*Issued 30th September 2024.*

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**COUNTY REVENUE FUND**

*County Government of xx*

*(Insert the name of the County)*

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH JUNE 20XX**

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

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#

# Acronyms and Definition of Key Terms

1. **Acronyms**

*ADP Annual Development Plan*

*AIE Authority to Incur Expenditure*

*CA County Assembly*

*CARA County Allocation of Revenue Act*

*CBK* *Central Bank of Kenya*

*CECM County Executive Committee Member*

*CE County Executive*

*CG County Government*

*CIDP County Integrated Development Plan*

*COG Council of Governors*

*CRA Commission on Revenue Allocation*

*CRF County Revenue Fund*

*CT County Treasury*

*IPSAS International Public Sector Accounting Standards*

*MCA Member of County Assembly*

*OAG Office of the Auditor General*

*OCOB Office of the Controller of Budget*

*OSR Own Source Revenue*

*PFM Public Finance Management*

*PSASB Public Sector Accounting Standards Board*

*NT National Treasury*

*WB World Bank*

*KRB Kenya Roads Board*

*Kshs Kenya Shillings*

*FY Financial Year*

1. **Definition of Key Terms**

*Fiduciary Management: The key management personnel who had financial responsibility*

*(This list is an indication of acronyms and key terms; the County should include all from the annual report and financial statements.)*

# Key Entity Information and Management

1. **Background information**

Article 207 of the Constitution of Kenya provides for the establishment of the County Revenue Fund into which shall be paid all money raised or received by or on behalf of the County Government.

1. **Key Management Team**

The County Revenue Funds day-to-day management is under the following key organs:

|  |  |  |
| --- | --- | --- |
| No.  | Designation | Name |
|  | CECM Finance and Economic planning | - |
|  | C.O Finance | - |
|  | Director Accounting Services/Finance  | - |

1. **Fiduciary Management**

The key management personnel who held office during the financial year ended 30th June 20xx and who had direct fiduciary responsibility were:

| No. | Designation | Name |
| --- | --- | --- |
| 1. | CECM Finance and Economic Planning | - |
| 2. | Accounting Officer in charge of Finance | - |
| 3. | Director Accounting Services/Finance  | - |

1. **Fiduciary Oversight Arrangements**

*Here, provide a high-level description of the key fiduciary oversight arrangements covering;*

* *Audit and Finance committee activities*
* *Senate Committee Activities*
* *County Assembly*
* *Development partner oversight activities*
* *Controller of Budget*
* *Office of the Auditor General*

 *(Provide a brief explanation of fiduciary activities undertaken during the financial year)*

1. **County Headquarters**

P.O. Box XXXXX

XXX Building/House/Plaza

XXX Avenue/Road/Highway

XXX, KENYA

1. **County Executive Contacts**

Telephone: (254) XXXXXXXX

E-mail: xxxx@xxx.com

Website: [xxx.go.ke](http://www.go.ke)

1. **County Bankers**

Central Bank of Kenya

Haile Selassie Avenue

P.O. Box 60000

City Square 00200

**NAIROBI, KENYA**

1. **Independent Auditor**

Auditor General

Office of the Auditor General

Anniversary Towers, University Way

P.O. Box 30084

GPO 00100

**NAIROBI**, KENYA

1. **Principal Legal Adviser**

XXX Avenue

P.O. Box XXX

XXX, KENYA

1. **County Attorney**

*(List details of County Attorney (s) if any.*

# Statement by the CECM Finance

(*1-2 Pages*)

*The CECM should include information relating to the national and County economic outlook, specific measures taken by the county to enhance revenue generation and collection.*

*The report should also include the anticipated revenue for the year and actual collections indicating on a high level the reason for over or under collections. This report will indicate the revenue collected, the sources of revenue and the disbursements made from the CRF.*

**……………………………………. (Sign)**

**CECM Finance and Economic Planning**

**County Government of XXX**

# Management Discussion and Analysis

(*2-3 pages)*

*(Under this section, the management gives a report on the operational and financial performance of the fund for the last five-year period including performance against budgets and any other information considered relevant to the users of the financial statements. The report may also include the collection trends of the different revenue streams over a period of time.)*

*The management should make use of tables, graphs, pie charts and other descriptive tools to make the information as understandable as possible.)*

# Overview of the County Revenue Fund Operations

1. **Background**

Article 207 of the Constitution of Kenya provides for the establishment of a County Revenue Fund into which shall be paid all money raised or received by or on behalf of the County Government. As outlined under Section 109 of the Public Finance Management (PFM) Act, 2012 the County Treasury is responsible for administration of the County Revenue Fund. The County Revenue Fund is maintained as the County Exchequer Account at the Central Bank of Kenya.

