
1	DR. BEN WEKALAO	Chairman	11TH MARCH 2022
2	MRS. CHRISTINE N. SIFUNA	Secretary - Principal	16TH MAY 2023
3	MR. HENRY TABANI	Member	11TH MARCH 2022
4	MR. CALEB KERE	Member	11TH MARCH 2022
5	MR. SAMSON WACHIYE	Member	11TH MARCH 2022
6	MRS. RACHAEL P. WERE	Member	11TH MARCH 2022
7	MARY SITUMA	Member	11TH MARCH 2022
8	DR. ANNETTE OKOTH	Member – Rep CEB	11TH MARCH 2022
9	MR. ALEX KACHIBO WASIKE	Member Rep Teachers	11TH MARCH 2022
10	REV. FR. SIMON JUDE OBORE DR. BEN WEKALAO PROF. ENG. BERNADETTE SABUNI	3 Members - Sponsor	11TH MARCH 2022
11	MRS. BEATRICE DABANI	Member - Community	11TH MARCH 2022
12	MR. HENRY OPILO	Member Special Needs	11TH MARCH 2022
13	LORINE LUMULA	Rep Students	11TH MARCH 2022

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

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**(c) The functions of the School Board of Management are to:**

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

**(d) Committees of the Board**

*The following are the 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	DR. BEN WEKALAO MR. CALEB KERE ADV. AMOS MAKOKHA REV. FR. SIMON JUDE OBORE. MRS. CHRISTINE N. SIFUNA	CHAIRMAN PTA CHAIRMAN ASS. CHAIRMAN SPONSOR SECRETARY	2 out of 3
2	Audit Committee	ADV. AMOS MAKOKHA MR. HENRY OPILO MR. HENRY TABANI	Chairman Member member	1 out of 3
3	Finance, procurement and general purposes Committee	MR. HENRY TABANI MR. SAMSON WACHIYE PROF. ENG. BERNADETTE SABUNI MR. CALEB WERE MRS. CHRISTINE N. SIFUNA DR. BEN SABUNI	Chairman member member member member	2 OUT 3
4	Academic Committee	DR. ANNETTE OKOTH	Chairperson Member	2 OUT 3

## Cardinal Otunga Girls' High School

### Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

		PROF. ENG. BERNADETTE SABUNI MR. ALEX WASIKE DR. BEN WEKALAO MR. CALEB WERE MRS. CHRISTINE SIFUNA	Member Member Member Member	
5	Development Committee	MR. CALEB WERE MRS. MARY SITUMA MRS. CHRISTINE N. SIFUNA MR. HENRY TABANI DR. BEN WEKALAO MR.SAMSON WACHIYE	CHAIRMAN MEMBER MEMBER MEMBER MEMBER	1
6	Discipline and welfare Committee	REV. FR. SIMON JUDE OBORE ADV. AMOS MAKOKHA MR.SAMSON WACHIYE MRS. BEATRICE DABANI MRS RACHAEL P. WERE MRS. CHRISTINE N. SIFUNA	CHAIRPERSON MEMBER MEMBER MEMBER MEMBER	3 OUT OF 3
7	Adhoc Committee (if any during the year)	NONE	NONE	NONE

#### (e) School operation Management

For the financial year ended 30<sup>th</sup> June 2024 the School day-to-day management was under the following persons:

Ref:	Designation	Name	Identification
1	Principal	MRS. CHRISTINE N. SIFUNA	TSC No.350660
2	Deputy Principal	MRS. SCHOLASTICA NESER	TSC No. 424128
3	School Bursar	MR. BENARD KARANI WANYAMA	ICPAK No.
4	Other (specify) Accounts clerk	MRS. NAOMI NYONGESA	32,460

#### (f) Schools contacts

Post Office Box: 376-50200 BUNGOMA  
Telephone: 0743498098  
E-mail: cardinalotunga@hotmail.com  
Website: www.cardinalgirls.co.ke  
Facebook:  
Twitter:

# **Cardinal Otunga Girls' High School**

## **Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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### **(g) School Bankers**

Provide details of the school bankers.

1. Name of Bank: KCB( School fund 1)  
Branch: Bungoma  
Account Number: 1106222962
  
2. Name of Bank: Co-operative Bank  
Branch: Bungoma  
Account Number: 01139049923601 (Operation Account)  
01139049923600 (Tuition Account)  
01139049923602 (Infrastructure Account)  
01141049923600 (County Development Fund Account)
  
3. Name of Bank: Equity Bank (school fund 2)  
Branch: Bungoma  
Account Number: 048028283815
  
4. MPESA Pay Bill No. 684557 attached to KCB Bank account

### **(h) Independent Auditors**

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

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

### 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

YEAR	2023/2024	2022/2023	2021/2022
Surplus / Deficit	15,277,796	10,328,534	5,168,328

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

Year	2023/2024	2022/2023	2021/2022
Tuition	5,480,575	5,386,121	5,539,494
Operation	28,173,304	15,924,871	24,254,246

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

Year	2023/2024	2022/2023	2021/2022
Income	180,372,164	146,052,660	1,980,948

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

Year	2023/2024	2022/2023	2021/2022
Expenditure	165,094,368	135,724,126	142,620,205

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

Year	2023/2024	2022/2023	2021/2022
Debtors	49,759,200	34,346,883	21,834,381
Creditors	20,773,868	16,002,000	9,244,591

#### b) Teacher Student ratio:

##### Summary Report of The Performance Of The School

TEACHERS	STUDENT RATION
1 Teacher	70 Students in A Class

SUBJECT	NUMBER
Teachers Recruited	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Teachers Posted by TSC	-
Teachers Employed by TSC	94
Employed by Bom	12
<b>Total</b>	<b>106</b>

Teachers Who Retired	2
Teachers Who Transferred	1

**NUMBER OF TEACHERS PER SUBJECT**

S/NO	SUBJECT	TSC TEACHERS	BOM TEACHERS
1	English Literature	12	0
2	Kiswahili	11	1
3	Mathematics	14	2
4	Biology	6	1
5	Chemistry	12	1
6	Physics	2	2
7	History and Government	4	2
8	Christian Religion Education	15	2
9	Geography	3	0
10	Home science	5	0
11	Computer Studies	1	0
12	Business Studies	4	1
13	Agriculture	3	0
14	French	1	0
15	Music	1	0
	<b>Total</b>	<b>94</b>	<b>12</b>

