REPUBLIC OF KENYA

OFFICE OF THE AUDITOR-GENERAL

REPORT

OF

THE AUDITOR-GENERAL

ON

THE FINANCIAL STATEMENTS OF COUNTY ASSEMBLY OF KERICHO

FOR THE YEAR ENDED 30 JUNE 2017

COUNTY ASSEMBLY OF KERICHO

AMENDED REPORTS AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED JUNE 30, 2017

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

COUNTY ASSEMBLY OF KERICHO
Reports and Financial Statements
For the year ended June 30, 2017

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I. KEY ENTITY INFORMATION AND MANAGEMENT

(a) Background information

The County is constituted as per the constitution of Kenya is headed by the Speaker of the County Assembly, who is responsible for the general policy and strategic direction of the Assembly. The County Assembly constitutes Thirty Members of County Assembly (MCAs) elected to represent members of the public from their respective wards. The MCAs are responsible for making any laws for effective performance of the County Government, approving plans and policies and playing the oversight role over the County Executive.

(a) Key Management

The County Assembly of Kericho day-to-day management is under the following key organs:

- Speaker
- The Clerk to Assembly
- Principal Finance Officer
- Heads of Departments
- Section Heads

(b) Fiduciary Management

The key management personnel who held office during the year ended 30th June 2017 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Accounting Officer	Martin Epus Patrick
2.	Principal Finance Officer	Aggrey Kirui
3.	Accountant	Rose Chelangat
4.	Accountant	Cheruiyot Rotich

(c) Fiduciary Oversight Arrangements

1. The public and other stakeholders through Public Participation plays a significant role and greatly influences decision making and ultimately improving the governance process.
2. County Budget and Economic Forum, which presents the ideal opportunity to strengthen the engagement between the County Government and the County residents.
3. The Budget and Appropriation Committee reviews the budget estimates submitted by County Executive and proposes the same for adoption or rejection of the same to the full house of the County Assembly.
4. Internal Audit unit and Audit Committee undertake periodic reviews of expenditures and make recommendations on improprieties noted.
5. Independent offices set by law which are the Office of the Auditor General and the Controller of Budget for review of programmes to ensure there is no wastage and Value for Money is achieved.
6. County Assembly Public Accounts and Investment Committee reviews all audit reports submitted by the County Executive.

(d) County Assembly of Kericho Headquarters

P.O. Box 1526-20200,

Kericho County Assembly Offices

Nakuru-Kericho Road

Kericho, KENYA

(e) County Assembly of Kericho Contacts

Tell :(254) 052207746

E-mail kcoassembly@gmail.com

Website:www.kerichocountyassembly.co.ke

(d) Entity Bankers

1. Central Bank of Kenya
   Haile Selassie Avenue
   P.O. Box 60000
   City Square 00200
   Nairobi, Kenya

2. Kenya Commercial Bank

(e) Independent Auditors

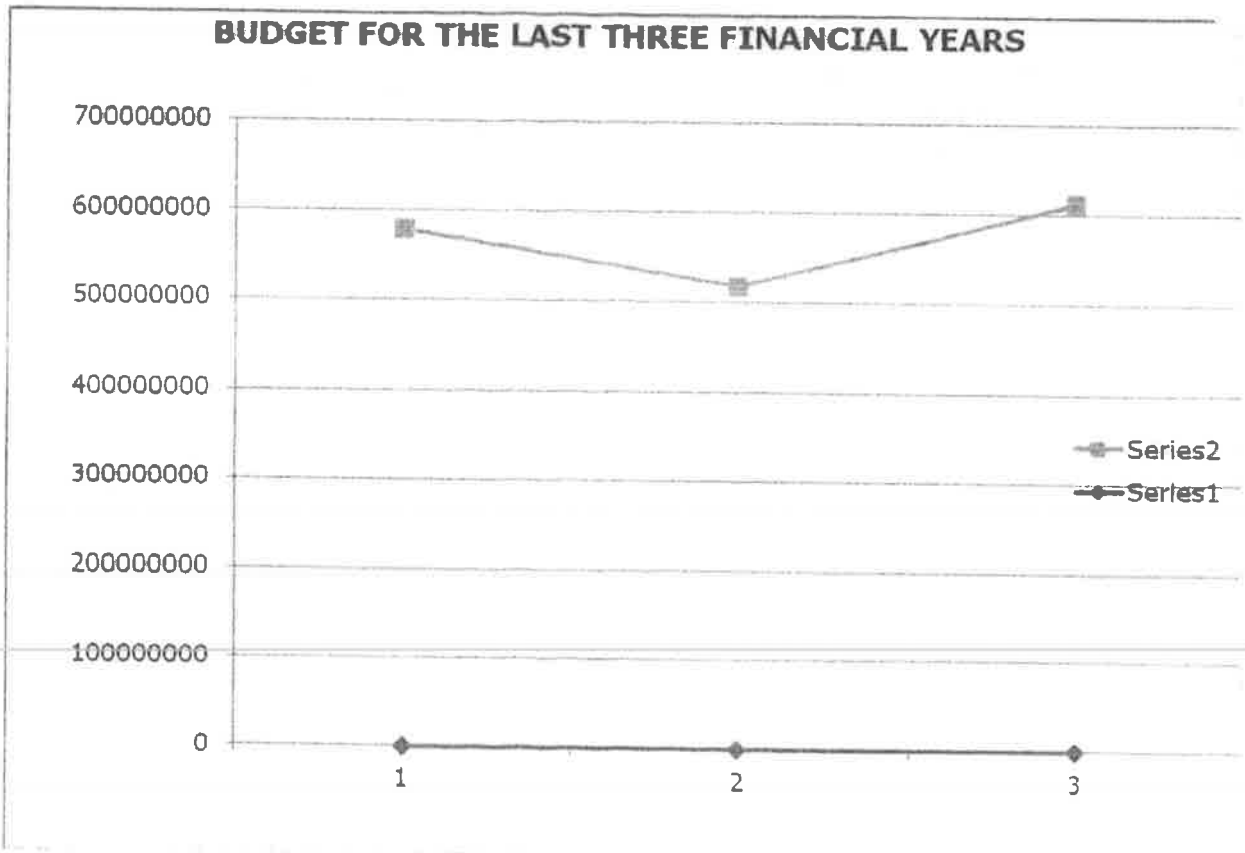
Auditor General
Kenya National Audit Office
Anniversary Towers, University Way
P.O. Box 30084
GOP 00100
Nairobi, Kenya

