*Draft for Public Engagement.*

*(Add your School Logo)*



*(Indicate the name of the school)*

**XYZ COMPREHENSIVE /PRIMARY SCHOOL**

ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED**

**30TH JUNE 20XX**

**Transitional IPSAS Financial Statements/Prepared in accordance with the Accrual Basis of Accounting Method Under International Public Sector Accounting Standards (IPSAS)**

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# Acronyms and Definition of Key Terms

1. **Acronyms***.*

BOM Board of Management

C/F Carried forward

CDF Constituency Development Fund

CEB County Education Board

FDJS Free Day Junior School

FPE Free Primary Education

FY Financial Year

GPA General Purpose Accounts

ICPAK Institute of Certified Public Accountant

ICT Information and Communication Technology

ID no Identification number

IPSAS International Public Sector Accounting Standards

JS Junior School

KILEA Kenya intermediate level education assessment

KJSEA Kenya Junior School Education assessment

KPEEL Kenya Primary Equity in Early Learning

KPSEA Kenya Primary School Education Assessment

PFM Public Finance Management

PSASB Public Sector Accounting Standards Board

SIC School infrastructure committee

SIMBA School Instructional Materials Bank Account

SMASSE Strengthening of Mathematics and Science in Secondary Education

SNE Special needs Education

TSC Teachers Service Commission

*(This list is an indication of the common acronyms and abbreviations; the Entity should include all from the annual report and financial statements prepared)*

1. **Definition of Key Terms**

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

**Comprehensive School**- Means primary school and Junior School.

# Key School Information and Management

*[Customise the details in this section to suit your School]*

1. **Background information**

Theschool is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is in XXX County, XXX Sub-County.

The school was registered in MM/YY under registration number xxx and is a public institution established, owned and operated by the Government and sponsored by XXX (Specify)

The school is a public boarding school/ public boarding and day/ day/ SNE-specify) and had xxx number of students as at *30th June 20XX*. It had XX teachers of which XX teachers were employed by the School Board of Management and xxx non-teaching staff

1. **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 |   |  Chairman |  |
| 2 |   |  Secretary – Head of instituition |  |
| 3 |   |  Member  |  |
| 4 |  | Member  |  |
| 5 |  | Member  |  |
| 6 |  | Member |  |
| 7 |  | Member |  |
| 8 |  | Member – Rep CEB |  |
| 9 |  | Member Rep Teachers |  |
| 10 |  | 3 Members – Sponsor |  |
| 11 |  | Member – Community |  |
| 12 |  | Member Special Needs |  |
| 13 |  | Member- Rep Students |  |

**The functions of the School Board of Management as enumerated in the Basic Education Act 2013 sec 59 and they include the following among others.**

* 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, of 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.
* Recruit, employ and remunerate such number of non-teaching staff as may be required by the institution in accordance with this Act
* 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.
1. **Committees of the Board**

*(Provide 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 |  |  | X out of XX |
| 2 | JS Committee |  |  | X out of XX |
| 3 | Audit Committee and risk committee |  |  | X out of XX |
| 4 | Finance,procurement and general purposes Committee |  |  | X out of XX |
| 5 | Academic , standards, quality and environment Committee |  |  | X out of XX |
| 6 | Development / SIC Committee |  |  | X out of XX |
| 7 | Discipline, ethics and integrity Committee |  |  | X out of XX |
| 8 | Human rights and student committee |  |  | X out of XX |
| 9 | Adhoc Committee (if any during the year) |  |  | X out of XX |

1. **School operation Management**

For the financial year ended 30th June, 20XX the School’s day-to-day management was under the following persons:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Designation** | **Name** | **Identification** |
| 1 | Head of Institution |   |  TSC No. |
| 2 | Deputy Head of Institution |   |  TSC No. |
| 3 | Bursar/ Accounts Clerk |  | ICPAK NO/ID NO |
|  4 | Other (specify) |   |  |

1. **Schools contacts**

Post Office Box: XXXXXXXX

Telephone: XXXXXXXX

E-mail: XXXXXXXX

Website: XXXXXXXX

1. **School Bankers**

Provide details of the school bankers.

Name of Bank:

Branch

Postal Address.

1. **Independent Auditors**

Office of the Auditor General

Anniversary Towers, University Way

P.O. Box 30084

GPO 00100

Nairobi, Kenya

# 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:

1. **Financial performance**:

*(Under this section, the following information should be given. (Graphical presentation, ratios, tables, and pie charts should be used to show/ indicate trends unless the school is new)*

* *Surplus/ deficit for the year and a comparison of the same for the last three years*
* *Capitation grants from the Ministry of Education for the last three years*
* *A three-year overview of growth of other income(s) earned by the school.*
* *A three-year overview of growth in expenditure of the school*
* *Movement of Receivables/debtors and Payables/creditors of the school over the last three years*
1. **Curriculum Based Establishment**:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **School** | **Actual No. of Teachers** | **No of Teachers required by CBE** |
| 1 | Junior School |  |   |
| 2 | Primary School |  |  |

***Number of teachers***

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **School** | **TSC** | **BOM** |
| 1 | Junior School |  |   |
| 2 | Primary School |  |  |

1. **Number of Candidates in the 20XX KJSEA/KILEA/KPSEA:**

*(Tabulate the number of candidates sitting for KJSEA/KILEA/KPSEA over the last three years).*