**c) Mean score in the 2020 - 2022 KCSE:**

Year	Population	Mean score	Mean grade	Transition to higher learning	Comment
2020	241	7.57	B-	182(75.52%)	Above average
2021	293	7.2218	C+	192(65.535)	Average
2022	321	7.78504	B-	271 (84.42%)	Above average
2023	442	7.1561	C+	282(63.80%)	Above average

**d) Number of Candidates in the KCSE:**

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Year	Number of Candidates
2020	241
2021	293
2022	321
2023	442
2024	412

e) Capacity of the school:

No of students	Dormitories	Dining hall	Laboratories	Toilets	Others
2160	15	1	3	52	-

f) Development projects carried out by the school:

Projects	Source of funds	Status	Initial Cost (Kshs)	Amount Spent (Kshs)	Expected completion time
2 storeyed 12 no. of classrooms	M & I funds CDF funds Harambee funds	On-going	29,913,050	11,047,447	As funds are available
Dormitory	M&I funds	complete	7,309,618	1,998,000	19/10/24
3 classrooms	M&I funds	complete	3,260,250	999,000	08/12/24

**MRS. CHRISTINE N. SIFUNA**

*[Handwritten Signature]*  
 School Senior Principal



# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

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### 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 be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

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

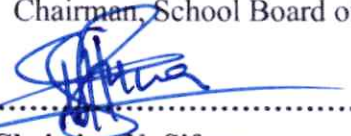
The Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30<sup>th</sup> June, 2024, and of the school's financial position as at that date.



.....  
**Name: Dr. Ben Wekalao**

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

**Date:**

.....24/09/24.....  


**Name: Mrs. Christine N. Sifuna**

**Designation:** School Senior Principal & Secretary to Board of Management

**Date:** 24/09/24

.....  
**Name: Mr. Benard K. Wanyama**

**Designation:** Bursar/ Finance Officer

**Date:** 24/09/24



# REPUBLIC OF KENYA

Telephone: +254-(20) 3214000  
Email: info@oagkenya.go.ke  
Website: www.oagkenya.go.ke



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

*Enhancing Accountability*

## **REPORT OF THE AUDITOR-GENERAL ON CARDINAL OTUNGA GIRLS HIGH SCHOOL FOR THE YEAR ENDED 30 JUNE, 2024 - BUNGOMA 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.
- 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 financial statements of Cardinal Otunga Girls High School Bungoma County set out on pages 1 to 20, which comprise of the statement of assets and liabilities as at 30 June, 2024 and the statement of receipts and payments,

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*Report of the Auditor-General on Cardinal Otunga Girls High School for the year ended 30 June, 2024 - Bungoma County*

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 financial statements present fairly, in all material respects, the financial position of Cardinal Otunga Girls High School as at 30 June, 2024 and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with the Basic Education Act, 2013 and the Public Finance Management Act, 2012.

### **Basis for Qualified Opinion**

#### **1. Long Outstanding Accounts Receivables**

The statement of assets and liabilities reflects accounts receivables balance of Kshs.49,759,200 as disclosed in Note 13 to the financial statements. The balance includes Kshs.15,492,409 which has been outstanding for over two (2) years. However, there was no policy on the impairment of the long outstanding fees arrears casting doubt on the fair statement of accounts receivables balance. Further, some of the students associated with these balances have already left school, casting doubt on the recoverability of the amounts.

In the circumstances, the completeness, accuracy and recoverability of the outstanding receivables balance of Kshs.49,759,200 could not be confirmed.

#### **2. Statement of Budgeted Versus Actual Amounts**

The statement of budgeted versus actual amounts reflects total actual expenditure amount of Kshs.143,846,569 while the statement of cashflows reflects actual expenditures of Kshs.160,322,500 resulting in unreconciled variance of Kshs.16,475,931.

In the circumstances, the completeness and accuracy of balances reflected in the statement of budgeted versus actual amounts could not be confirmed.

The audit was conducted in accordance with International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the Cardinal Otunga Girls High 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.

## **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 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**

### **Unresolved Prior Year Matters**

In the audit report of the previous year, several issues were raised under the Report on Financial Statements, Report on Lawfulness and Effectiveness in use of Public Resources, and Report on Effectiveness of Internal Controls, Risk Management and Governance. However, Management had not resolved the issues as at 30 June, 2024.

## **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 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. Underfunding of Capitation Grants**

The statement of receipts and payments reflects capitation grants for tuition, capitation grants for operations and infrastructure grants totalling Kshs.41,795,479. Comparison of data from National Education Management and information System (NEMIS) with records from the County Director of Education and the School revealed that during the period under review, the number of students as per NEMIS data was less than the actual number of students in the months of August 2023, November 2023 and April, 2024 resulting in underfunding of the school by an amount of Kshs.2,637,294. This was contrary to the Ministry of Education Circular MOE.HQS/3/10/18/ (112) dated 15 November, 2022 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, under-funding of the School may have affected service delivery to the students who did not receive capitation and value for money could not be confirmed.

#### **2. Stalled School Projects**

Review of records revealed that management entered into a contract with a contractor for construction of twelve (12) number storey classroom block at a contract sum of

Kshs.29,913,05 in March, 2022. As of 30 June, 2024, a total of Kshs.11,047,447 had been paid to the contractor. Audit inspection on April 15, 2025 revealed that only the ground floor had been completed and was in use, with project delays attributed to funding constraints and no clear completion timeline provided.

Further, review of infrastructure funds bank account revealed that Kshs.1,870,000 was transferred to the operations account for unrelated expenditures, despite the classroom construction project being stalled. In addition, the school had collected Kshs.13,575,839.30 from parents as part of school fees intended for infrastructure projects, yet there was no evidence that these funds were utilized for that purpose.

In the circumstances, value for money on expenditure incurred on the stalled project could not be confirmed.

### **3. Non-compliance with the Ministry of Education Directive**

Review of records revealed that the school had engaged a contractor for the construction of a dormitory at a cost of Kshs.7,309,618 vide Tender Ref: 01/COGHS/TND/2023-2024. However, there was no evidence of the approval sought and granted from the County Director of Education of the Regional Coordinator of Education in line with the provisions in circular Ref. MOE.HQS/36/36 dated 12 February, 2020 for the two projects.

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

### **4. Long Outstanding Accounts Payables**

The statement of assets and liabilities and as disclosed in Note 14 to the financial statements reflects payables balance of Kshs.20,773,868. Included in the balance is amount of Kshs.5,953,885 which has remained unpaid for over two years contrary to Section 53 (8) of the Public Procurement and Asset Disposal Act, 2015 which states that 'an Accounting Officer shall not commence any procurement proceedings until satisfied that sufficient funds to meet the obligations of the resulting contract (s) are reflected in approved budget estimates. In addition, an amount of Kshs.367,900 was not included as part of payables.