(f) Principal Legal Adviser

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

II. FORWARD BY THE CLERK OF THE ASSEMBLY

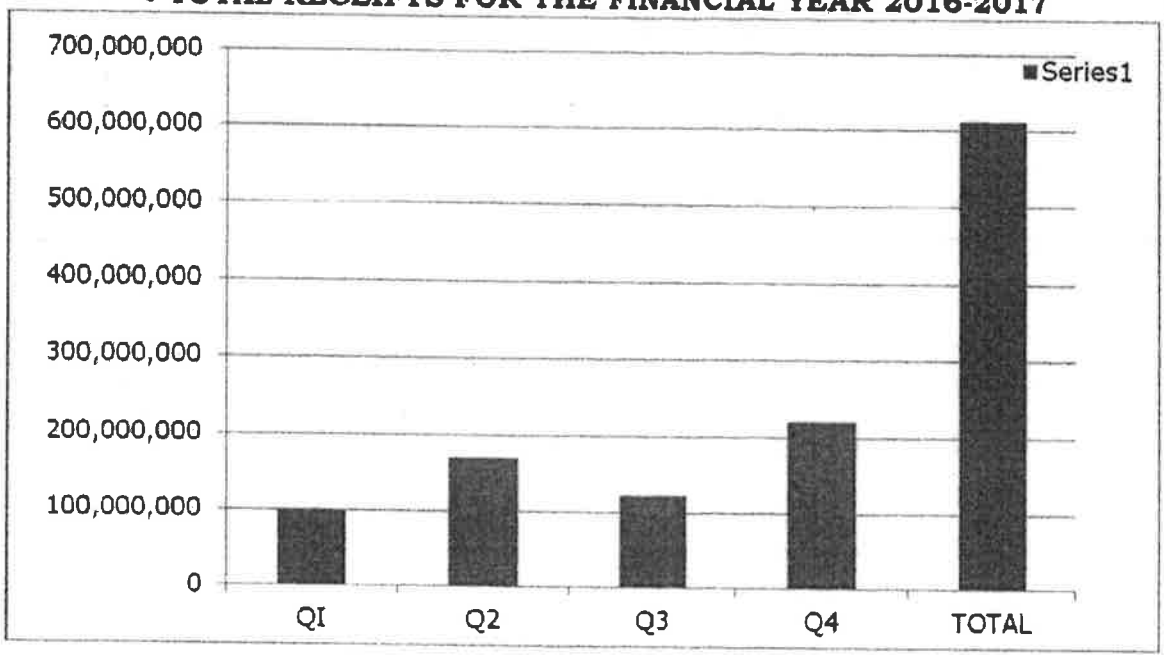
This is the County Assembly of Kericho full year financial statements and reports for the 2016-2017 financial period ending 30th June, 2017. This report was prepared and presented as required by Section 168 of the Public Financial Management (PFM) Act 2012. The report expounds on the revenues received from national equitable share alongside the expenditure incurred by the County Assembly in service provision during the financial year.



The County Assembly budget increased between the the three financial years as shown by the line graph above.

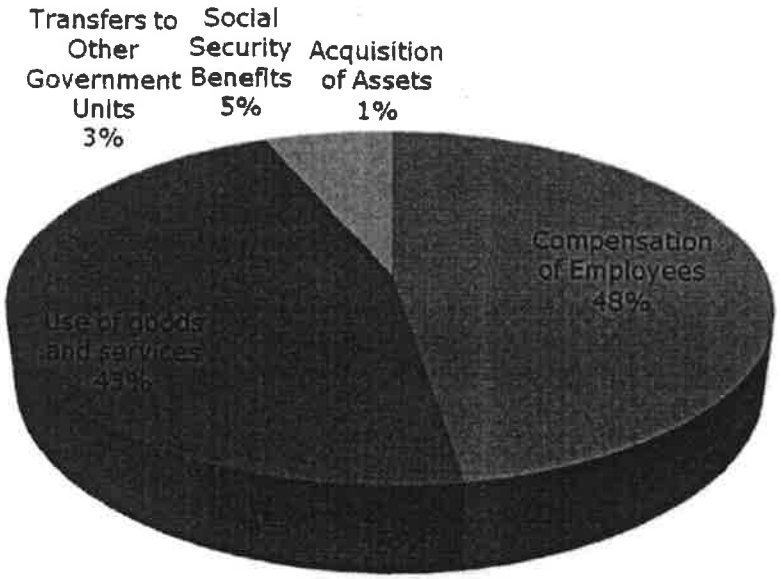
The County Assembly had an amount of Kshs. 612,171,432 millions in the financial year available for spending. The amounts were received in the four quarters of the financial year as shown below.

• **TOTAL RECEIPTS FOR THE FINANCIAL YEAR 2016-2017**



From the bar graph above, much of the funds were received in the final quarter. The County Assembly had cumulative expenditure of Kshs. 611,313,225.00 millions which translates to approximately 96.38% of total funds available for spending in 2016-2017 financial year.

TOTAL EXPENDITURE FOR THE FINANCIAL YEAR 2016-2017



As per the pie chart, 48% of the expenditure was for compensation of employees followed closely by use of goods and services at 43%. Social security benefits got an allocation of 5% of the total expenditure followed by transfer to other government units at 3%.

The following key challenges have been noted in the financial year and the same has affected performance;

a) Late release of funds from the Exchequer.
b) Lack of training on IFMIS.
c) Lengthy consultations on the budget process that has tight timelines to cater for all sectors and departments.

Sign
Martin Epus,
Clerk of the County Assembly.

STATEMENT OF MANAGEMENT RESPONSIBILITIES

Sections 164 of the Public Finance Management Act, 2012 requires that, at the end of each financial year, the Accounting Officer of a County Government Entity to prepare financial statements in accordance with the standards and formats prescribed by the Public Sector Accounting Standards Board

The Clerk of the County Assembly is responsible for the preparation and presentation of the County Assembly's financial statements, which give a true and fair view of the state of affairs of the County Assembly for the year ended on 30th June 2017. This responsibility includes: (i) maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the County Assembly; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the County Assembly; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Clerk accepts responsibility for the County Assembly'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 Clerk is of the opinion that the County Assembly's financial statements give a true and fair view of the state of the County Assembly's transactions for the year ended 30th June 2017, and of its financial position as at that date. The Clerk further confirms the completeness of the accounting records maintained for the County Assembly which have been relied upon in the preparation of the its financial statements as well as the adequacy of the systems of internal financial control.