1. **Receipts into the County Revenue Fund**

County Government revenue is received through the appointed County Receiver of Revenue by the County Executive Committee Member for finance to the County Treasury pursuant to Section 157 (1) of the PFM Act 2012. Revenue includes Exchequer releases, grants from development partners, proceeds from domestic and foreign borrowings, own source revenue, and other miscellaneous deposits in the County Revenue Fund Account.

1. **Transfers from the County Revenue Fund**

The withdrawal of funds from the County Revenue Fund is authorized by the County appropriation Act. The County Treasury is required to seek the Controller of Budget’s approval for withdrawal of funds from the County Revenue Fund to the County Executive and County Assembly bank accounts pursuant to Section 109 (6) of the PFM Act 2012. These entities are responsible for the administration of their respective approved budgets.

1. **Financial Reporting requirements**

The Accounting Officer for the County Revenue Fund is required to prepare and submit the financial statements to the Auditor-General and a copy to the Controller of Budget, and the Commission on Revenue Allocation.

This statement therefore covers the operations of the County Exchequer Account for the financial year ended 30th June 20xx.

**………………………………..**

**CEC Member – Finance and Economic Planning**

**County Government of XX**

# Statement of Management Responsibility

Article 207 of the Constitution, Sections 109 and 167 of the Public Finance Management Act, 2012 requires a County Revenue Fund established by the Constitution, an Act of Parliament or county legislation to prepare financial statements for the Fund for each financial year in a form prescribed by the Public Sector Accounting Standards Board and submit to the Auditor General and a copy to the Commission on Revenue Allocation and the Controller of Budget.

The Accounting Officer at the County Treasury is responsible for the preparation and presentation of the County Revenue Fund financial statements, which give a true and fair view of the state of affairs of the Fund as at the end of the financial year ended on *June 30, 20xx* 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 Revenue Fund; (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 Revenue Fund; (v) Selecting and applying appropriate accounting policies; and (vi)Making accounting estimates that are reasonable in the circumstances.

The Accounting Officer accepts responsibility for the County Revenue Fund’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 Accounting Officer is of the opinion that the County Revenue Fund’s financial statements give a true and fair view of the state of the County Revenue Fund’s transactions during the financial year ended *June 30, 20xx*, and of its financial position as at that date.

The Accounting Officer further confirms the completeness of the accounting records maintained for the County Revenue Fund, which have been relied upon in the preparation of its financial statements, as well as the adequacy of the systems of internal financial control. The Accounting Officer confirms that the County Revenue Fund has complied fully with applicable Government Regulations and the terms of external financing covenants (*where applicable*). Further, the Accounting Officer confirms that the County Revenue Fund’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 Revenue Fund’s financial statements were approved and signed on \_\_\_\_\_\_\_\_\_ 20xx.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**

**Chief Officer Finance /Accounting Officer**

**County Government of XXX**

# Report of the Independent Auditor for the Year ended 30th June 20xx

# Statement of Financial Performance for the year ended 30 June 20xx

|  |  |  |
| --- | --- | --- |
| **Description** | **Notes** | **Insert current FY** |
|  |  | **Kshs.** |
| **Revenue** **from** **non-exchange** **transactions** |  |  |
| Exchequer releases | 6 | xx |
| Transfers from other government agencies | 7 | xx |
| Other grants | 8 | xx |
| Return to CRF | 9 | xx |
| Non-Exchange Own Source Revenue  | 10 | xx |
|  |  |  |
| **Revenue** **from** **exchange** **transactions** |  |  |
| Exchange Own Source Revenue  | 11 | xx |
| **Total Revenue** |  | **xx** |
|  |  |  |
| **Expenses** |  |  |
| Transfers to County Executive | 12 | xx |
| Transfers to County Assembly | 13 | xx |
| Other Transfers | 14 | xx |
| **Total Expenses** |  | **(xx)** |
| **Surplus for the year** |  | **xx** |