In the circumstances, the School Management was in breach of the law and there is risk loss of public funds through litigations, interests and penalties.

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 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. Weaknesses in Governance of the School**

During the year under review, the school board audit committee met once during the year contrary to regulation 179(1) of the Public Finance Management (National Government) Regulations, 2015. In addition, the board has been paid sitting and travelling allowance to a tune of Kshs.1,200,084 without the board's determination and cabinet secretary approval contrary to provisions of section 12 of the Fourth Schedule of the Basic Education Act, 2013 which stipulates that the Board should meet at least once every four months.

In the circumstances, the school did not benefit from the oversight and advisory role of the school Board audit committee.

#### **2. Incomplete Fixed Assets Register**

Annex 2 to the financial statements reflect summary of fixed assets balance of Kshs.243,251,375. However, the school did not provide a fixed asset register which include details such as unique identifier, cost, year of purchase and date of delivery or installation as required by Asset and Liability Management in the Public Sector, 2020 guideline issued by The National Treasury. Further, the school land title deed issued in 2006 indicates a land size of 1.9 hectares (approximately 4.695 acres) while the strategic plans reflect the total land size for the school as 5.26 acres. This casts doubt as to the full disclosure of the school parcels of land and whether there are ownership documents.

In the circumstances, the School's effectiveness in asset management could not be confirmed.

#### **3. Lack of Adequate Facilities in the Institution**

Inspection of the school revealed a shortage of essential facilities needed to adequately support its student population. These facilities were outlined as priorities in the school's strategic plans for 2019–2023 and 2024–2028. Notably, some key infrastructure goals have not been achieved, including the construction of a spacious food and equipment stores, library, four laboratories, departmental offices, dining hall, Installation of a

sewerage system and acquisition of 2 Acres of land for development of school infrastructure.

In the circumstances, the effectiveness of Management to provide suitable learning environment, student safety and overall well-being 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 the Management and those Charged with Governance**

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

In preparing the financial statements, Management is responsible for assessing the School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management is aware of the intention to 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 for Supreme Audit Institutions (ISSAIs). The standards require that, in conducting the audit, I obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error and to issue an auditor's report that includes my opinion in accordance with Section 48 of the Public Audit Act, 2015. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with IFPP 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**

**3 June, 2025**

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

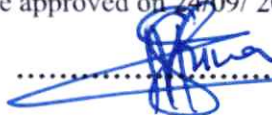
**6. Statement of Receipts and Payments For the Year Ended 30<sup>th</sup> June 2024**

Description Of Vote Head	Note	2023- 2024	2022 - 2023
		Kshs	Kshs
<b>Receipts</b>			
Government grants for tuition	1	5,480,575	5,386,121
Government grants for operations	2	28,173,304	15,924,871
Government Grants for infrastructure	3	8,141,600	7,993,000
School fund income- parents' contributions	4	135,032,135	106,772,088
Miscellaneous incomes	5	3,544,550	9,976,583
<b>Total Receipts</b>		<b>180,372,164</b>	<b>146,052,660</b>
<b>Payments</b>			
Tuition	6	4,555,974	4,566,400
Operations	7	24,564,682	12,904,000
Infrastructure	8	9,600,277	6,392,760
Boarding and school fund	9	126,373,435	111,860,966
<b>Total Payments</b>		<b>165,094,368</b>	<b>135,724,126</b>
<b>Surplus/Deficit</b>		<b>15,277,796</b>	<b>10,328,534</b>

The school financial statements were approved on 24/09/ 2024 and signed by:



**Name: Dr. Ben Wekalao**  
**Chair BOM**



**Name: Mrs. Christine N Sifuna**  
**School Senior Principal/  
 Secretary to BOM**



**Name: Mr. Benard K. Wanyama**  
**Bursar/ Finance Officer**




# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

### 7. Statement of Assets and Liabilities As At 30<sup>th</sup> June 2024

Description	Note	2023 – 2024	2022- 2023
		Kshs	Kshs
<b>Financial Assets</b>			
<b>Cash and cash equivalents</b>			
Bank balances	10	11,409,472	7,092,718
Cash balances	11	360,598	40,005
Short term investments	12	-	-
<b>Total cash and cash equivalent</b>		<b>11,770,070</b>	<b>7,132,722</b>
Account's receivables	13	49,759,200	34,346,883
<b>Total financial assets</b>		<b>61,529,270</b>	<b>41,479,605</b>
<b>Financial liabilities</b>			
Accounts payables	14	20,773,868	16,002,000
<b>Net financial assets</b>		<b>40,755,401</b>	<b>25,477,605</b>
<b>Represented by</b>			
Accumulated fund b/fwd	15	25,477,605	15,149,071
Surplus/deficit for the year		15,277,796	10,328,534
<b>Net financial position</b>		<b>40,755,401</b>	<b>25,477,605</b>

The school's financial statements were approved on 24/09/2024 and signed by:

..... 

Name: Dr. Ben Wekalao

Chair BOM

..... 

Name: Mr. Christine N. Sifuna  
School Senior Principal/  
Secretary to BOM

..... 

Name: Mr. Benard K.  
Wanyama

Bursar/ Finance Officer



**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**8. Statement of Cash Flows for the Year Ended 30<sup>th</sup> June 2024**

	2023 /2024	2022 /2023
	Kshs	Kshs
<b>Receipts from operating activities</b>		
Government grants for tuition	5,480,575	5,386,121
Government grants for operations	28,173,304	15,924,870
Government grants for infrastructure	8,141,600	
School fund income- Parents contributions/ fees	119,619,818	94,259,586
Miscellaneous income	3,544,550	9,976,582
<b>Total receipts</b>	<b>164,959,847</b>	<b>125,547,158</b>
<b>Payments</b>		
Cash outflows for tuition	4,555,974	4,566,400
Cash outflows for operations	24,564,682	12,904,000
Cash outflows for lunch/school fund payments	123,003,037	105,103,557
<b>Total payments</b>	<b>152,123,693</b>	<b>122,573,957</b>
<b>Net inflows/ outflows from operating activities</b>	<b>12,836,154</b>	<b>2,973,201</b>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>		
Government grants for infrastructure		7,993,000
Classroom construction	- 8,198,807	- 6,392,760
Acquisition of Assets	-	-
Classroom construction		
Purchase of investments		-
Proceeds from investments		-
<b>Net cash in flows/out flows from Investing Activities</b>	<b>- 8,198,807</b>	<b>1,600,240</b>
<b>NET CASHFLOW FROM FINANCING ACTIVITIES</b>		
Proceeds from borrowings/ loans	-	-
Repayment of principal borrowings	-	-
<b>Net cash inflows/outflows from financing Activities</b>	<b>-</b>	<b>-</b>
<b>Net increase/decrease in cash and cash equivalents</b>	<b>4,637,347</b>	<b>4,573,441</b>
<b>Cash and cash equivalent at BEGINNING of the year</b>	<b>7,132,722</b>	<b>2,559,282</b>
<b>Cash and cash equivalent at END of the year</b>	<b>11,770,070</b>	<b>7,132,722</b>

The school's financial statements were approved on 24/09/24 and signed by:

.....  