The Clerk confirms that the County Assembly has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable), and that the County Assembly's funds received during the quarter under audit were used for the eligible purposes for which they were intended and were properly accounted for. Further the Clerk confirms that the County Assembly's financial statements have been prepared in a form that complies with relevant accounting standards prescribed by the Public Sector Accounting Standards Board of Kenya.

Approval of the financial statements

The County Government's financial statements were approved and signed by the Clerk of the County Assembly on 7th March, 2018.

Clerk of the County Assembly

REPUBLIC OF KENYA

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Website: www.oagkenya.go.ke

P.O. Box 30084-00100
NAIROBI

OFFICE OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON COUNTY ASSEMBLY OF KERICHO FOR THE YEAR ENDED 30 JUNE 2017

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of County Assembly of Kericho set out on pages 10 to 31, which comprise the Statement of Assets as at 30 June 2017, and the statement of receipts and payments, statement of cash flows and statement of Appropriation (Recurrent and Development) 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 effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of County Assembly of Kericho as at June 30, 2017 and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards Cash Basis.

In addition, as required by Article 229(6) of the constitution, except for matters described in the Basis for Qualified Opinion section of my report, based on the procedures performed, I confirm that, nothing has come to my attention to cause me to believe that public money has not been applied lawfully and in an effective way.

Basis for Qualified Opinion

1.0 Irregular expenditure on Committee Meetings outside the Precincts of the Assembly

The county assembly held (62) meetings outside the precincts of the Assembly where an expenditure of kshs.131,070,800 costs was incurred. The expenditure is considered irregular because the Assembly did not demonstrate the need to travel and sit away from the precincts of the Assembly and the necessary approval for the meetings were not sought from the speaker (or) Liaison Committee. Further, although the meetings were largely meant for report writing, no reports were produced and tabled in the assemblies arising from those meetings.

In the circumstance there were no value for monies arising those expenditures.

2.0 Nugatory Expenditure

The Committees of the Assembly held various meetings to deliberate on matters referred to them by the Assembly. A sample of fifteen (15) Committees picked for audit tests show that

a total of 1,159 Committee meetings were held during the 2016/2017 financial year at a cost of kshs.187,332,000.

However, out of a total 1,159 meetings held, only 18 Reports and 6 Statements were prepared and tabled in the Plenary. It is evident that the local residents may not have received full value for huge public expenditure on Committee allowances amounting to Kshs.187,332,000.

3.0 Un- Scheduled Committee and Plenary Sittings

The Assembly held many Committee sittings that were not scheduled as there were no weekly programs showing the business of the County Assembly and schedule of sittings of the various Committees. Thus most of the Committee and Plenary Sittings neither scheduled nor programmed as they did not appear in the Assembly website as required by the Standing Order. Consequently, it was not possible to determine if the meetings had substantive agenda for deliberation.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained sufficient and appropriate evidence to provide a basis for my qualified opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgment, are of most significance in the audit of the financial statements. Except for the matter described in the Basis for Qualified Opinion section of my report, I have determined that there were no Key Audit Matters to communicate in my report.

Responsibilities of Management and Those Charged with governance for the financial statements.

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

In preparing the financial statements, management is responsible for assessing the County Assembly's ability to sustain services, disclosing, as applicable, matters related sustainability of services and using the applicable basis of accounting unless the management either intends to liquidate the County Assembly or to cease operations, or have no realistic alternative but to do so. 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.

Those charged with governance are responsible for overseeing the County Assembly's financial reporting process.

Auditor-General's Responsibilities for the Audit of the Financial Statements

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution of Kenya. 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.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances and for the purpose of giving an assurance on the effectiveness of the County Assembly's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.

- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County Assembly's ability to continue to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the County Assembly to cease to continue to sustain its services.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the consolidated and separate financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the County Assembly to express an opinion on the financial statements.

- Perform such other procedure as I consider necessary in the circumstances.

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

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

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

Nairobi

16 July 2018

I. STATEMENT OF RECEIPTS AND PAYMENTS

	Note	2016-2017	2015-2016
		Kshs	Kshs
RECEIPTS			
Transfers from the County Treasury/Exchequer Releases	1	612,171,432	517,263,796
Proceeds from Sale of Assets	2	-	-
Other Receipts	3	-	-
TOTAL RECEIPTS		**612,171,432**	**517,263,796**
PAYMENTS			
Compensation of Employees	4	289,634,611	289,131,587
Use of goods and services	5	262,412,767	181,070,200
Subsidies	6	-	-
Transfers to Other Government Units	7	20,000,000	-
Other grants and transfers	8	-	-
Social Security Benefits	9	32,401,966	41,766,543
Acquisition of Assets	10	7,158,801	5,000,000
Finance Costs, including Loan Interest	11	-	-
Other Payments	12	-	-
TOTAL PAYMENTS		**611,608,145**	**516,968,330**
SURPLUS/DEFICIT		**563,287**	**295,466**

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were approved on 7th March, 2018 and signed by:

Clerk of the Assembly
Name: Martin Epus Patrick

Chief Finance Office – County Assembly
Name:Aggrey Kirui

II. STATEMENT OF ASSETS

	Note	2016-2017	2015-2016
		Kshs	Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	13A	563,288	295,466
Cash Balances	13B	-	-
Total Cash and cash equivalent		**563,288**	**295,466**
Accounts receivables – Outstanding Imprests	14	-	-
TOTAL FINANCIAL ASSETS		**563,288**	**295,466**
FINANCIAL LIABILITIES			
Accounts Payables – Deposits and retentions	15	-	-
NET FINANCIAL ASSETS		**563,288**	**295,466**
REPRESENTED BY			
Fund balance b/fwd	16	-	-
Surplus/Deficit for the year		563,287	295,466
NET FINANCIAL POSITION		**563,288**	**295,466**
Control		*1*	