|  |  |
| --- | --- |
| **………………………………………………..** | **………………………………………………** |
| **Name……………………………………….....** | **Name………………………………………...** |
| **Chief Officer - Finance**  | **Director Accounting Services** |
| **Date……………………………………….** | **ICPAK Member No………………………...** |
|  | **Date:……………………………………….** |

*(Paragraph 79 of IPSAS 33 allows for the election by an entity 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 at the time of adoption of the accrual basis of accounting. In preparing this financial reporting template, this election has been made; therefore, there are no comparatives in the first year of transition.)*

# Statement of Financial Position as at 30th June 20xx

| **Description** | **Note** | ***Insert Current FY*** | ***Opening Statement******1st July 20XX*** |
| --- | --- | --- | --- |
|  |  | **Kshs** | **Kshs** |
| **Assets** |  |  |  |
| **Current Assets** |  |  |  |
| Cash and Cash equivalents | 15 | xxx | xxx |
| Receivables from Non-Exchange Transactions | 16 | xxx | xxx |
| Receivables from Exchange Transactions | 17 | xxx | xxx |
| **Total Current Assets** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Total Assets (A)** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Liabilities** |  |  |  |
| **Current Liabilities** |  |  |  |
| Accounts Payable | 18 | xxx | xxx |
| **Total Current Liabilities** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Total Liabilities (B)** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Net Assets(A-B)** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Represented by:** |  |  |  |
| Accumulated Surplus |  | xxx | xxx |
| **Net Assets**  |  | **xxx** | **xxx** |

|  |  |
| --- | --- |
| **………………………………………………..** | **………………………………………………** |
| **Name……………………………………….....** | **Name………………………………………...** |
| **Chief Officer - Finance**  | **Director Accounting Services** |
| **Date……………………………………….** | **ICPAK Member No………………………...** |
|  | **Date:……………………………………….** |

# *(Paragraph 79 of IPSAS 33 allows for the election by an entity 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 postion asat the time of adoption of the accrual basis of accounting. In preparing these financial reporting template, this election has been made and therefore there are no comparatives in the first year of transition.)*

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

| **Description** | **Accumulated Surplus** |
| --- | --- |
| **As at July 1, 20xx** | **xx** |
| Surplus/ deficit for the Period | xx |
| Additions during the Period | xx |
| **As at June 30, 20xx** | **xx** |

# Statement of Cash Flows for the year ended 30 June 20xx

|  |  | ***Insert Current FY*** |
| --- | --- | --- |
|  | **Notes** | **Kshs** |
| **Cash** **flows** **from** **operating** **activities** |  |  |
| **Receipts** |  |  |
| Exchequer releases |  | xxx |
| Transfers from other government agencies |  | xxx |
| Other grants |  | xxx |
| Return to CRF |  | xxx |
| Own Source Revenue  |  | xxx |
| **Total receipts** |  | **xxx** |
| **Payments** |  |  |
| Transfers to County Executive (operating activities) |  | (xxx) |
| Transfers to County Assembly (operating activities) |  | (xxx) |
| Other transfers |  | (xxx) |
| **Total Payments** |  | **(xxx)** |
| **Net** **cash** **flows** **from/(used in)** **operating** **activities**  |  | **xxx/(xxx)** |
| **Cash flows from investing activities** |  | **xxx/(xxx)** |
|  |  |  |
| **Net** **cash** **flows from/(used** **in)** **investing** **activities** |  | **xxx/(xxx)** |
| **Cash flows from financing activities** |  |  |
| **Net cash flows from from/(used** **in)**  **financing Activities** |  | **xxx/(xxx)** |
| **Net** **increase/(decrease)** **in** **cash** &**Cash equivalents** |  | **xxx** |
| Cash and cash equivalents at 1 July | 15 | xxx |
| **Cash** **and** **cash** **equivalents** **at** **30 June** | 15 | **xxx** |