1. **The capacity of the school**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Facility** | **No. of Learners** | **No of Available facilities** | **Optimum Required** | **Shortage/Excess** | **Remarks** |
| 1 | Classrooms |  |  |  |  |  |
| 2 | Dormitory |  |  |  |  |  |
| 3 | Laboratory |  |  |  |  |  |
| 4 | Library |  |  |  |  |  |
| 5 | ICT Room |  |  |  |  |  |
| 6 | Kitchen/Dinning Hall |  |  |  |  |  |
| 7 | Toilet-Boys |  |  |  |  |  |
| Toilets-Girls |  |  |  |  |  |

*(Indicate the number of students in the school vis a vis the facilities like the dormitories, the dining hall, the laboratories, toilets and other amenities. This information will provide useful details for the Ministry of Education and other stakeholders).*

1. **School Enrolment as at 30th June XX for the last three years**

|  |  |  |
| --- | --- | --- |
|  **Actual Enrolment (a)** | **Enrol in Nemis (b)** | **Variance****(c)****C=(a-b)** |
| **Year** | **Gender** | **Grade 1** | **Grade 2** | **Grade 3** | **Grade 4** | **Grade 5** | **Grade 6** | **Grade 7** | **Grade 8** | **Grade****9** | **Total** |  |  |
| **2023** | Boys |  |  |  |  |  |  |  |  |  |  |  |  |
| Girls |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2024** | Boys |  |  |  |  |  |  |  |  |  |  |  |  |
| Girls |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2025** | Boys |  |  |  |  |  |  |  |  |  |  |  |  |
| Girls |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Development projects carried out by the school:**

*(Development projects carried out in the year and ongoing projects including a disclosure of project fund sources in a tabular format).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/no** | **Projects** | **Source of funds** | **Status** | **Initial Cost (Kshs)** | **Amount Spent (Kshs)** | **Expected completion time** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
|  ***……………………………………………*** |

 **Designation: Head of institution/ Secretary to Board of Management**

# Statement of School Management Responsibility

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

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

The Board of Management of *(Name of School)* accepts responsibility for the school’s financial statements, which have been prepared on the Accrual 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 30th June, 20XX, and of the school’s financial position as at that date.

|  |
| --- |
|  |
| **Name: ………………………………………………….** |
| **Designation:** Chairman, School Board of Management |
| **Date:**  |

|  |
| --- |
|  |
| **Name…………………………………………….........** |
| **Designation:** **Head of institution/ Secretary to Board of Management** |
| **Date:**  |

|  |
| --- |
|  |
| **Name:……………………………………………….** |
| **Designation:** Bursar/ Accounts Clerk |
| **Date:**  |

# Report of The Independent Auditors *(To be attached)*

# Statement of Financial Performance For The Period Ended 30th June 20XX

|  |  |  |
| --- | --- | --- |
| **Description of Vote Head** | **Note** | **Insert Current Year** |
|  |  | **Kshs** |
| **Revenue from non-exchange transactions** |  |  |
| Capitation Grants for SIMBA -Primary | 1 | xxx |
| Capitation Grants for GPA- Primary | 2 | xxx |
| Capitation Grants for Feeding Programs | 3 | xxx |
| Capitation Grants for Tuition-JS | 4 | xxx |
| Capitation Grants for Operations -JS | 5 | xxx |
| Capitation Grants for Infrastructure | 6 | xxx |
| Grants for KPEEL | 7 | xxx |
|  |  |  |
| **Revenue** **from** **exchange** **transactions** |  |  |
| Parents Contribution/ School Fund | 8 | xxx |
| Miscellaneous Revenue | 9 | xxx |
| **Total Revenue** |  | **xxx** |
|  |  |  |
| **Expenses** |  |  |
| Expenditure for SIMBA -Primary | 10 | xxx |
| Expenditure for GPA- Primary | 11 | xxx |
| Expenditure for Feeding Programs | 12 | xxx |
| Expenditure for Tuition-JS | 13 | xxx |
| Expenditure for Operations -JS | 14 | xxx |
| Expenditure for Infrastructure | 15 | xxx |
| Expenditure for KPEEL | 16 | xxx |
| Expenditure on School Fund | 17 | xxx |
| **Total Expenses** |  | **xxx** |
|  |  |  |
| **Surplus/Deficit** |  | **xxx/(xxx)** |

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

|  |  |  |
| --- | --- | --- |
| Name:………………  | Name:………………………… | Name:……………………… |
| Chair BOM  | School Head of Institution/ Secretary to BOM | Bursar/ Accounts Clerk |
| Date:  | Date:  | Date:  |

# Statement of Financial Position As At 30th June 20XX

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note** | **Current Year** | ***Opening Statement******1st July 20XX*** |
|  |  | **Kshs** | **Kshs** |
| **Financial Assets** |  |  |  |
|  |  |  |  |
| **Cash And Cash Equivalents** |  |  |  |
| Bank Balances | 18 | xxx | xxx |
| Cash Balances | 19 | xxx | xxx |
| Short Term Investment | 20 | xxx | xxx |
|  |  |  |  |
| **Total Cash and Cash Equivalents** |  | **xxx** | **xxx** |
|  |  |  |  |
| Accounts Receivable | 21 | xxx | xxx |
|  |  |  |  |
| **Total Financial Assets (A)** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Financial Liabilities** |  |  |  |
| Accounts Payable | 22 | xxx | xxx |
| **Total Liabilities (B)** |  |  |  |
| **Net Financial Assets (A-B)** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Represented By** |  |  |  |
|  |  |  |  |
| Fund Balance B/Fwd. 1st July... | 23 | xxx | xxx |
| Surplus/Deficit for The Year |  | xxx/(xxx) | xxx/(xxx) |
| **Net Financial Position** |  | **xxx** | **xxx** |