Name: Dr. Ben Wekalao  
 Chair BOM

.....  


Name: Mrs. Christine N. Sifuna  
 School Senior Principal/  
 Secretary to BOM

.....  


Name: Mr. Benard K. Wanyama  
 Bursar/ Finance Officer



**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**9. Statement of Budgeted Versus Actual Amounts for The Year Ended 30<sup>th</sup> June 2024**

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
<b>Receipts</b>					
<i>(1) Capitation Grant on Tuition</i>					
Reference Materials	-	-	-	-	-
Exercise Books	-	-	-	-	-
Laboratory Equipment	-	-	-	-	-
Internal Exams	-	-	-	-	-
Teaching / Learning Materials	9,945,600.00	-	9,945,600.00	5,480,574.60	55.11%
Exams And Assessment	-	-	-	-	-
<b>Sub-totals</b>	<b>9,945,600.00</b>	<b>-</b>	<b>9,945,600.00</b>	<b>5,480,574.60</b>	<b>55.11%</b>
<i>(2) Capitation Grant on Operations</i>					
Personnel Emoluments			-	-	0.00%
Repairs And Maintenance			-	2,104,840.00	0.00%
Local Transport / Travelling			-	-	0.00%
Electricity And Water			-	-	0.00%
Medical/Insurance	4,800,000.00	-	4,800,000.00	1,807,050.00	37.65%
Administration Costs		-	-	-	0.00%
Activity	3,600,000.00	-	3,600,000.00	1,774,176.56	49.28%
Other voteheads	22,560,000.00	-	22,560,000.00	14,345,637.84	63.59%
Smase	480,000.00	-	480,000.00	-	0.00%
<b>Sub-totals</b>	<b>31,440,000.00</b>	<b>-</b>	<b>31,440,000.00</b>	<b>20,031,704.36</b>	<b>64%</b>
<i>3) FDSE for infrastructure</i>					
Maintenance & Improvement MoE	12,000,000.00	-	12,000,000.00	8,141,600.00	67.85%
M&I parents' contribution	-	-	-	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

<b>Receipt/Expenses Item</b>	<b>Original Budget</b>	<b>Adjustments</b>	<b>Final Budget</b>	<b>Actual On Comparable Basis</b>	<b>% Of Utilization</b>
	<b>a</b>	<b>b</b>	<b>c=a+b</b>	<b>d</b>	<b>e=d/c %</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Economic Stimulus Programs	-	-	-	-	-
Transition Infrastructure Grants	-	-	-	-	-
Administration Block	-	-	-	-	-
<b>Sub-totals</b>	<b>12,000,000.00</b>	<b>-</b>	<b>12,000,000.00</b>	<b>8,141,600.00</b>	<b>67.85%</b>
<b>(4) Fees Charged on Parents</b>					
Personnel emoluments		-	-	-	0.00%
Repairs and maintenance	4,800,000.00	-	4,800,000.00	19,550.00	0.41%
Local transport / travelling		-	-	-	0.00%
Electricity and water		-	-	-	0.00%
Medical		-	-	-	0.00%
Administration costs		-	-	-	-
Activity	600,000.00	-	600,000.00	480,750.00	93.35%
Fee on Boarding Equipment and stores	60,924,000.00	-	60,924,000.00	79,269,171.05	130.11%
PA Levies*		-	-	-	-
Other voteheads	30,960,000.00	-	30,960,000.00	33,181,524.50	107.18%
<b>Sub-totals</b>	<b>97,284,000.00</b>	<b>-</b>	<b>97,284,000.00</b>	<b>112,950,995.55</b>	
<b>TOTAL</b>	<b>150,669,600.00</b>	<b>-</b>	<b>150,669,600.00</b>	<b>146,604,874.55</b>	<b>97.35%</b>
<b>5) Miscellenous Income</b>					
Rent Income	-	-	-	-	-
Income From Farming Activities	-	-	-	-	-
Insurance Compensation	-	-	-	-	-
Income From Bakery	-	-	-	-	-
Income From Bus Hire	-	-	-	-	-
Fee For Hire of Ground and Equipment	-	-	-	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

<b>Receipt/Expenses Item</b>	<b>Original Budget</b>	<b>Adjustments</b>	<b>Final Budget</b>	<b>Actual On Comparable Basis</b>	<b>% Of Utilization</b>
	<b>a</b>	<b>b</b>	<b>c=a+b</b>	<b>d</b>	<b>e=d/c %</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Income From Grants and Donations*	-	-	-	-	-
Harambee	-	-	-	-	-
Dividends Income	-	-	-	-	-
Loans/Borrowings*	-	-	-	-	-
Other Income (specify)*	-	-	-	-	-
<b>Sub-totals</b>	-	-	-	-	-
<b>Total Income</b>		-			
<b>(6) Expenditure For Tuition</b>					
Exercise Books	-	-	-	-	-
Textbooks	-	-	-	-	-
Bank charges	-	-	-	1430	-
Laboratory Equipment	-	-	-	-	-
Teaching / Learning Materials	9,945,600.00	-	9,945,600.00	4,555,973.50	45.79%
Exams And Assessment	-	-	-	-	-
Teachers Guides	-	-	-	-	-
Bank Charges	-	-	-	-	-
Others (specify)	-	-	-	-	-
<b>Sub-totals</b>	<b>9,945,600.00</b>	<b>-</b>	<b>9,945,600.00</b>	<b>4,554,543.50</b>	<b>45.79%</b>
<b>(7) Expenditure For Operations</b>					
Personnel Emoluments	-	-	-	-	-
Service Gratuity	-	-	-	-	-
Administration Cost	-	-	-	-	-
Repairs And Maintenance & Improvements	-	-	-	-	-
Local Transport / Travelling	-	-	-	-	-
Electricity And Water	-	-	-	-	-
Medical	-	-	-	-	-
Activity Expenses	3,600,000.00	-	3,600,000.00	307,940.00	8.55%
Medical/insurance	4,800,000.00	-	4,800,000.00	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