(*PSASB has now prescribed the direct method of cashflow presentation for all entities under the IPSAS Accrual basis of accounting)*

# Statement of Comparison of Budget Actual Amounts for the Year Ended 30th June, 20xx.

| **Description** | **Original Budget** | **Adjustments** | **Final Budget** | **Actual on Comparable Basis** | **Budget Realization Difference** | **% of Realization** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **a** | **b** | **c=a+b** | **d** | **e=c-d** | **f=d/c %** |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |  |
| **Revenue** |  |  |  |  |  |  |
| Exchequer releases | xx | xx | xx | xx | xx | x% |
| Transfers from other government agencies | xx | xx | xx | xx | xx | x% |
| Other grants | xx | xx | xx | xx | xx | x% |
| Return to CRF | xx | xx | xx | xx | xx | x% |
| Own Source Revenue | xx | xx | xx | xx | xx | x% |
| **Total Revenue**  | **xx** | **xx** | **xx** | **xx** | **xx** | **x%** |
|  |  |  |  |  |  |  |
| **Expenses** |  |  |  |  |  |  |
| Transfers to County Executive | xx | xx | xx | xx | xx | x% |
| Transfers to County Assembly | xx | xx | xx | xx | xx | x% |
| Other transfers | xx | xx | xx | xx | xx | x% |
| **Total Payments** | **(xx)** | **(xx)** | **(xx)** | **(xx)** | **(xx)** | **x%** |
| **Surplus/Deficit** |  |  |  | **xx/(xx)** |  |  |

***Budget Notes***

1. *1. Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization (IPSAS 24.14).*
2. *Provide an explanation of changes between original and final budget indicating whether the difference is due to reallocations or other causes. (IPSAS 24.29).*

# Notes to the Financial Statements

1. **General Information**

The County Revenue Fund is established by and derives its authority and accountability from Article 207 of the Constitution of Kenya 2010. The Fund is wholly owned by the xxx County Government and is domiciled in Kenya. The Fund’s principal activity is xxx.

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

The financial statements have been prepared in accordance with Accrual-Basis IPSAS financial reporting under the Accrual-Basis of accounting, as prescribed by the PSASB and Section 167 of the PFM Act 2012. The Financial Statements are presented in Kenya Shillings, which is the functional and reporting currency of the Fund, all values are rounded off to the nearest Kenya Shilling. The accounting policies adopted have been consistently applied to all the years presented. The financial statements are prepared on accrual basis while the cashflow statement is prepared using the direct method.

These Financial Statements were authorized for issue by the Accounting officer on ………..

**Basis of preparation**

**Reporting entity**

This report relates to financial operations of the County Revenue Fund domiciled at the County Treasury and bank account maintained at Central Bank of Kenya.

**Revenues**

Revenues include funds deposited in the County Revenue Fund pursuant to Article 207 of the Constitution of Kenya and Section 109 of the PFM Act 2012.

**Expenses**

Expenses are based on the County Government Appropriation Act. The exchequer requests are received by County Treasury, which rationalizes the requests based on the available balance, consolidates the requests and forwards them to Controller of Budget (COB) for approval. Once the approval of COB is obtained, the funds are released to the County Assembly and County Executive operational accounts appropriately.

1. **Adoption of New and Revised Standards**
2. ***New and amended standards and interpretations in issue effective in the year ended 30 June 2025*.**

There were no new and amended standards issued in the financial year.

1. ***New and amended standards and interpretations in issue but not yet effective in the year ended 30 June 2025***

| **Standard** | **Effective date and impact:** |
| --- | --- |
| IPSAS 46 Measurement | ***Applicable 1st January 2025***The objective of this standard was to improve measurement guidance across IPSAS by:1. Providing further detailed guidance on the implementation of commonly used measurement bases and the circumstances under which they should be used.
2. Clarifying transaction costs guidance to enhance consistency across IPSAS;
3. Amending where appropriate guidance across IPSAS related to measurement at recognition, subsequent measurement and measurement related disclosures.