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name……………………….** | **Name……………………** | **Name……………………...** |
| **Chair BOM** | **Head of Institution/ Secretary to BOM** | **Bursar/ Accounts Clerk** |
| **Date:** | **Date:** | **Date:** |

# Statement of Changes in Net Assets for the year Ended 30th June 20xx

| **Description** | **Fund Balance** |
| --- | --- |
| **Fund Balance As at July 1, 20xx** | **xx** |
| Surplus/ deficit for the year | xxx/(xxx) |
| **As at June 30, 20xx** | **xx** |

# Statement of Cash Flows For The Period Ended 30th June 20XX

|  |  |  |
| --- | --- | --- |
|  | **Note**  | **Insert Current Year** |
|  |  | **Kshs** |
| **Cash flows from operating activities** |  |  |
| **Receipts** |  |  |
| Capitation Grants for SIMBA -Primary |   | xxx |
| Capitation Grants for GPA - Primary |  | xxx |
| Capitation Grants for Feeding Programs |  | xxx |
| Capitation Grants for Tuition -JS |  | xxx |
| Capitation Grants for Operations -JS |  | xxx |
| Parents Contribution/ School Fund |  | xxx |
| Miscellaneous Income |  | xxx |
| **Total Receipts (A)** |  | **xxx** |
|  |  |  |
| **Payments**  |   |  |
| Payments for SIMBA -Primary |  | xxx |
| Payments for GPA- Primary |  | xxx |
| Payments for Feeding Programs |   | xxx |
| Payments for Tuition-JS |   | xxx |
| Payments for Operations -JS |   | xxx |
| Payments for school fund |  | xxx |
| **Total Payments (B)** |   | **xxx** |
|  |   |  |
| **Net Cash Flow from Operating Activities C=(A-B)** | **24** | **xxx** |
|  |   |  |
| **Cashflow From Investing Activities** |   |  |
| Capitation Grants for Infrastructure |   | xxx |
| Grants for KPEEL |   | xxx |
| Proceeds from Sale of Assets |   | xxx |
| Proceeds from Investments |   | xxx |
| **Total Receipts (D)** |   | **xxx** |
|  |   |  |
| **Payments** |   |  |
| Acquisition of Assets |   | xxx |
| Payments for Infrastructure |   | xxx |
| Payments for KPEEL |   | xxx |
| **Total Payments (E)** |   | **xxx** |
|  |   |  |
| **Net Cash Flows from Investing Activities F=(D-E)** |  | **xxx** |
|  |  |  |
| **Cashflow From Financing Activities** |  |  |
| Proceeds from Borrowings/ Loans **(G)** |  | xxx |
| Repayment of Principal Borrowings**(H)** |  | xxx |
|  |  |  |
| **Net Cash Flows from Financing Activities I=(G-H)**  |  | **xxx** |
|  |  |  |
| **Net Increase/Decrease in Cash and Cash Equivalent J=(C+F+I)** |  | **xxx** |
| **Cash And Cash Equivalent at Beginning of The Year** |  | **xxx** |
| **Cash And Cash Equivalent at End of The Year** |  | **xxx** |

*Note: Cash and Cash Equivalent is the summation of Note 18/ 19 and 20.*

*(The above presentation of the cash flow statement uses the direct method of cash flow presentation which is encouraged under IPSAS. Schools should therefore adopt the direct method of cash flow as recommended by PSASB).*

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name…………………………** | **Name………………………...** | **Name……………………** |
| **Chairperson BOM** | **Head of Institution/ Secretary to BOM** | **Bursar/ Accounts Clerk** |
| **Date:** | **Date:** | **Date:** |