<b>Receipt/Expenses Item</b>	<b>Original Budget</b>	<b>Adjustments</b>	<b>Final Budget</b>	<b>Actual On Comparable Basis</b>	<b>% Of Utilization</b>
	<b>a</b>	<b>b</b>	<b>c=a+b</b>	<b>d</b>	<b>e=d/c %</b>
	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>	<b>Kshs</b>
Other voteheads	22,560,000.00	-	22,560,000.00	14,691,998.00	65.12%
Smasse	480,000.00		480,000.00	-	0.00%
<b>Sub-totals</b>	<b>31,440,000.00</b>		<b>31,440,000.00</b>	<b>14,999,938.00</b>	<b>48%</b>
<b>(8) Expenditure For infrastructure</b>					
Maintenance and mprovement	12,000,000.00	-	12,000,000.00	9,620,391.00	80.17%
Bank charges	-	-	-	1,560.00	
Construction of classrooms	-	-	-	-	-
Construction of laboratory	-	-	-	-	-
Construction of dormitory	-	-	-	-	-
Purchase of furniture	-	-	-	-	-
Purchase of equipment	-	-	-	-	-
Purchase of apparatus	-	-	-	-	-
Drilling of boreholes	-	-	-	-	-
Others (specify)	-	-	-	-	-
<b>Sub-totals</b>	<b>12,000,000.00</b>	<b>-</b>	<b>12,000,000.00</b>	<b>9,621,951.00</b>	<b>80%</b>
<b>(9) Expenditure For school fund/lunch/boarding</b>					
Personnel Emoluments	-	-	-	-	-
Service Gratuity	-	-	-	-	-
Repairs And Maintenance & Improvements	4,800,000.00		4,800,000.00	5,000.00	0.10%
Local Transport / Travelling	-	-	-	-	-
Electricity And Water	-	-	-	-	-
Medical Expenses	-	-	-	-	-
Administration Costs	-	-	-	-	-
Other voteheads	30,960,000.00	-	30,960,000.00	38,931,682.35	126%
Bank Charges	-	-	-	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Receipt/Expenses Item	Original Budget	Adjustments	Final Budget	Actual On Comparable Basis	% Of Utilization
	a	b	c=a+b	d	e=d/c %
	Kshs	Kshs	Kshs	Kshs	Kshs
Expenses On Income Generating Activities**	-	-	-	-	-
Fee On Boarding Equipment and Stores	60,924,000.00		60,924,000.00	73,752,579.00	121%
Rent Expenses	-	-	-	-	-
Insurance Cost (Life Property)	-	-	-	-	-
Loan Principal Repayment	-	-	-	-	-
Activity expenses	600,000.00	-	600,000.00	1,980,875.00	330.15%
Acquisition Of Assets	-	-	-	-	-
PA expenses	-	-	-	-	-
Others (specify)	-	-	-	-	-
<b>Sub-totals</b>	<b>97,284,000.00</b>	<b>-</b>	<b>97,284,000</b>	<b>114,670,136</b>	<b>-</b>
<b>TOTAL EXPENDITURE</b>	<b>150,669,600</b>	<b>-</b>	<b>150,669,600</b>	<b>143,846,569</b>	<b>95.47%</b>

Below is a commentary on significant underutilization (below 90% of utilization) and any overutilization above 100%

- i. The actual government grants are less than the budgeted figures due to underfunding from the government
- ii. Activity on school fund was overspent, the activities were to take place, but there was a delay in grant hence we used school fund to cater for activities.

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

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### 10. Significant Accounting Policies

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

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

The financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) with particular emphasis on Cash Basis Financial Reporting under the Cash Basis of Accounting and applicable government legislations and regulations. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

This cash basis of accounting has been supplemented with accounting for; a) receivables that include school fees from parents, imprest, salary advances and other receivables and b) payables that include deposits and retentions and payables from operations.

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the *school*, and all values are rounded to the nearest Kenya Shilling (Kshs). The accounting policies adopted have been consistently applied to all the years presented.

#### 2. Recognition of receipts and payments

The *school* recognises all receipts from the various sources when the event occurs, and the related cash has actually been received by the *school*. In addition, the *school* recognises all expenses when the event occurs, and the related cash has actually been paid out by the school, it also recognize fees and receivables accounted for under the accrual basis. Income arising from school fees is recognised when the event occurs whether cash is received or not. Expenditure arising from operations is recognised when the event occurs irrespective of receipt of cash.

#### 3. In-kind contributions

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

#### 4. Cash and cash equivalents

## **Cardinal Otunga Girls' High School**

### **Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

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

#### **5. Accounts Receivable**

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

#### **6. Accounts Payable**

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

#### **7. Non-current assets**

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

#### **8. Budget**

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

#### **9. Comparative figures**

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

#### **10. Subsequent events**

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30<sup>th</sup> June 2024.

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**11. Notes To the Financial Statements**

**1 Government Grants for Tuition**

<b>Description</b>	<b>2023-2024</b>	<b>2023-2024</b>
	<b>Kshs</b>	<b>Kshs</b>
Reference Materials	-	-
Exercise Books	-	-
Laboratory Equipment	-	-
Internal Exams	-	-
Teaching / Learning Materials	5,480,575	5,386,121
Exams And Assessment	-	-
CDF Bursary cheques		
<b>Total</b>	<b>5,480,575</b>	<b>5,386,121</b>

*\*Include others as per MOE circulars*

**2 Government Grants for Operations**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel Emoluments	-	-
Repairs And Maintenance	2,104,840	-
M&I	8,141,600	-
Electricity And Water	-	-
Medical	1,807,050	386,800
Administration Costs	-	-
Activity	1,774,177	1,128,500
Other vote heads	14,345,638	14,409,570
CDF/ Bursaries Cheques		-
<b>Total</b>	<b>28,173,304</b>	<b>15,924,870</b>

*\*Include others as per MOE circulars*

**3 Government Grants for infrastructure**

<b>Description</b>	<b>2022-2023</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Maintenance & Improvement MoE	8,141,600.00	7,993,000.00
M&I parents' contribution	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Economic Stimulus Programs	-	-
Transition Infrastructure Grants	-	-
Administration Block	-	-
<b>Total</b>	<b>8,141,600.00</b>	<b>7,993,000.00</b>