The standard also introduces a public sector specific measurement bases called the current operational value.***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 47- Revenue | ***Applicable 1st January 2026***This standard supersedes IPSAS 9- Revenue from exchange transactions, IPSAS 11 Construction contracts and IPSAS 23 Revenue from non- exchange transactions. This standard brings all the guidance of accounting for revenue under one standard. The objective of the standard is to establish the principles that an entity shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flow arising from revenue transactions.***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 48- Transfer Expenses | ***Applicable 1st January 2026***The objective of the standard is to establish the principles that a transfer provider shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of expenses and cash flow arising from transfer expense transactions. This is a new standard for public sector entities geared to provide guidance to entities that provide transfers on accounting for such transfers.***State the expected impact of the standard to the Entity if relevant*** |

1. ***Early adoption of standards***

The Entity did not early – adopt any new or amended standards in the financial year or *the entity adopted the following standards early (state the standards, reason for early adoption and impact on entity’s financial statements.)*

1. **Significant Accounting Policies**
2. **Revenue recognition**
3. **Revenue from non-exchange transactions**

**Revenue Transfers**

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the entity and can be measured reliably.

1. **Revenue from exchange transactions**

**Own Source Revenue**

1. **Budget information**

The original budget for FY 20xx/xx was approved by the County Assembly on xxxx. Subsequent revisions or additional appropriations were made to the approved budget in accordance with specific approvals from the appropriate authorities. The additional appropriations are added to the original budget by the Entity upon receiving the respective approvals in order to conclude the final budget. Accordingly, the Entity recorded additional appropriations of xxxx on the 20xx/xx budget following the governing body’s approval. The Entity’s budget is prepared on a different basis to the actual income and expenditure disclosed in the financial statements.

1. **Financial instruments**

IPSAS 41 addresses the classification, measurement and de-recognition of financial assets and financial liabilities, introduces new rules for hedge accounting and a new impairment model for financial assets. *The Fund does not have any hedge relationships and therefore the new hedge accounting rules have no impact on the Company’s financial statements. (amend as appropriate).* A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. At initial recognition, the entity measures a financial asset or financial liability at its fair value plus or minus, in the case of a financial asset or financial liability not at fair value through surplus or deficit, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

**Notes to the financial statements**

**Financial assets**

**Classification of financial assets**

The Fund classifies its financial assets as subsequently measured at amortised cost, fair value through net assets/ equity or fair value through surplus and deficit on the basis of both the fund’s management model for financial assets and the contractual cash flow characteristics of the financial asset. A financial asset is measured at amortized cost when the financial asset is held within a management model whose objective is to hold financial assets in order to collect contractual cash flows and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal outstanding. A financial asset is measured at fair value through net assets/ equity if it is held within the management model whose objective is achieved by both collecting contractual cashflows and selling financial assets and the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding. A financial asset shall be measured at fair value through surplus or deficit unless it is measured at amortized cost or fair value through net assets/ equity unless an entity has made irrevocable election at initial recognition for particular investments in equity instruments.

**Subsequent measurement**

Based on the business model and the cash flow characteristics, the entity classifies its financial assets into amortized cost or fair value categories for financial instruments. Movements in fair value are presented in either surplus or deficit or through net assets/ equity subject to certain criteria being met.

**Amortized cost**

Financial assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest, and that are not designated at fair value through surplus or deficit, are measured at amortized cost. A gain or loss on an instrument that is subsequently measured at amortized cost and is not part of a hedging relationship is recognized in profit or loss when the asset is de-recognized or impaired. Interest income from these financial assets is included in finance income using the effective interest rate method.

**Fair value through net assets/ equity**

Financial assets that are held for collection of contractual cash flows and for selling the financial assets, where the assets’ cash flows represent solely payments of principal and interest, are measured at fair value through net assets/ equity. Movements in the carrying amount are taken through net assets, except for the recognition of impairment gains or losses, interest revenue and foreign exchange gains and losses which are recognized in surplus/deficit. Interest income from these financial assets is included in finance income using the effective interest rate method.