The explanatory notes to these financial statements form an integral part of the financial statements.
The financial statements were approved on 7th March, 2018 and signed by:

Clerk of the Assembly
Name: Martin Epus Patrick

Chief Finance Office – County Assembly
Name: Aggrey Kirui
ICPAK Member Number:

III. STATEMENT OF CASH FLOWS

		2016-2017	2015 - 2016
		Kshs	Kshs
Receipts from operating income			
Exchequer Releases	1	612,171,432	517,263,796
Other Receipts	3	-	-
Payments for operating expenses			
Compensation of Employees	4	(289,634,611)	289,131,587
Use of goods and services	5	(262,412,767)	181,070,200
Subsidies	6	-	-
Transfers to Other Government Units	7	(20,000,000)	-
Other grants and transfers	8	-	-
Social Security Benefits	9	(32,401,966)	41,766,543
Finance Costs, including Loan Interest	11	-	-
Other Payments	12	-	-
Adjusted for:			
Adjustments during the year	17	-	-
Net cash flow from operating activities		**7,722,088**	**5,295,466**
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets	2	-	-
Acquisition of Assets	10	(7,158,801)	5,000,000
Net cash flows from Investing Activities		(7,158,801)	5,000,000
NET INCREASEIN CASH AND CASH EQUIVALNET		**563,287**	**295,466**
NET CASH FLOW FROM FINANCING ACTIVITIES		-	
Cash and cash equivalent at BEGINNING of the year	13	-	-
Cash and cash equivalent at END of the year as per statement of Assets		**563,288**	**295,466**
Control		***1***	

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were approved on 7th March, 2018 and signed by:

Clerk of the Assembly
Name: Martin Epus Patrick

Chief Finance Office – County Assembly
Name:Aggrey Kirui

IV. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT AND DEVELOPMENT COMBINED

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Transfers from the County Treasury/Exchequer Releases	644,276,781	(10,000,000)	634,276,781	612,171,432	(22,105,349)	96.51
Proceeds from Sale of Assets	-	-	-	-	-	-
Other Receipts	-	-	-	-	-	-
TOTAL	**644,276,781**	**(10,000,000)**	**634,276,781**	**612,171,432**	**(22,105,349)**	**96.51**
PAYMENTS						
Compensation of Employees	305,380,775	(15,668,280)	289,712,495	289,634,611	(77,884)	99.97
Use of goods and services	242,341,954	20,677,983	263,019,937	262,412,767	(607,170)	99.77
Subsidies	-	-	-	-	-	-
Transfers to Other Government Units	41,978,086	-	41,978,086	20,000,000	(21,978,086)	47.64
Other grants and transfers	-	-	-	-	-	-
Social Security Benefits	32,401,966	-	32,401,966	32,401,966	-	100
Acquisition of Assets	12,174,000	(5,009,703)	7,164,297	7,158,801	(5,496)	99.92
Finance Costs, including Loan Interest	-	-	-	-	-	-
Other Payments	-	-	-	-	-	-
TOTAL	**634,276,781**	**0**	**634,276,781**	**611,608,145**	**22,668,636**	**96.43**

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were approved on 7th March, 2018 and signed by:

Clerk of the Assembly
Name: Martin Epus Patrick

Chief Finance Office – County Assembly
Name: Aggrey Kirui

V. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Transfers from the County Treasury/Exchequer Releases	644,276,781	(10,000,000)	634,276,781	612,171,432	(22,105,349)	96.51
Proceeds from Sale of Assets	-	-	-	-	-	-
Other Receipts	-	-	-	-	-	-
TOTAL	**644,276,781**	**(10,000,000)**	**634,276,781**	**612,171,432**	**(22,105,349)**	**96.51**
PAYMENTS						
Compensation of Employees	305,380,775	(15,668,280)	289,712,495	289,634,611	(77,884)	99.97
Use of goods and services	242,341,954	20,677,983	263,019,937	262,412,767	(607,170)	99.77
Subsidies	-	-	-	-	-	-
Transfers to Other Government Units	41,978,086	-	41,978,086	20,000,000	(21,978,086)	47.64
Other grants and transfers	-	-	-	-	-	-
Social Security Benefits	32,401,966	-	32,401,966	32,401,966	-	100
Acquisition of Assets	12,174,000	(5,009,703)	7,164,297	7,158,801	(5,496)	99.92
Finance Costs, including Loan Interest	-	-	-	-	-	-
Repayment of principal on Domestic and Foreign borrowing	-	-	-	-	-	-
Other Payments	-	-	-	-	-	-
TOTAL	**634,276,781**	**0**	**634,276,781**	**611,608,145**	**22,668,636**	**96.43**
SURPLUS/(DEFICIT)						

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were approved on 7th March, 2018 and signed by:

---------- ----------

Clerk of the Assembly Name: Martin Epus Patrick	Chief Finance Office – County Assembly Name:Aggrey Kirui

VI. SUMMARY STATEMENT OF APPROPRIATION: DEVELOPMENT

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Transfers from the County Treasury/Exchequer Releases	-	-	-	-	-	-
Proceeds from Sale of Assets	-	-	-	-	-	-
Other Receipts	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
PAYMENTS						
Compensation of Employees	-	-	-	-	-	-
Use of goods and services	-	-	-	-	-	-
Subsidies	-	-	-	-	-	-
Transfers to Other Government Units	-	-	-	-	-	-
Other grants and transfers	-	-	-	-	-	-
Social Security Benefits	-	-	-	-	-	-
Acquisition of Assets	-	-	-	-	-	-
Finance Costs, including Loan Interest	-	-	-	-	-	-
Other Payments	-	-	-	-	-	-
TOTALS	-	-	-	-	-	-
SURPLUS/(DEFICIT)						

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were approved on 7th March, 2018 and signed by:

Clerk of the Assembly
Name: Martin Epus Patrick

Chief Finance Office – County Assembly
Name:Aggrey Kirui

VII. BUDGET EXECUTION BY PROGRAMMES AND SUB-PROGRAMMES

Programme/Sub-programme	Original Budget	Adjustments	Final Budget	Actual on comparable basis	Budget utilization difference
	2016-2017		2016-2017	2016-2017	
	Kshs	Kshs	Kshs	Kshs	Kshs
Refurbishment of Buildings	5,500,000	(2,000,000)	3,500,000	3,500,000	-
Purchase of Household Furniture and Institutional Equipment	600,000	-	600,000	600,000	-
Purchase of Office Furniture and General Equipment	6,074,000	(3,009,703)	3,064,297	3,058,801	(5496)
Purchase of Motor Vehicles	10,000,000	-	-	-	-

SIGNIFICANT ACCOUNTING POLICIES

The principle 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 Cash-basis IPSAS financial reporting under the cash basis of Accounting, as prescribed by the PSASB and set out in the accounting policy notes below. This cash basis of accounting has been supplemented with accounting for; a) receivables that include imprests and salary advances and b) payables that include deposits and retentions. The statement of assets and liabilities, although not a requirement of the IPSAS Cash Standard, has been included to disclose information on receivables and payables.