# Statement of Comparison of Budget & Actual Amounts For The Period Ended 30th June 20XX

| **Receipt/Expense Item** | **Original Budget** | **Adjustments** | **Final Budget** | **Actual on Comparable Basis** | **Budget Utilisation Difference** | **% of Utilisation** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **a** | **Kshs** | **c=a+b** | **d** | **e=c-d** | **f=d/c %** |
| **Opening Balance** |  | xxx | xxx | xxx | xxx | xxx |
| ***(1) Capitation Grant for SIMBA-Primary*** |  |  |  |  |  |  |
| Textbooks Maintenance | xxx | Xxx | xxx | xxx | xxx | xx |
| Exercise Books | xxx | Xxx | xxx | xxx | xxx | xx |
| Supplementary Readers | xxx | Xxx | xxx | xxx | xxx | xx |
| Textbooks And Reference Materials | xxx | Xxx | xxx | xxx | xxx | xx |
| Stationery | xxx | Xxx | xxx | xxx | xxx | xx |
| Assessment And Examination | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(2) Capitation Grant on GPA-Primary*** |  |  |  |  |  |  |
| Support Staff Wages | xxx | Xxx | xxx | xxx | xxx | xx |
| Repairs Maintenance and Improvement | xxx | Xxx | xxx | xxx | xxx | xx |
| Local Transport / Travelling | xxx | Xxx | xxx | xxx | xxx | xx |
| Electricity, Water and Conservancy | xxx | Xxx | xxx | xxx | xxx | xx |
| Telephone Postage and Rental Box | xxx | Xxx | xxx | xxx | xxx | xx |
| Contingencies | xxx | Xxx | xxx | xxx | xxx | xx |
| Capacity Building | xxx | Xxx | xxx | xxx | xxx | xx |
| Activity | xxx | Xxx | xxx | xxx | xxx | xx |
| Environment And Sanitation | xxx | Xxx | xxx | xxx | xxx | xx |
| Science And Applied Technology | xxx | Xxx | xxx | xxx | xxx | xx |
| ICT Infrastructure Materials | xxx | Xxx | xxx | xxx | xxx | xx |
| SNE Grants | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(3) Capitation For Feeding Program***  |  |  |  |  |  |  |
| Homegrown | xxx | Xxx | xxx | xxx | xxx | xx |
| Relief food | xxx | Xxx | xxx | xxx | xxx | xx |
| World Food Program | xxx | Xxx | xxx | xxx | xxx | xx |
| NACONEK | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(4) Capitation Grant for Tuition-Js*** |  |  |  |  |  |  |
| Laboratory Materials | xxx | Xxx | xxx | xxx | xxx | xx |
| Materials For Practicals Under CBC | xxx | Xxx | xxx | xxx | xxx | xx |
| Assessment | xxx | Xxx | xxx | xxx | xxx | xx |
| Stationery/Writing Materials | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(5) Capitation Grant for Operations-Js*** |  |  |  |  |  |  |
| Administrative Cost Per School | xxx | Xxx | xxx | xxx | xxx | xx |
| Repairs Maintenance and Improvement | xxx | Xxx | xxx | xxx | xxx | xx |
| Administrative Costs | xxx | Xxx | xxx | xxx | xxx | xx |
| Co-Curricular Activities | xxx | Xxx | xxx | xxx | xxx | xx |
| Local Transport and Travel | xxx | Xxx | xxx | xxx | xxx | xx |
| Medical And Insurance | xxx | Xxx | xxx | xxx | xxx | xx |
| Rental Box and Postage/Telephone Charges, BOM Meetings and BOM Capacity Building | xxx | Xxx | xxx | xxx | xxx | xx |
| Electricity Water and Conservancy | xxx | Xxx | xxx | xxx | xxx | xx |
| Internet Connectivity | xxx | Xxx | xxx | xxx | xxx | xx |
| Personel Emoluments | xxx | Xxx | xxx | xxx | xxx | xx |
| Low-Cost Boarding Grants | xxx | Xxx | xxx | xxx | xxx | xx |
| Home Grown Meals Grants | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(6) Capitation Grant for Infrastructure*** |  |  |  |  |  |  |
| Classrooms Construction Funds | xxx | Xxx | xxx | xxx | xxx | xx |
| Classrooms Renovations Funds | xxx | Xxx | xxx | xxx | xxx | xx |
| Laboratory Construction Funds | xxx | Xxx | xxx | xxx | xxx | xx |
| Laboratory Renovation Funds | xxx | Xxx | xxx | xxx | xxx | xx |
| Funds for purchase of ……. (specify) | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| ***(7) Grant for Kpeel*** |  |  |  |  |  |  |
| School Infrastructure improvement | xxx | Xxx | xxx | xxx | xxx | xx |
| Others-( Specify) | xxx | xxx | xxx | xxx | xx | Xx |
| ***(8) Parents Contribution/Fees - School Fund Account*** |  |  |  |  |  |  |
| Personnel Emoluments | xxx | Xxx | xxx | xxx | xxx | Xx |
| Fee on Boarding Equipment and Stores | xxx | Xxx | xxx | xxx | xxx | Xx |
| Maintenance And Improvement | xxx | Xxx | xxx | xxx | xxx | Xx |
| Local Transport / Travelling | xxx | Xxx | xxx | xxx | xxx | Xx |
| Electricity And Water | xxx | Xxx | xxx | xxx | xxx | Xx |
| Medical | xxx | Xxx | xxx | xxx | xxx | Xx |
| Administration Costs | xxx | Xxx | xxx | xxx | xxx | Xx |
| Activity | xxx | Xxx | xxx | xxx | xxx | Xx |
| Lunch Programme | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(9) Miscellaneous Revenue*** |  |  |  |  |  |  |
| Rent Income | xxx | Xxx | xxx | xxx | xxx | Xx |
| Income From Farming Activities | xxx | Xxx | xxx | xxx | xxx | Xx |
| Income From Posho Mill | xxx | Xxx | xxx | xxx | xxx | Xx |
| Income From Bus Hire | xxx | Xxx | xxx | xxx | xxx | Xx |
| Income From Hire of Ground and Equipment | xxx | Xxx | xxx | xxx | xxx | Xx |
| Donations | xxx | Xxx | xxx | xxx | xxx | Xx |