**4 School Fund Income - Parents Contribution/Fees**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel emoluments	-	-
Repairs and maintenance	19,550	4,678,650
Local transport / travelling	-	-
Electricity and water	-	-
Medical	-	-
Administration costs	-	-
Activity●	560,115	1,481,457
Fee on Boarding Equipment and stores●	91,080,655	64,548,204
PA Levies*	-	-
Others voteheads●	43,371,814	36,063,778
<b>Total</b>	<b>135,032,135</b>	<b>106,772,088</b>

*\*Includes all levies charged by the school outside the fees structure but by mutual agreement with the parents.*

**5 Miscellaneous Incomes**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Rent Income	-	21,000
Income From Farming Activities	263,300	526,200
Insurance Compensation	-	-
Income From bakery	3,281,250	2,019,600
Income From Bus Hire	-	-
Fee For Hire of Ground and Equipment	-	-
Income From Grants and Donations*	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Harambee		7,409,782
Dividends Income	-	-
Loans/Borrowings*	-	-
CDF Grant	-	-
<b>Total</b>	<b>3,544,550</b>	<b>9,976,582</b>

**6 Tuition Payments**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Exercise Books	-	-
Textbooks	-	-
Reference materials	-	-
Laboratory Equipment	-	-
Teaching / Learning Materials	4,554,544	4,566,400
Exams And Assessment	-	-
Teachers Guides	-	-
Bank Charges	1,430	-
Others (specify)	-	-
<b>Total</b>	<b>4,555,974</b>	<b>4,566,400</b>

**7 Operations Payments**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Personnel Emoluments	-	-
Service Gratuity	-	-
Administration Cost	-	-
Infrastructure a/c	-	-
Repairs And Maintenance & Improvements	1,423,144.00	177,060.00

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

M&I (Operation)	- 8,141,600	-
Electricity And Water	-	-
Medical	-	-
Activity Expenses	307,940.00	120,450.00
Insurance Cost	-	-
Others voteheads	14,691,998.00	12,606,490.00
<b>Total</b>	<b>24,564,682.00</b>	<b>12,904,000.00</b>

**8 Infrastructure Payments**

Description	2023-2024	2022-2023
	Kshs	Kshs
Maintenance and improvement funds	8,197,247	6,392,760
Bank charges	1,560	-
Construction of dormitory	-	-
Purchase of furniture	-	-
Purchase of equipment	-	-
Purchase of apparatus	-	-
Drilling of boreholes	-	-
Others (specify)CDF	1,401,470	-
<b>Total</b>	<b>9,600,277</b>	<b>6,392,760</b>

**9 Boarding And School Fund**

Description	2023-2024	2022-2023
	Kshs	Kshs
Personnel Emoluments	-	-
Service Gratuity	-	-
Repairs And Maintenance & Improvements	5,000.0	3,769,460.0
Local Transport / Travelling	-	-
Electricity And Water	-	-
Medical Expenses	-	-
Administration Costs	-	-
Other voteheads●	38,931,682.4	36,976,186.0
Bank Charges	-	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

Expenses On Income Generating Activities**	-	1,793,720.0
Fee On Boarding Equipment and Stores●	82,417,788.0	62,671,690.0
Rent Expenses	-	21,000.0
Insurance Cost (Life Property)	-	-
Loan Principal Repayment	-	-
Activity●	1,980,875.0	1,082,920.0
Miscellaneous expenditure	3,038,090.00 -	-
Harambee	-	5,543,620.0
Bank charges (CDF)	-	2,370.0
<b>Total</b>	<b>126,373,435.4</b>	<b>111,860,966.0</b>

**10 Bank Accounts**

Name of Bank, Account No. & currency	Status	Bank Account Number	2023-2024	2022-2023
	Active/Dormant		Kshs	Kshs
Tuition Account	Active	01139049923600	1,820,919	997,836
Operations Account	Active	01139049923601	6,805,399	1,710,970
School Fund Account/Boarding (KCB)	Active	1106222962	2,248,438	505,034
School fund Account-Equity	Active	048028283815	42,289	57,774
CDF	Active	01141049923600	229,545	1,631,015
Infrastructural Account	Active	01139049923602	262,882	2,190,089
<b>Total</b>			<b>11,409,472</b>	<b>7,092,718</b>

**11 Cash In Hand**

Description	2023-2024	2022-2023
	Kshs	Kshs
Tuition Account	-	-
Operation Account	1,534	40,005
School Fund account	359,063	-
<b>Total</b>	<b>360,598</b>	<b>40,005</b>

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**12 Short Term Investments**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Cooperative Shares	-	-
Treasury Bills	-	-
Equity Stock	-	-
Fixed Deposit accounts	-	-
Other Investments	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**13 Accounts Receivable**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Fees Arrears	49,759,200	34,346,883
Other Non-Fees Receivables	-	-
Salary Advances (list/schedule attached)	-	-
Imprest (list/schedule attached)	-	-
Rent arrears (list/schedule attached)	-	-
<b>Total</b>	<b>49,759,200</b>	<b>34,346,883</b>

**Ageing Analysis of Accounts Receivable**

<b>Description</b>	<b>2023-2024</b>		<b>2022-2023</b>	
	<b>Kshs</b>	<b>% of the total</b>	<b>Kshs</b>	<b>% of the total</b>
	<b>Kshs</b>		<b>Kshs</b>	
Less than 1 year	22,081,139	44%	18,854,474	55%
Between 1- 2 years	12,185,651	25%	4,188,055	12%
Between 2-3 years	4,188,054	8.4%	3,295,791	10%
Over 3 years	11,304,356	23%	8,008,564	23%
	<b>49,759,200</b>	<b>100%</b>	<b>34,346,884</b>	<b>100%</b>

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**14 Accounts Payable**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Trade Creditors (See Ageing Below and Appendix 1)	20,773,868.00	16,002,000.00
Prepaid Fees	-	-
Retention Monies	-	-
Unpaid salaries and statutory deductions	-	-
Caution money	-	-
Other payables (specify)	-	-
<b>Total</b>	<b>20,773,868.00</b>	<b>16,002,000.00</b>

**Ageing Analysis of Accounts Payable**

<b>Description</b>	<b>2023-2024</b>		<b>2022-2023</b>	
	<b>Kshs</b>		<b>Kshs</b>	
	<b>2023-2024</b>	<b>% of the total</b>	<b>2022-2023</b>	<b>% of the total</b>
	<b>Kshs</b>		<b>Kshs</b>	
Less than 1 year	14,819,983.00	71%	16,002,000	100%
Between 1- 2 years	5,953,885.00	29%	-	0%
Between 2-3 years	-		-	0%
Over 3 years	-		-	0%
<b>Total (should tie to note 14)</b>	<b>20,773,868</b>	<b>100%</b>	<b>16,002,000</b>	<b>100%</b>