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

The financial statements comply with and conform to the form of presentation prescribed by the PSASB.

2. **Reporting entity**
The financial statements are for the Kericho County Assembly. The financial statements encompass the reporting entity as specified in section 164 of PFM Act 2012.

3. **Recognition of receipts and payments**
a) Recognition of receipts
The County Assembly t recognises all receipts from the various sources when the event occurs and the related cash has actually been received by the Assembly.

Tax receipts
Tax Receipts is recognized in the books of accounts when cash is received. Cash is considered as received when notification of tax remittance is received.

Transfers from the Exchequer/ County Treasury
Transfer from Exchequer is recognized in the books of accounts when cash is received. Cash is considered as received when payment instruction is issued to the bank and notified to the receiving entity.

Other Receipts
Other receipts relate to receipts such as tender fees among others. These are recognised in the financial statements when the associated cash is received.

b) Recognition of payments

The entity recognises all expenses when the event occurs and the related cash has actually been paid out by the entity.

Compensation of employees

Salaries and Wages, Allowances, Statutory Contribution for employees are recognized in the period when the compensation is paid.

Use of goods and services

Goods and services are recognized as payments in the period when the goods/services are consumed and paid for. Such expenses, if not paid during the period where goods/services are consumed, shall be disclosed as pending bills.

Acquisition of fixed assets

The payment on acquisition of property plant and equipment items is not capitalized. The cost of acquisition and proceeds from disposal of these items are treated as payments and receipts items respectively. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration and the fair value of the asset can be reliably established, a contra transaction is recorded as receipt and as a payment.

A fixed asset register is maintained by each public entity and a summary provided for purposes of consolidation. This summary is disclosed as an annexure to the consolidated financial statements.

4. **In-kind contributions**

In-kind contributions are donations that are made to the County Assembly of Kericho 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 County Assembly of Kericho includes such value in the statement of receipts and payments both as receipts and as an expense in equal and opposite amounts; otherwise, the contribution is not recorded.

5. **Cash and cash equivalents**

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

Restriction on cash

Restricted cash represents amounts that are limited /restricted from being used to settle a liability for at least twelve months after the reporting period. This cash is limited for direct use as required by stipulation.

Amounts maintained in deposit bank accounts are restricted for use in refunding third party deposits. As at 30th June 2016, this amounted to Kshs Nil compared to Kshs Nil in prior period as indicated on note. There were no other restrictions on cash during the year

6. 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 is treated as receivables. This is in recognition of the government practice where the imprest payments are recognized as payments when fully accounted for by the imprest or AIE holders. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.

7. Accounts Payable

For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized as accounts payables. This is in recognition of the government practice of retaining a portion of contracted services and works pending fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. This is an enhancement to the cash accounting policy adopted and prescribed by the Public Sector Accounting Standards Board. Other liabilities including pending bills are disclosed in the financial statements.

8. 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 entity fixed asset register a summary of which is provided as a memorandum to these financial statements.

9. Pending bills

Pending bills consist of unpaid liabilities at the end of the financial year arising from contracted goods or services during the year or in past years. As pending bills do not involve the payment of cash in the reporting period, they are recorded as 'memorandum' or 'off-balance' items to provide a sense of the overall net cash position of the County Assembly of Kericho at the end of the year. Pending bill form a first charge to the subsequent year budget and when they are finally settled, such payments are included in the statement of receipts and payments in the year in which the payments are made.

10. Budget

The budget is prepared on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The County Assembly of Kericho budget was approved as required by Law .The original budget was approved by the County Assembly on 29th June 2016 for the period 1st July 2016 to 30 June 2017 as required by law. There was two number of supplementary budgets passed in the year. A high-level assessment of the County Assembly of Kericho actual performance against the comparable budget for the financial year under review has been included in the Statement of Comparison between actual and budgeted amounts included in these financial statements.

11. Comparative figures

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

12. Subsequent events

Events subsequent to submission of the financial year end financial statements to County Treasury and other stakeholders with a significant impact on the financial statements may be adjusted with the concurrence of the County Treasury.

13. Errors

Material prior period errors shall be corrected retrospectively in the first set of financial statements authorized for issue after their discovery by: i. restating the comparative amounts for prior period(s) presented in which the error occurred; or ii. If the error occurred before the earliest prior period presented, restating the opening balances of assets, liabilities and net assets/equity for the earliest prior period presented.

14. Related party transactions

Related party transactions involve cash and in kind transactions with the National Government, National Government entities and County Government entities. Specific information with regards to related party transactions is included in the disclosure notes.

VIII. NOTES TO THE FINANCIAL STATEMENTS

1. Transfers from the County Treasury/Exchequer Releases

	2016 - 2017	2015 - 2016
	Kshs	Kshs
Transfers from the County Treasury for Q1	100,356,436	112,033,878
Transfers from the County Treasury for Q2	168,993,802	130,474,610
Transfers from the County Treasury for Q3	121,862,500	81,164,326
Transfers from the County Treasury for Q4	220,958,694	193,590,982
Cumulative Amount	**612,171,432**	**517,263,796**

2. PROCEEDS FROM SALE OF ASSETS

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Receipts from the Sale of Buildings		
Receipts from the Sale of Vehicles and Transport Equipment	-	-
Receipts from the Sale Plant Machinery and Equipment	-	-
Receipts from Sale of Certified Seeds and Breeding Stock	-	-
Receipts from the Sale of Strategic Reserves Stocks	-	-
Receipts from the Sale of Inventories, Stocks and Commodities	-	-
Disposal and Sales of Non-Produced Assets	-	-
Receipts from the Sale of Strategic Reserves Stocks	-	-
	-	-
Total	-	-