| CDF Funds | xxx | Xxx | xxx | xxx | xxx | Xx |
| Tender Fees | xxx | Xxx | xxx | xxx | xxx | Xx |
| Others (Specify) | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| **Total Income** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** | **Xx** |
|  |  |  |  |  |  |  |
| ***(10)   Expenditure For SIMBA-Primary*** |  |  |  |  |  |  |
| Textbooks Maintenance | xxx | Xxx | xxx | xxx | xxx | Xx |
| Exercise Books | xxx | Xxx | xxx | xxx | xxx | Xx |
| Supplementary Readers | xxx | Xxx | xxx | xxx | xxx | Xx |
| Textbooks And Reference Materials | xxx | Xxx | xxx | xxx | xxx | Xx |
| Stationery | xxx | Xxx | xxx | xxx | xxx | Xx |
| Assessment And Examination | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(11) Expenditure For GPA-Primary*** |  |  |  |  |  |  |
| Support Staff Wages | xxx | Xxx | xxx | xxx | xxx | Xx |
| Repairs Maintenance and Improvement | xxx | Xxx | xxx | xxx | xxx | Xx |
| Local Transport / Travelling | xxx | Xxx | xxx | xxx | xxx | Xx |
| Electricity, Water and Conservancy | xxx | Xxx | xxx | xxx | xxx | Xx |
| Telephone Postage and Rental Box | xxx | Xxx | xxx | xxx | xxx | Xx |
| Contingencies | xxx | Xxx | xxx | xxx | xxx | Xx |
| Capacity Building | xxx | Xxx | xxx | xxx | xxx | Xx |
| Activity | xxx | Xxx | xxx | xxx | xxx | Xx |
| Environment And Sanitation | xxx | Xxx | xxx | xxx | xxx | Xx |
| Science And Applied Technology | xxx | Xxx | xxx | xxx | xxx | Xx |
| ICT Infrastructure Materials | xxx | Xxx | xxx | xxx | xxx | Xx |
| SNE Expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Personnel Emoluments | xxx | Xxx | xxx | xxx | xxx | Xx |
| Repairs And Maintenance | xxx | Xxx | xxx | xxx | xxx | Xx |
| Local Transport / Travelling | xxx | Xxx | xxx | xxx | xxx | Xx |
| Electricity And Water | xxx | Xxx | xxx | xxx | xxx | Xx |
| Administration Costs | xxx | Xxx | xxx | xxx | xxx | Xx |
| Activity | xxx | Xxx | xxx | xxx | xxx | Xx |
| Fee On Boarding Equipment and Stores | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(12) Expenditure For Feeding Programn***  |  |  |  |  |  |  |
| Homegrown | xxx | Xxx | xxx | xxx | xxx | Xx |
| Relief food | xxx | Xxx | xxx | xxx | xxx | Xx |
| World Food Program | xxx | Xxx | xxx | xxx | xxx | Xx |
| NACONEK | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(13) Expenditure For Tuition -JS*** |  |  |  |  |  |  |
| Laboratory Materials | xxx | Xxx | xxx | xxx | xxx | Xx |
| Materials For Practicals Under CBC | xxx | Xxx | xxx | xxx | xxx | Xx |
| Assessment | xxx | Xxx | xxx | xxx | xxx | Xx |
| Stationery/Writing Materials | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(14) Expenditure For Operations -Js*** |  |  |  |  |  |  |
| Administrative Cost Per School | xxx | Xxx | xxx | xxx | xxx | Xx |
| Repairs Maintenance and Improvement | xxx | Xxx | xxx | xxx | xxx | Xx |
| Administrative Costs | xxx | Xxx | xxx | xxx | xxx | Xx |
| Co-Curriculum Activities | xxx | Xxx | xxx | xxx | xxx | Xx |
| Local Transport and Travel | xxx | Xxx | xxx | xxx | xxx | Xx |
| Medical And Insurance | xxx | Xxx | xxx | xxx | xxx | Xx |
| Rental Box and Postage/Telephone Charges, BOM Meetings And BOM Capacity Building | xxx | Xxx | xxx | xxx | xxx | Xx |
| Electricity Water and Conservancy | xxx | Xxx | xxx | xxx | xxx | Xx |
| Internet Connectivity | xxx | Xxx | xxx | xxx | xxx | Xx |
| Personel Emoluments | xxx | Xxx | xxx | xxx | xxx | Xx |
| Low-Cost Boarding Expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Home Grown Meals Expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(15) Expenditure For Infrastructure*** |  |  |  |  |  |  |
| Classrooms Construction expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Classrooms Renovations expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Laboratory Construction expenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Laboratory Renovationexpenses | xxx | Xxx | xxx | xxx | xxx | Xx |
| Purchase of ……. (specify) | xxx | Xxx | xxx | xxx | xxx | Xx |
|  |  |  |  |  |  |  |
| ***(16) Expenditure for KPEEL*** |  |  |  |  |  |  |
| School Infrastructure improvement | xxx | Xxx | xxx | xxx | xxx | xx |
| Others-( Specify) | xxx | xxx | xxx | xxx | xx | Xx |
|  |  |  |  |  |  |  |
| ***(17) Expenditure For School Fund*** |  |  |  |  |  |  |
| Personnel Emoluments | xxx | Xxx | xxx | xxx | xxx | Xx |
| Fee On Boarding Equipment and Stores | xxx | Xxx | xxx | xxx | xxx | Xx |
| Maintenance And Improvement | xxx | Xxx | xxx | xxx | xxx | Xx |
| Local Transport / Travelling | xxx | Xxx | xxx | xxx | xxx | xx |
| Electricity And Water | xxx | Xxx | xxx | xxx | xxx | xx |
| Medical | xxx | Xxx | xxx | xxx | xxx | xx |
| Administration Costs | xxx | Xxx | xxx | xxx | xxx | xx |
| Activity | xxx | Xxx | xxx | xxx | xxx | xx |
| Lunch Programme | xxx | Xxx | xxx | xxx | xxx | xx |
|  |  |  |  |  |  |  |
| **Total Expenditure** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** | **xx** |