**15 Fund Balance Brought Forward**

<b>Description</b>	<b>2023-2024</b>	<b>2022-2023</b>
	<b>Kshs</b>	<b>Kshs</b>
Bank balances	7,092,718	2,386,634
Cash balances	40,005	172,648
Short Term Investments	-	-
Receivables	34,346,883	21,834,381
Payables	- 16,002,000	- 9,244,591
<b>Total</b>	<b>25,477,605</b>	<b>15,149,071</b>

## Cardinal Otunga Girls' High School

### Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

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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	Insert Current FY	Insert Comparative FY
	Kshs	Kshs
Bank Loans	-	-
Outstanding Leases	-	-
Hire Purchase	-	-
Gratuity And Leave Provision	-	-
Others (specify)	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

#### 17 Biological assets

Description	Numbers	2023- 2024 FY	2022 -2023 FY
		Kshs	Kshs
Cattle		610,000.00	600,000.00
Goats		N/A	N/A
Trees		750,000.00	750,000
Coffee Or Tea Plantation		N/A	N/A
Poultry		N/A	N/A
Others (specify)		N/A	N/A
<b>Total</b>		<b>1,360,000.00</b>	<b>1,350,000.00</b>

#### 18 Borrowings

Description	Kshs	Kshs
Borrowings at beginning of the year	-	-
Borrowings during the year	-	-
Repayments during the year	-	-
<b>Balance at the end of the year</b>	<b>-</b>	<b>-</b>

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**Other important disclosure notes**

**19 Stock/ Inventory**

<b>Description</b>	<b>2023 /2024 FY</b>	<b>2022/ 2023 FY</b>
<b>2022/23FY</b>	<b>Kshs</b>	<b>Kshs</b>
Food stuffs		
(a) Maize (26 bags)	(Maize 538 bag @ 6,000) 3,228,000	208,0000
(b) Beans (49 bags)	(Beans 55 @ 16,000) 380,000	882,000
(c) Rice (60 bags)	(Rice 29 bags) 188,500	420,000
(d) Sugar (24 bags)	(Sugar 27 bags) 189,000	244,800
(e) Tea Leaves (71 packets)	(Tea leaves 16pkts) 8,000	35,500
(f) Salt (12 bundles)	( salt 9 bale) 8,500	950
(g) Cooking Oil (160 Litres)	(Cooking oil 190ltrs) 55,100	38,800
(h) Baking flour(50 Bags)	(Baking flour 15 bales) 42,750	110,000
Lab consumables		
Farm produce	Nil	Nil
Medication	Nil	Nil
Construction Materials	N/A	N/A
Others (specify)	N/A	N/A

**20 Progress on Follow Up Of Auditor Recommendations**

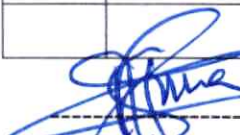
The following is the summary of issues raised by the external auditor, and management comments that were provided to the auditor.

<b>Ref No.</b>	<b>Issue / Observations from Auditor</b>	<b>Management comments</b>	<b>Status: (Resolved / Not Resolved)</b>	<b>Timeframe: (Put a date when you expect the issue to be resolved)</b>
4.3	Inaccuracy of student enrolment data	- <i>On NEMIS where students' population differ with the students who are on NEMIS, because students who are over age 18 years and above are not accepted on NEMIS so we</i>	Resolved	

# Cardinal Otunga Girls' High School

## Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024

Ref No.	Issue / Observations from Auditor	Management comments	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)
		<i>request your office to assist us to advise the ministry to allowed over age students to be captured</i>		
4.4	Long Outstanding Student Accounts Receivables	- <i>We have put in place measures of collecting fees through class teachers. With the case of outgoing students (form 4) we request the government to allow us to withhold the certificates for fee clearance before issuing</i>	Resolved	

  
 Sign and Date  
 Principal



**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**21. Annexes**

**Annex I - Analysis of Pending Accounts Payable**

Supplier Of Goods Or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance Current 2024	Outstanding Balance Comparative 2023
	A	b	C	d=a-c	
	Kshs	Kshs	Kshs	Kshs	Kshs
<b>Construction of buildings</b>					
1. Purves sales	1,495,870	19/07/2022	-	1,495,870	1,495,870
<b>Supply Of Goods</b>					
2. Romie Enterprise	224,000	05/01/2023 06/03/2023	224,000	-	224,000
3. Jenvy Enterprise	80,000	22/07/2022	80,000	-	80,000
4. Martha Nekesa	673,400	14/10/2022	673,400	-	673,400
5. Pestgon Limited	449,200	03/11/2022 03/08/2022	249,200	200,000	449,200
6. Patrick Juma khaemba	1,500,000	29/05/2023 26/06/2023	-	1,500,000	1,500,000
7. Desel Supplies	205,700	17/02/2023	-	205,700	205,700
8. Peter Simiyu	380,000	25/07/2022	-	380,000	380,000
9. Code shop Technologies	400,000..00	Feb- April 2023 April – June 2023	400,000	-	400,000
10. Nawaka Youth Enterprise	140,000	Invoice 13/9/2022	140,000	-	140,000
11. Fusa & Services	210,000	26/09/2022	210,000	-	210,000
12. Naliaka General Supplies	387,000	30/09/2022	387,000	-	387,000
13. Protus Wangila Masinde	594,000	07/02/2023			

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

		31/01/2023			
		14/04/2023	255,085	338,915	594,000
14. Lakeside Products	765,309	14/02/2023 19/01/2023	465,309	300,000	765,309
15. Rose Naliaka	160,000	07/07/2022	Nil	160,000	160,000
16. Martin John Wanyonyi	240,000	18/11/2022	240,000	-	240,000
17. Annah Naliaka Wsula	800,000	13/04/2023	800,000	-	800,000
18. Wamuena Supplier	177,400	18/04/2023	177,400	-	177,400
19. New Adatia Wholesaler	310,000	24/03/2023	310,000	-	310,000
20. Zeed & Ceed Limited	709,000	16/01/2023 13/01/2023	300,000	409,000	709,000
21. Peter Mulongo	940,000	04/04/2023	940,000	-	940,000
22. Tairon Supploers	100,000	13/07/2022	100,000	-	100,000
23. Catherine Wasilwa	238,000	04/07/2022	238,000	-	238,000
24. Clara Wafula	245,000	05/05/2023	245,000	-	245,000
25. Evertec Business Investment	395,000	04/06/2023	395,000	-	395,000
26. Gilbert Firewood	70,000	05/05/2023	70,000	-	70,000
27. Danvbees	60,000	28/01/2023	60,000	-	60,000
28. Sunshine Auto mobiles	245,534	06/12/2022	245,534	-	245,534
29. Master electronics	110,000	01/09/2022 22/05/2023	110,000	-	110,000
30. Kenya power	200,000	30/05/2023	-	200,000	200,000
31. Rhynox Agencies	200,000	22/02/2023 19/05/2023	-	200,000	200,000
32. Musina	86,000	30/05/2023	-	86,000	86,000