3.OTHER RECEIPTS

	2016/17	2015/16
	Kshs	Kshs
Tender fees received	-	-
Other Receipts II	-	-
Other Receipts III	-	-

Other Receipts IV	-	-
Total	-	-

4. COMPENSATION OF EMPLOYEES

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Basic salaries of permanent employees	155,029,562	154,523,896
Basic wages of temporary employees	563,820	779,984
Personal allowances paid as part of salary	125,841,202	133,827,907
Personal allowances paid as reimbursements	-	-
Personal allowances provided in kind	-	-
Pension and other social security contributions	-	-
Compulsory national social security schemes	8,200,027	-
Compulsory national health insurance schemes	-	-
Social benefit schemes outside government	-	-
Other personnel payments	-	-
Total	**289,634,611**	289,131,587

5. USE OF GOODS AND SERVICES

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Utilities, supplies and services	1,150,000	890,000
Communication, supplies and services	1,295,500	1,350,000
Domestic travel and subsistence	83,280,376	60,526,286
Foreign travel and subsistence	10,676,089	1,699,116
Printing, advertising and information supplies & services	5,250,000	5,250,000
Rentals of produced assets	6,055,000	6,305,000

Training expenses	39,961,583	17,377,861
Hospitality supplies and services	13,026,755	8,021,893
Insurance costs-medical	16,700,500	21,295,851
Specialized materials and services	6,803,772	4,092,968
Office and general supplies and services	7,098,463	6,493,076
Other operating expenses	31,986,196	30,290,117
Routine maintenance – vehicles and other transport equipment	3,500,000	2,490,456
Routine maintenance – other assets	715,540	982,735
Building and Motor Vehicle Insurance	4,809,000	
Fuel and Oil Lubricants	13,000,000	
County Assembly Service Board	17,103,993	
Total	**262,412,767**	**181,070,200**

6. SUBSIDIES

Description	**2016 - 2017**	**2015 – 2016**
	Kshs	**Kshs**
Subsidies to Public Corporations		
See list attached	-	-
(insert name)	-	-
	-	-
Subsidies to Private Enterprises	-	-
See list attached	-	-
(insert name)	-	-
	-	-
TOTAL	-	-

7. TRANSFER TO OTHER GOVERNMENT ENTITIES

Description	**2016 - 2017**	**2015 – 2016**
	Kshs	**Kshs**
Transfers to Central government entities		

See attached list		-
Transfers to Other Counties		
County assembly Car loan Fund Account	20,000,000	-
(insert name of budget agency)	-	-
TOTAL	20,000,000	-

8. OTHER GRANTS AND OTHER PAYMENTS

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Scholarships and other educational benefits	-	-
Emergency relief and refugee assistance	-	-
Subsidies to small businesses, cooperatives, and self employed	-	-
Total	-	-

9. SOCIAL SECURITY BENEFITS

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Government pension and retirement benefits	32,401,966	-
Social security benefits in cash and in kind	-	-
Employer Social Benefits in cash and in kind	-	-
Total	32,401,966	-

10. ACQUISITION OF ASSETS

Non Financial Assets	2016 – 2017	2015 – 2016
	Kshs	Kshs
Purchase of Buildings	-	-
Construction of Buildings	-	-
Refurbishment of Buildings	3,500,000	500,000
Construction of Roads	-	-
Construction and Civil Works	-	-
Overhaul and Refurbishment of Construction and Civil Works	-	-
Purchase of Vehicles and Other Transport Equipment	-	-
Overhaul of Vehicles and Other Transport Equipment	-	-
Purchase of Household Furniture and Institutional Equipment	600,000	401,211
Purchase of Office Furniture and General Equipment	3,058,801	4,098,789
Purchase of ICT Equipment	-	-
Purchase of Specialized Plant, Equipment and Machinery	-	-
Rehabilitation and Renovation of Plant, Machinery and Equip.	-	-
Purchase of Certified Seeds, Breeding Stock and Live Animals	-	-
Research, Studies, Project Preparation, Design & Supervision	-	-
Rehabilitation of Civil Works	-	-
Acquisition of Strategic Stocks and commodities	-	-
Acquisition of Land	-	-
Acquisition of Intangible Assets	-	-
Financial Assets		
Domestic Public Non-Financial Enterprises	-	-
Domestic Public Financial Institutions	-	-
Foreign financial Institutions operating Abroad	-	-
Other Foreign Enterprises	-	-
Foreign Payables - From Previous Years	-	-
Total	**7,158,801**	**5,000,000**

11. FINANCE COSTS

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Exchange Rate Losses	-	-
Interest Payments on Foreign Borrowings	-	-
Interest Payments on Guaranteed Debt Taken over by Govt	-	-
Interest on Domestic Borrowings (Non-Govt)	-	-
Interest on Borrowings from Other Government Units	-	-
Total	-	-

12. OTHER PAYMENTS

	2016 - 2017	2015 – 2016
	Kshs	Kshs
Budget Reserves	-	-
Civil Contingency Reserves	-	-
Other payments	-	-
	-	-

13A: Bank Accounts

Name of Bank, Account No. & currency	Amount in bank account currency*	Indicate whether recurrent, Development, deposit, receipts e.t.c	Ex. rate (if in foreign currency)	2016 – 2017	2015 – 2016
				Kshs	Kshs
KERICHO COUNTY ASSEMBLY RECURRENT ACCOUNT-CBK ACCOUNT NO 1000239662	KSH	RECURRENT	NA	356,502.35	271,566
KERICHO COUNTY ASSEMBLY SALARY CLEARANCE ACCOUNT-KCB ACCOUNT NO 1173251316	KSH	RECURRENT	NA	206,785.00	23,910
KERICHO COUNTY ASSEMBLY- CAR LOAN AND MORTGAGE FUND ACCOUNT ACCOUNT NO 1204187967	KSH	RECURRENT	NA	-	
Total				**563,288.35**	**295,466**

13B: CASH IN HAND

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Cash in Hand – Held in domestic currency	-	-
Cash in Hand – Held in foreign currency	-	-
	-	-
Total	-	-

13C:Cash in hand should also be analysed as follows:

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Location 1	-	-
Location 2	-	-

Location 3	-	-
Other Locations (*specify*)	-	-
	-	-
Total	-	-

14: ACCOUNTS RECEIVABLE - OUTSTANDING IMPRESTS

Description	2016 – 2017	2015 – 2016
	Kshs	Kshs
Government Imprests	-	-
Clearance accounts	-	-
Total	-	-

Name of Officer or Institution	*Date Imprest Taken*	*Amount Taken*	*Amount Surrendered*	*Balance*
		Kshs	*Kshs*	*Kshs*
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
Total				-

15. ACCOUNTS PAYABLE

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Deposits	-	-
	-	-
Total	-	-

16. FUND BALANCE BROUGHT FORWARD

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Bank accounts	-	-
Cash in hand	-	-
Accounts Receivables	-	-
Accounts Payables	-	-
Total	-	-

17: PRIOR YEAR ADJUSTMENTS

Description of the error	2016 – 2017	2015 – 2016
	Kshs	Kshs
Adjustments on bank account balances	-	-
Adjustments on cash in hand	-	-
Adjustments on payables	-	-
Adjustments on receivables	-	-
Others (*specify*)	-	-
	-	-

OTHER IMPORTANT DISCLOSURES

18.1: PENDING ACCOUNTS PAYABLE (See Annex 1)

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Construction of buildings	-	-
Construction of civil works	-	-
Supply of goods	-	-
Supply of services	-	-
	-	-

18.2: PENDING STAFF PAYABLES (See Annex 2)

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Senior management	-	-
Middle management	-	-
Unionisable employees	-	-
Others (*specify*)	-	-
	-	-

18.3: OTHER PENDING PAYABLES (See Annex 3)

	2016 – 2017	2015 – 2016
	Kshs	Kshs
Amounts due to National Government entities	-	-
Amounts due to County Government entities	-	-
Amounts due to third parties	-	-
Others (*specify*)	-	-
	-	-

19 RELATED PARTY DISCLOSURES

Related party disclosure is encouraged under non-mandatory section of the Cash Basis IPSAS. The following comprise of related parties to the County Assembly.

- Members of County Assembly;
- Key management personnel that include the Clerk of the Assembly and heads of departments;
- The County Executive;
- County Ministries and Departments;
- Other County Government entities including corporations, funds and boards;
- The National Government;
- Other County Governments; and
- State Corporations and Semi-Autonomous Government Agencies.

Related party transactions:

	2016/2017	2015/2016
	Kshs	Kshs
Key Management compensation	205,991,700	203,273,413
Transfers to the County Assembly	-	-
Transfers to other County Government entities	20,000,000	-
Transfers to County Ministries and Departments	-	-
Transfers from other County Government Entities	-	-
	20,000,000	-

Transfers to other county Government entities of Kshs 20,000,000 relates to County Assembly staff car loans and Mortgage which was managed as a different fund. As at 30th June, 2017 there was a balance of Kshs 294,920 in the fund Account.

IX. 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. We have nominated focal persons to resolve the various issues as shown below with the associated time frame within which we expect the issues to be resolved.

Reference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timeframe:
2.1	**Weak Internal Control System** i) Payment vouchers were not serially numbered and authorization for payments was not done in most instances. ii) No dates were indicated on most payments vouchers processed for payment. It was also observed that no examination of the expenditure was carried out before payments were made. iii) No vote book or ledgers were maintained to record financial transactions. iv) There was also no evidence of budgetary control procedures being applied while processing payments and this coupled with poor record keeping, made it impossible to ascertain whether budgets were being adhered to. v) Most payments were made in cash contrary to the laid down financial procedures.	The above internal controls weaknesses which were noted have since been improved following the full roll out of IFMIS system in the county assembly. There were delays from The National Treasury to roll out IFMIS in the county assemblies and to build capacity building on its users. We have therefore embraced the system and have assisted us in building strong internal controls. All payments are currently being processed through IFMIS and paid directly from the central bank of Kenya. It is important to note that with the current system, the IFMIS generates the vote book automatically.	Martin Epus	Resolved	NA

Reference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timeframe:
2.2	**Budget Performance Analyses** i)The County Assembly had budgeted Kshs.9,168,471 for development during the year. However, no records were produced for audit examination to show how the money was spent despite the funds having been requisitioned and received on 24 June 2015 as evidenced by bank statements made available for audit verifications. ii) The Assembly under spent on twelve (12) items with a total expenditure of Kshs.64,162,924 and overspent on eleven (11) items with a total of Kshs.68,990,775. iii) The analysis shows compensation of employees had the highest over expenditure followed by Domestic, Foreign travel and Rentals. No explanation was provided for the material variations and neither was reallocations regularized through supplementary budget before the end of the financial year. iv) The County Assembly did not maintain a development cash book as required by the PFM Act, 2012.	i)It is not true that the actual development expenditure was absorbed 100% i.e. Kshs 9,168,471. The actual expenditure was Kshs 7,029,144 with Kshs 2,139,327 being returned to the Exchequer at the close of the financial year. *See **appendix I** (Copy of bank statement)* ii) With the use of IFMIS system now, it will not be possible to overspent on some votes since there will be control procedures iii)The reason why there was increase in the cost of compensation of employees is because during the financial year, 35 new employees were hired by the assembly. This also increased other expenditures which were incurred during the period. iv)The development cashbook was not maintained because the funds for both recurrent and development was sent to one bank account as a cumulative figure and hence it could not be possible to separate the two.	Martin Epus	Resolved	NA

fe ce No. on the external udit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timefr ame:
2.3	**Unexplained Expenditure** According to the approved budget, the County Assembly was allocated Kshs.578,757,604 during the year under review. It was however noted that Kshs.678,657,356 was disbursed to the assembly by the County Executive as evidenced by bank statements produced for audit examination. However, no records were produced for audit examination and it was therefore not possible to ascertain how Kshs.99,899,749 was spent. In the circumstances, the propriety of the expenditure of Kshs.99,899,749 could not be confirmed.	It is NOT true that the assembly received Kshs 678,657,356 as stated in the audit report. The Total amount received by the Assembly at the close of the Financial year according to transfer schedules was Kshs.579,557,680 giving us a difference Kshs.800,076 above the Allocated budget of Kshs 578,757,604. This excess of Kshs.800,076 was internal borrowings to fund the joint operations of the county assembly. See **Appendix II.**	Martin Epus	Resolved	NA