*[Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization above 100%]*

1. *Xxxx*
2. *Xxxx*

# Significant Accounting Policies

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

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

**Statement of Compliance**

The financial statements have been prepared in accordance with the Public Finance Management Act, 2012, PFM Regulation 2015 and International Public Sector Accounting Standards (IPSAS).

Guiding note during the transition period:

*The financial statements have been prepared in accordance with the PFM Act, and International Public Sector Accounting Standards (IPSAS), or the entity has taken advantage of the transitional provisions under IPSAS 33 and therefore, these 1st/ 2nd/ 3rd/year financial statements are transitional financial statements and the following elements of the financial statements have not been recognized as the entity has taken advantage of the transition provisions outlined in IPSAS 33.* *(Schools to state the transitional provisions it has applied and the steps being towards full compliance with IPSAS Accrual).*

**Basis of Preparation**

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

1. **Recognition of revenue and expenditure**

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

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

1. **In-kind Donations**

These are non-cash items made to the *school* in the form of goods and/or services. These may include vehicles, equipment, or personnel services. Where the financial value received for in-kind donations can be reliably determined, the *school* includes such value in the statement of financial performance both as revenue and as an expenditure; otherwise, the donation is not recorded.

**Fees in-Kind**

This is revenue received in form of goods and or services in lieu of fees.

1. **Cash and cash equivalents**

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

1. **Accounts Receivable**

For the purposes of these financial statements imprests and advances to authorised public officers which were not surrendered or accounted for at the end of the financial year are treated as receivables. Accounts receivables also include outstanding fees. All other accounts receivables are disclosed in the financial statements.

1. **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 payments due for contracted services and works pending the fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. Payables also include expenditures incurred for the purchase of goods, works and services that have been rendered and not settled. All other payables are disclosed in the financial statements.

1. **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.

1. **Budget Information**

The budget is developed on cash basis while the financial statements for the same period are prepared on accrual basis, 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.

1. **Comparative figures**

In preparing these financial statements, the schools have elected to apply paragraph 79 of IPSAS 33, which allows for the election by the school to present one statement of financial performance, one statement of cash flow, one statement of net assets, and the statement of financial position and an opening statement of financial position as at the time of first-time adoption of the accrual basis of accounting.

1. **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 30th June 20XX.

1. **Notes To the Financial Statements**
2. Capitation Grants for SIMBA -Primary

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Textbooks Maintenance | xxx |
| Exercise Books | xxx |
| Supplementary Readers | xxx |
| Textbooks And Reference Materials | xxx |
| Stationery | xxx |
| Assessment And Examination | xxx |
| **Total** | **xxx** |

*\*Include others as per MOE circulars*

1. Capitation Grants for GPA- Primary

|  |  |
| --- | --- |
|  **Description** | **Current Year** |
|   | **Kshs** |
| Support Staff Wages | xxx |
| Repairs Maintenance and Improvement | xxx |
| Local transport / travelling | xxx |
| Electricity, water and Conservancy | xxx |
| Telephone postage and Rental Box | xxx |
| Contingencies | xxx |
| Capacity Building | xxx |
| Activity | xxx |
| Environment and Sanitation | xxx |
| Science and Applied Technology | xxx |
| ICT Infrastructure Materials | xxx |
| SNE Grants | xxx |
| **Total** | **xxx** |

*\*Include others as per MOE circulars*

1. Capitation Grants for Feeding Programs

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Homegrown | xxx |
| Relief food |  |
| World Food Program |  |
| NACONEK |  |
| Others (specify) |  |
| **Total** | **xxx** |

*(The school to disclose all the feeding programs that supported the school through actual funds)*

1. Capitation Grants for Tuition-JS

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Laboratory Materials | xxx |
| Materials for Practicals under CBC | xxx |
| Assessment | xxx |
| Stationery/Writing Materials | xxx |
| **Total** | **xxx** |

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

1. Capitation Grants for Operations -JS

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Administrative Cost per School | xxx |
| Repairs Maintenance and Improvement | xxx |
| Administrative Costs | xxx |
| Co-Curricular Activities | xxx |
| Local transport and travel | xxx |
| Medical and Insurance | xxx |
| Rental Box and Postage/Telephone Charges, BOM Meetings and BOM Capacity Building | xxx |
| Electricity Water and Conservancy | xxx |
| Internet Connectivity | xxx |
| Personel Emoluments | xxx |
| Low-Cost Boarding Grants | xxx |
|  **Total** | **xxx** |

*(Include an explanation on the kind and source of grants/ donations received by the school.)*

*\*Ensure proper authorization from MOE before obtaining loans/borrowings.*

*\*Indicate what other income relates to including income arising from writebacks if any*

1. Capitation Grants for Infrastructure

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Classrooms Construction Funds | xxx |
| Classrooms Renovations Funds |  |
| Laboratory Construction Funds |  |
| Laboratory Renovation Funds |  |
| Funds for purchase of ……. (specify) |  |
| **Total** | **xxx** |

1. Grants for KPEEL

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| School Infrastructure Improvement  | xxx |
| Others-(Specify) | xxx |
| **Total** | **xxx** |

1. Parents Contribution/ School Fund

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Personnel emoluments | xxx |
| Fee on Boarding Equipment and Stores | xxx |
| Maintenance and Improvement | xxx |
| Local transport / travelling | xxx |
| Electricity and water | xxx |
| Medical | xxx |
| Administration costs | xxx |
| Activity | xxx |
| Lunch programme | xxx |
| **Total** | **xxx** |

1. Miscellaneous Revenue

|  |  |
| --- | --- |
|  | **Current Year** |
|  | **Kshs** |
| Rent income  | xxx |
| Income from farming activities | xxx |
| Income from Posho mill | xxx |
| Income from Bus Hire | xxx |
| Income from hire of ground and equipment | xxx |
| Donations | xxx |
| CDF Funds | xxx |
| Tender fees | xxx |
| Others (Specify) | xxx |
| **Total** | **xxx** |