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

33. John keen Barasa Wafubwa	180,000	18/08/2022 03/02/2023	Nil	180,000	180,000
34. Multi-mode System	119,600	14/01/2022	Nil	119,600	119,600
35. Copar Agencies	101,000	24/02/2023	101,000	-	101,000
36. Tracks trails	52,040	29/03/2023	52,040	-	52,040
37. Get Smart Solution Limited	278,800	24/03/2023	100,000	178,000	278,800
38. Salaries	1,064,232	30/06/2023	1,064,232	-	1,064,232
39. Cyber School Technology	174,000	31/05/2023	174,000	-	174,000
40. Flacon enterprise	437,000	16/06/2023	437,000	-	437,000
41. Jomo Kenyatta Foundation Educational Publisher	18,153	25/09/2023	Nil	18,153	-
42. St. Paul's Kanduyi Catholic Church	600,000		Nil	600,000	-
43. Naliaka General supplies	187,500	14/05/2024	Nil	187,500	-
44. Denzil Enterprises	141,028	18/06/2024	Nil	141,028	-
45. Angela Kokonya	1,275,000		Nil	1,275,000	-
46. Kenya Literature ltd	23,316	10/06/2024	Nil	23,316	-
47. Yohama Enterprises ltd			Nil		-
48. Gladys Kosgei	530,000	22/05/2024	Nil	530,000	-
49. Malisha Elizabeth	400,000		Nil	400,000	-
50. Vosmu Khani	500,000	30/01/2024	Nil	500,000	-
51. Evertex Business Investment	44,800	10/05/2024	Nil	44,800	-
52. Agripine Khani	600,000		Nil	600,000	-
53. Calvary Hope	181,709		Nil	181,709	-
54. Bititex Systems & suppliers	528,000	22/05/2024	Nil	528,000	-
55. Chivingo Enterprises	282,000	02/04/2024	Nil	282,000	-

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

56. Nawaca youth enterprise	300,000	30/04/2024	Nil	300,000	-
57. Scoremath enterprise	50,000	15/05/2024	Nil	50,000	-
58. Rich science world ltd	455,000	22/05/2024	Nil	455,000	-
59. Covegon solutions	100,000	13/01/2024	Nil	100,000	-
60. Peak lab	1,800,000		Nil	1,800,000	-
61. Fiakon enterprises	480,500	30/01/2024	Nil	480,500	-
62. Stephen Kiluyi Chemiati	580,000	21/02/2024	Nil	580,000	-
63. Stephen Kiluyi Chemiati	560,000	03/06/2024	Nil	560,000	-
64. Azone stationery enterprises	178,300	18/03/2024	Nil	178,300	-
65. Protus Masinde	410,500	09/02/2024	Nil	410,500	-
66. June 2024 salaries	966,977	30/06/2024	Nil	966,977	-
67. Naluwa	200,000		Nil	203,800	-
68. Faith Nelima	984,200		Nil	984,200	-
69. Faith Nelima	360,000		Nil	360,000	-
70. New Mvumilivu	600,000		Nil	600,000	-
71. Fred Chemiati	900,000		Nil	900,000	-
72. Colleta Wanyama	280,000		Nil	280,000	-
73. Bunambo Ltd	300,000		Nil	300,000	-
<b>Grand Total</b>			<b>10,246,115</b>	<b>20,773,868</b>	

**Annex 2 – Summary of Fixed Assets Register**

Asset Class	Historical Cost b/f (Kshs) 1 <sup>st</sup> July 2023	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 <sup>th</sup> June 2024
Land	50,000,000	-		52,000,000

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

<b>Asset Class</b>	<b>Historical Cost b/f (Kshs) 1<sup>st</sup> July 2023</b>	<b>Additions during the year (Kshs)</b>	<b>Disposals during the year (Kshs)</b>	<b>Historical Cost c/f (Kshs) 30<sup>th</sup> June 2024</b>
Buildings And Structures	180,000,000	-	-	180,000,000
Motor Vehicles (i) KAE 210F	418,500	-	-	313,875
(ii) KBN 831E	5,250,000	-	-	3,937,500
Office Equipment, Furniture And Fittings		-	-	-
Textbooks (i) Top National mocks (ii) Peak guide KCSE	3,000,000	-	-	3,000,000
ICT Equipment	-	1,000,000	-	1,000,000
Tools And Apparatus	-	1,000,000	-	1,000,000
Other Machinery And Equipment – generator/water pump	-	1,950,000	-	1,950,000
Heritage And Cultural Assets	-	50,000	-	50,000
Intangible Assets- Soft Ware		-	-	-
<b>Total</b>	<b>238,668,500</b>	<b>-</b>	<b>-</b>	<b>243,251,375</b>

**Cardinal Otunga Girls' High School**  
**Annual Report and Financial Statements For the year ended 30<sup>th</sup> June 2024**

**22. Trial Balance as at 30th June 2024.**

<b>TRIAL BALANCE AS AT 30TH JUNE 2024</b>		
	<b>DR</b>	<b>CR</b>
	<b>Kshs</b>	<b>Kshs</b>
<b>Cash and Cash equivalents</b>		
Bank Balances	11,409,472	
Cash Balances	360,598	
Short term investments	-	
Receivables	49,759,200	
<b>Payments</b>		
Payments for Tuition	4,555,974	
Payments for operations	24,564,682	
Boarding and school fund payments	126,373,435	
payments for infrastructure	9,600,277	
<b>Receipts</b>		
Capitation grants for tuition		5,480,575
Capitation grants for operations		28,173,304
Capitation grants for infrastructure		8,141,600
School Fund Income- Parents' Contributions		135,032,135
School Fund Income- Other receipts		3,544,550
Accounts payables		20,773,868
<b>Prior Year Adjustment</b>		
Fund Balance b/f		25,477,605
Payables		-
<b>TOTAL</b>	<b>226,623,637</b>	<b>226,623,637</b>