**Notes to the financial statements**

**Fair value through surplus or deficit**

Financial assets that do not meet the criteria for amortized cost or fair value through net assets/ equity are measured at fair value through surplus or deficit. A business model where the entity manages financial assets with the objective of realizing cash flows through solely the sale of the assets would result in a fair value through surplus or deficit model.

**Trade and other receivables**

Trade and other receivables are recognized at fair values less allowances for any uncollectible amounts. Trade and other receivables are assessed for impairment on a continuing basis. An estimate is made of doubtful receivables based on a review of all outstanding amounts at the year end.

**Impairment**

The Fund assesses, on a forward-looking basis, the expected credit loss (‘ECL’) associated with its financial assets carried at amortized cost and fair value through net assets/equity. The entity recognizes a loss allowance for such losses at each reporting date. Critical estimates and significant judgments made by management in determining the expected credit loss (ECL) are set out in *Note xx.*

**Financial liabilities**

**Classification**

The Fund classifies its liabilities as subsequently measured at amortized cost except for financial liabilities measured through profit or loss.

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 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

1. **Events after the reporting period**

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

1. **Currency**

The financial statements are presented in Kenya Shillings (Kshs) are rounded off to the nearest shilling.

**Notes to the financial statements**

1. **Significant judgments and sources of estimation uncertainty**

The preparation of the Fund’s financial statements in conformity with IPSAS requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period. However, uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability affected in future periods.

State all judgements, estimates and assumptions made if any.

**Notes to the financial statements**

1. **Exchequer releases**

The following is an analysis by revenue type of the receipts collected in the County Revenue Fund:

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Equitable Share  | xx |
| Others *(Specify)*  | **xx** |
| **Total**  | **xxx** |

1. **Transfers from other government agencies\*\***

| **Description** | **Insert current FY** |
| --- | --- |
|  | **Kshs.** |
| Road Maintenance Levy | xx |
| Development of Youth Polytechnics-State Department of TVETS | xx |
| User Fees Foregone -Ministry of Health | xx |
| World Bank -Transforming Health Systems for Universal Care Project (THUSP)-Ministry of Health | xx |
| Word Bank-NARIGP-State Department of Crop Development | xx |
| World Bank Kenya Climate Smart Agriculture (KCSAP) -State Department of Crop Development | xx |
| DANIDA Grant -Primary Health care in devolved context -Ministry of Health | xx |
| IDA (World Bank) Credit: Water & Sanitation Development Project (WSDP)-Min. Water, Sanitation, and Irrigation | xx |
|  SIDA Agricultural Sector Development Support Programme II (ASDSP II)-State Department of Crop Development | xx |
| Word Bank-Emergency Locust Response Project ( ILRP) State Department of Crop Development | xx |
| Word Bank-Kenya Informal settlement improvement project (KISIP 11)-State Department of Housing & Urban Development | xx |
| UNFPA-9th County Programme Implementation -Ministry of Health | xx |
| EU Grant (Instruments for Devolution Advice and Support- (IDEAS)-State Department of Devolution | xx |
| KfW German Development Bank- Drought Resilience Programme in Northern Kenya (DRPNK)-Min. Water, Sanitation, and Irrigation | xx |
| IDA World Bank National Agricultural Value Chain Development Project (NAVCDP) -State Department of Crop Development | xx |
| (IDA) World Bank Credit-Financing locally Led climate programme (FFLoCA)1 CCIS Grant State Department of ….. | xx |
| **Total** | xx |

*\*\* These include other government grants released through other government entities such as the National Government MDAs.*

**Notes to the financial statements**

1. **Other grants\*\***

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Donor 1 *(Specify)* | xx |
| Donor 2 *(Specify)* | xx |
| Donor 3 *(Specify)* | xx |
| Others *(Specify)* | xx |
| **Total** | **xx** |

*\*\* These are funds received from development partners directly to the CRF.*

1. **Return to CRF**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Recurrent Account (*County Executive*) | xx |
| Development Account (*County Executive*) | xx |
| Recurrent Account (*County Assembly*) | xx |
| Development Account (*County Assembly*) | xx |
| Others *(Specify)* | xx |
| **Total** | **xx** |