1. Expenditure for SIMBA -Primary

|  |  |
| --- | --- |
|   | **Current Year** |
|   | **Kshs** |
| Textbooks Maintenance | xxx |
| Exercise books | xxx |
| Supplementary Readers | xxx |
| Textbooks and reference materials | xxx |
| Stationery | xxx |
| Assessment and Examination | xxx |
| **Total** | **xxx** |

1. Expenditure for GPA- Primary

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Support Staff Wages | xxx |
| Repairs Maintenance and Improvement | xxx |
| Local transport / travelling | xxx |
| Electricity, water and Conservancy | xxx |
| Telephone postage and Rental Box | xxx |
| Contingencies | xxx |
| Capacity Building | xxx |
| Activity | xxx |
| Environment and Sanitation | xxx |
| Science and Applied Technology | xxx |
| ICT Infrastructure Materials | xxx |
| SNE Grants | xxx |
| Low-Cost Boarding Grants | xxx |
| **Total** | **xxx** |

1. Expenditure for Feeding Programs

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Homegrown | xxx |
| Relief food |  |
| World Food Program |  |
| NACONEK |  |
| Others (specify) |  |
| **Total** | **xxx** |

1. Expenditure for Tuition-JS

|  |  |
| --- | --- |
| **Description** | **Current Year** |
|  | **Kshs** |
| Laboratory Materials | xxx |
| Materials for Practicals under CBC | xxx |
| Assessment | xxx |
| Stationery/Writing Materials | xxx |
| **Total** | **xxx** |

1. Expenditure for Operation -JS

|  |  |
| --- | --- |
|   | **Current Year** |
|   | **Kshs** |
| Administrative Cost per School | xxx |
| Repairs Maintenance and Improvement | xxx |
| Administrative Costs | xxx |
| Co-Curricular Activities | xxx |
| Local transport and travel | xxx |
| Medical and Insurance | xxx |
| Rental Box and Postage/Telephone Charges, BOM Meetings and BOM Capacity Building  | xxx |
| Electricity Water and Conservancy | xxx |
| Internet Connectivity | xxx |
| Personel Emoluments | xxx |
| SNE Grants | xxx |
| **Total** | **xxx** |

1. Expenditure for Infrastructure

|  |  |
| --- | --- |
|  | **Current Year** |
|  | **Kshs** |
| Classrooms Construction expenses | xxx |
| Classrooms Renovations expenses |  |
| Laboratory Construction expenses |  |
| Laboratory Renovation expenses |  |
| Purchase of ……. (specify) |  |
| **Total** | **xxx** |

1. Expenditure for KPEEL

|  |  |
| --- | --- |
|  | **Current Year** |
|  | **Kshs** |
| School Infrastructure Improvement  | xxx |
| Others-(Specify) | xxx |
| **Total** | **xxx** |

1. Expenditure on School Fund

|  |  |
| --- | --- |
|   | **Current Year** |
|   | **Kshs** |
| Personnel emoluments | xxx |
| Boarding Equipment and Stores | xxx |
| Maintenance and Improvement | xxx |
| Local transport / travelling | xxx |
| Electricity and water | xxx |
| Medical | xxx |
| Administration costs and Bank charges | xxx |
| Activity | xxx |
| Lunch programme | xxx |
| Others (specify) |  |
| Miscellaneous Expenses (Specify) | xxx |
| **Total** | **xxx** |

*(Miscellaneous Expenses should include all costs relating to the school earnings on miscellaneous revenue as recorded in note 9. These expenses should include farm maintenance, posho mill maintenance, ground maintenance and costs incurred during hire of school bus among others*

1. Bank Balances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Status** | **Bank Account Number** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|   |  |  | **Kshs** | **Kshs** |
| SIMBA- Primary |  |  | xxx | Xxx |
| General Purpose Account-Primary |  |  | xxx | Xxx |
| School Fund Account/Boarding |  |  | xxx | Xxx |
| Tuition JS |  |  | xxx | Xxx |
| Operations-JS |  |  | xxx | Xxx |
| CDF Account |  |  | xxx | Xxx |
| Infrastructural Account |  |  | xxx | Xxx |
| Feeding Program Account |  |  | xxx | Xxx |
| Savings Account |  |  | xxx | Xxx |
| KPEEL Account-JS  |  |  | xxx | Xxx |
| Others (Specify) |  |  | xxx | Xxx |
| **Total** |  |  | **xxx** | **Xxx** |

1. Cash Balances

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|   | **Kshs** | **Kshs** |
| General Purpose Account-Primary | xxx | Xxx |
| School Fund Account/Boarding | xxx | Xxx |
| Operations-JS | xxx | Xxx |
| CDF Account | xxx | Xxx |
| Infrastructural Account | xxx | Xxx |
| Feeding Program Account | xxx | Xxx |
| KPEEL Account | xxx | Xxx |
| Others (Specify) | xxx | Xxx |
| **Total** | **xxx** | **Xxx** |

1. Short Term Investment

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Cooperative shares | xxx | Xxx |
| Treasury Bills | xxx | Xxx |
| Fixed deposit | xxx | Xxx |
| Other investments | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. Accounts Receivable

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Fees arrears  | Xxx | Xxx |
| Other receivables  | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. (a) Ageing Analysis for Fees Receivable

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| 0-12 Months  | Xxx | Xxx |
| Above 1 Year up to 2 Years | Xxx | Xxx |
| Above 2 Years | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. (b) Ageing Analysis for Other Receivables (Specify)

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| 0-12 Months  | Xxx | Xxx |
| Above 1 Year up to 2 Years | Xxx | Xxx |
| Above 2 Years | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. Accounts Payable