ference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timefr ame:
2.4	**Cash and Bank** The County Assembly operated two (2) bank accounts maintained at the Kenya Commercial Bank KCB) A/c No 1143992032 and the Family Bank A/c No 02200011142 respectively. Examination of banking records produced for audit revealed that as at 31 December 2014, the cash balance held at Family Bank was Kshs.204, 000,000.However, no bank statements or certificate of bank balance were produced for audit to confirm the balance held in the account as at 30 June 2015. It was further noted that no bank reconciliation statement was prepared and it was therefore not possible to ascertain the reconciled cash book balance as at 30 June 2015.	It is true the assembly operates the two said bank accounts, one at KCB and one at Family bank. The one at family bank is for the administration of car and mortgage to the MCAs. The assembly has a service agreement with family bank on the same and status report is being sent regularly or on request showing the balances. We had also requested for individual ledgers to assist in reconciliation. *This is contained in a separate file attached.*	Aggrey Kirui	Resolved	NA

fe ce No. on the external udit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timefr ame:
2.5	**Staff Remuneration / Salaries and Wages** The approved budget for compensation of employees was Kshs.189, 678,397. However, examination of the cash book and Payrolls disclosed an expenditure of Kshs.223,195,965 was incurred on basic salaries and personal allowances. The resulting over expenditure of Kshs.33, 517,568 was not explained.	The 2014/2015 budget for compensation of employees for basic salary and personal allowance amounted to Ksh.189,678,397 as indicated in the audit report. However, MCAs are paid sitting allowances for committee sittings and plenary sessions. This is paid through the item boards, committees, conferences and seminars since our budget template doesn't have an item for sitting allowances. *See **Appendix III** (budget estimates).*	Aggrey Kirui	Resolved	NA

ference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timefr ame:
2.6	**Irregular Salary Advances** Salary advances totalling Kshs.6,443,610 were paid to some members of the County Assembly (MCAs) and staff. However, examination of the payrolls disclosed that no deductions were made during the year as required by the regulations. It was further observed that Hon Chumo, Hon Daniel Rono and Hon Joseah were paid salary advances of Kshs.1,000,000, Kshs.500,000 and Kshs.470,000 respectively four (4) times of their salaries entitlement. No explanation was given for none recovery of salary advances or why the four members of the county assembly were paid salary advances four time of their entitlement.	Salary advance to Hon chumo is being recovered as cash deposits to assembly account as per attached banking in slips, Hon Daniel Rono refunded the amount advanced to him immediately as a lump sum and Josiah Kirui is being recovered monthly as per payroll records attached as **Appendix IV** (deposit slip) and **Appendix V** (Copy of payroll) Other advances to Hon MCAs and staff have been recovered and others continuing. The rule on salary advance will be applied in future. The three MCAs had emergencies to attend to which required urgent intervention and the amount advanced to them exceeded one month's salary.	Martin Epus	Resolved	NA

Reference No. on the External Audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue	Status:	Timeframe:
2.7	**Unaccounted for Expenditure** An expenditure of Kshs.14,168,581 was incurred in procurement of various items during the year under review but no supporting documents were attached to the payment vouchers and it was therefore not possible to ascertain the nature of expenditure. In the circumstances, it was not possible to confirm the expenditure as a proper charge to public funds.	These are per diems paid to MCAs and staff for official duties. The reason why there were no proper supporting documents is because the payments are done mostly in part because of the delays in funding. In most cases, the MCAs use their own vehicles in travelling hence the challenge to get the travel documents. This is due to the reason that the office is not able to provide official transport because it has only four vehicles.	Martin Epus	Resolved	NA

Clerk of the County Assembly

Sign.....

Date.....7/2/2018

ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2017	Outstanding Balance 2016	Comments
	A	B	c	d=a-c		
Construction of buildings						
1.	-	-	-	-	-	-
2.	-	-	-	-	-	-
3.	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-
Construction of civil works	-	-	-	-	-	-
4.	-	-	-	-	-	-
5.	-	-	-	-	-	-
6.	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-
Supply of goods	-	-	-	-	-	-
7.	-	-	-	-	-	-
8.	-	-	-	-	-	-
9.	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-
Supply of services	-	-	-	-	-	-
10.	-	-	-	-	-	-
11.	-	-	-	-	-	-
12.	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-
Grand Total	-	-	-	-	-	-

ANNEX 2 - ANALYSIS OF PENDING STAFF PAYABLES

Name of Staff	Job Group	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2017	Outstanding Balance 2016	Comments
		a	b	c	d=a-c		
Senior Management	-	-	-	-	-	-	-
1.	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Middle Management	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Unionisable Employees	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Others (*specify*)	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-
11.	-	-	-	-	-	-	-
12.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Grand Total	-	-	-	-	-	-	-

ANNEX 3 - ANALYSIS OF OTHER PENDING PAYABLES

Name	Brief Transaction Description	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2017	Outstanding Balance 2016	Comments
		a	b	c	d=a-c		
Amounts due to National Govt Entities	-	-	-	-	-	-	-
1.	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Amounts due to County Govt Entities	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Amounts due to Third Parties	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Others (*specify*)	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-
11.	-	-	-	-	-	-	-
12.	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-
Grand Total	-	-	-	-	-	-	-

ANNEX 4 – SUMMARY OF FIXED ASSET REGISTER

Asset class	Historical Cost b/f (Kshs) 2015/2016	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 2016/2017
Land	50,160,000	-	-	50,160,000
Buildings and structures	29,688,100	3,500,000	-	33,188,100
Transport equipment	33,223,310.00	-	-	33,223,310.00
Office equipment, furniture and fittings	10,869,440	3,658,801	-	14,528,241
ICT Equipment, Software and Other ICT Assets	9,305,780.00	-	-	9,305,780.00
Other Machinery and Equipment	104,680	-	-	104,680
Heritage and cultural assets		-	-	-
Intangible assets	20,000.00	-	-	20,000.00
Total	**83,211,310**	**7,158,801**	-	**90,370,111**

ANNEX 6 – BANK RECONCILIATION/FO 30 REPORT

(Attach FO 30 Report from IFMIS)