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Trade Creditors | xxx | xxx |
| Prepaid fees | xxx | xxx |
| Retention Money | xxx | xxx |
| Others (Specify) | xxx | xxx |
| **Total** | **xxx** | **xxx** |

**22 (a) Ageing Analysis for Creditors**

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| 0-12 Months | Xxx | Xxx |
| Above 1 Year up to 2 Years | Xxx | Xxx |
| Above 2 Years | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. Fund Balance Brought Forward

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Bank balances | Xxx | Xxx |
| Cash balances | Xxx | Xxx |
| Short Term Investments  | Xxx | Xxx |
| Receivables | Xxx | Xxx |
| Payables | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. Cash Generated from Operations

|  |  |
| --- | --- |
|  | **Insert Current FY** |
|  | **Kshs** |
| **Surplus/Deficit for the year**  | **xxx** |
| **Adjusted for:** |  |
|  |  |
| **Working capital adjustments** |  |
| Increase/decrease in accounts receivables  | (xxx) / xxx |
| Increase/decrease in accounts payables  | Xxx / (xxx) |
| **Net cash flow from operating activities** | **xxx** |

**Other important disclosure notes**

IPSAS 33 – first-time adoption of accrual basis IPSAS allows for certain exemptions during the transition period. In readiness for transition to accrual accounting, PSASB 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.

1. Non-current Liabilities Summary

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|   | **Kshs** | **Kshs** |
| Bank Loan(s) | Xxx | Xxx |
| Outstanding Leases | Xxx | Xxx |
| Hire Purchase | Xxx | Xxx |
| Gratuity and Leave Provision | Xxx | Xxx |
| **Total** | **Xxx** | **Xxx** |

1. Biological assets

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Numbers** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|   |  | **Kshs** | **Kshs** |
| Cattle |  | xxx | Xxx |
| Goats |  | xxx | Xxx |
| Trees |  | xxx | Xxx |
| Coffee Or Tea Plantation |  | xxx | Xxx |
| Poultry  |  | xxx | Xxx |
| Others (specify) |  | xxx | Xxx |
| **Total** |  | **xxx** | **Xxx** |

1. Borrowings

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Borrowings at beginning of the year | Xxx | Xxx |
| Borrowings during the year | Xxx | Xxx |
| Repayments during the year | (xxx) | (xxx) |
| **Balance at the end of the year** | **Xxx** | **Xxx** |

**Other important disclosure notes**

1. Stock/ Inventory

|  |  |  |
| --- | --- | --- |
| **Description** | **Current Year** | ***Opening statement*** ***1st July 20XX*** |
|  | **Kshs** | **Kshs** |
| Food stuffs | xxx | Xxx |
| Lab consumables | xxx | Xxx |
| Construction Materials | xxx | Xxx |
| Farm produce | xxx | Xxx |
| Stationery | xxx | Xxx |
| Others (specify) | xxx | Xxx |
| **Total** | **xxx** | **Xxx** |

*(Stock to be measured at lower of cost and net realisable value. Net realisable value is the difference between selling costs less costs to sell*

# Annexes

**Annex 1 – Progress on Follow up of Auditors Recommendation**

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

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

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

Sign and Date

Principal

**Annex 2** - **Analysis of Pending Accounts Receivable**

| **Description** | **Original Amount** | **Date Invoiced/Earned** | **Amount Received To-Date** | **Outstanding Debt****Current FY** | **Outstanding Debt** **Previous FY** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | b | C | d=a-c |  |  |
|  | Kshs | Kshs | Kshs | Kshs | Kshs |  |
| **Fees Arrears** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Other receivables** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

**Annex 3** - **Analysis of Pending Accounts Payable**

| **Supplier Of Goods or Services** | **Original Amount** | **Date Contracted** | **Amount Paid To-Date** | **Outstanding Balance****Current FY** | **Outstanding Balance****Comparative Previous FY** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | b | C | d=a-c |  |  |
|  | Kshs | Kshs | Kshs | Kshs | Kshs |  |
| **Construction Of Buildings** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| **Sub-Total** |  |  |  |  |  |  |
| **Supply Of Goods** |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Supply Of Services** |  |  |  |  |  |  |
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| **Sub-Total** |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

**Annex 4** – **Summary of Fixed Assets Register**

| **Asset Class** | **Historical Cost b/f****(Kshs)****1st July 20XX** | **Additions during the year****(Kshs)** | **Disposals during the year****(Kshs)** | **Historical Cost c/f****(Kshs)****30th June 20XX** |
| --- | --- | --- | --- | --- |
| Land |  |  |  |  |
| Buildings And Structures |  |  |  |  |
| Motor Vehicles |  |  |  |  |
| Office Equipment, Furniture and Fittings |  |  |  |  |
| Textbooks |  |  |  |  |
| ICT Equipment |  |  |  |  |
| Tools And Apparatus |  |  |  |  |
| Other Machinery and Equipment |  |  |  |  |
| Heritage And Cultural Assets |  |  |  |  |
| Intangible Assets- Soft Ware |  |  |  |  |
| **Total**  |  |  |  |  |

(*The school should ensure that a detailed fixed assets register is maintained).*

**Annex 5 - Transfers from State Department of Basic Education**

|  |
| --- |
|  **Confirmation of amounts received by [Insert name of beneficiary Entity] as at 30th June (Current FY)**   |
|  Description  |  Date Disbursed  |  Recurrent (A)  |  Development (B)  | Total (C)=(A+B)  | Remarks  |
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