1. **Non-Exchange Own Source Revenue**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Cess | xx |
| Land Rates | xx |
| Single/Business Permits | xx |
| Conservancy Administration | xx |
| Administration Control Fees and Charges | xx |
| Other Fines, Penalties, And Forfeiture Fees | xx |
| Public Health Service Fees | xx |
| Physical Planning and Development | xx |
| Others *(Specify)* | xx |
| **Total** | **xx** |

**Notes to the financial statements**

1. **Exchange Own Source Revenue**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Property Rent | xx |
| Parking Fees | xx |
| Market Fees | xx |
| Advertising | xx |
| Hospital Fees | xx |
| Hire of County Assets | xx |
| Sale of assets  | xx |
| Park Fees | xx |
| Others *(Specify)* | xx |
| **Total** | **xx** |

*(The total of own source revenue should tally with disbursements from county receivers of revenue)*

1. **Transfers to County Executive**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Recurrent Account  | xx |
| Development Account  | xx |
| Special Purpose Accounts | xx |
| Others (*Specify*) | xx |
| **Total** | **xx** |

**(***Explain as per County Appropriation Act. These amounts should tally with corresponding receipts by the County Executive)*

**Notes to the financial statements**

1. **Transfers to County Assembly**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Recurrent Account  | xx |
| Development Account  | xx |
| Special purpose accounts | xx |
| Others (*Specify*) | xx |
| **Total** | **xx** |

*(Explain as per County Appropriation Act. These amounts should tally with corresponding receipts recorded by the County Assembly)*

1. **Other Transfers**

|  |  |
| --- | --- |
| **Description** | **Insert current FY** |
|  | **Kshs.** |
| Others *(Specify)* | xx |
| **Total** | **xx** |

*(Explain as per County Appropriation Act)*

1. **Cash and Cash equivalents**

|  |  |  |
| --- | --- | --- |
| **Description** | **Insert current FY** | **Opening Statement 1st July 20xx** |
|  | **Kshs.** | **Kshs.** |
| County Exchequer Account - (CBK Account number xxx) | xx | xx |
| Others (*Specify*) | xx | xx |
| **Total** | **xx** | **xx** |

**Notes to the financial statements**

1. **Receivables from Non-Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | ***Insert Current FY*** | **Opening Statement 1st July 20xx** |
|  | **Kshs** | **Kshs** |
| Receivables | **xxx** | **xx** |
| Other non-exchange debtors (*Specify*) | **xxx** | **xxx** |
| **Less**: impairment allowance | **(xxx)** | **(xxx)** |
| **Net receivables**  | **xxx** | **xxx** |

1. **Receivables from Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Insert Current FY** | ***Opening Statement 1st July 20xx*** |
| **Kshs** | **Kshs** |
| Receivables from exchange transactions | **xxx** | **xxx** |
| Other debtors (exchange transactions) | **xxx** | **xxx** |
| Less: impairment allowance | **(xxx)** | **(xxx)** |
| **Total** | **xxx** | **xxx** |

1. **Accounts Payable**

|  |  |  |
| --- | --- | --- |
| **Description** | ***Insert Current FY*** | ***Opening Statement 1st July 20xx*** |
|  | **Kshs** | **Kshs** |
| Payables to County Executive  | **xxx** | **xxx** |
| Payables to County Assembly | **xxx** | **xxx** |
| **Total Accounts Payable** | **xxx** | **xxx** |

**Notes to the financial statements**

1. **Disclosure of Balances in Revenue Collection Accounts**

County Government Own source revenue is recognized in the financial statements when it has been swiped to CRF. Revenue collection account balances are disclosed as at the end of the reporting period as below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name Of Bank, Account No. & Currency** | **Amount in bank account currency\*** | **Ex. rate (if in foreign currency)** | **Insert** **current FY** | **Opening** **Statement** **1st July 20xx** |
|   | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| *Name Of Bank, Account No. & Currency* | xxx | xxx | xxx | xxx |
| *Name Of Bank, Account No. & Currency* | xxx | xxx | xxx | xxx |
| *Name Of Bank, Account No. & Currency* | xxx | xxx | xxx | Xxx |
| *Name Of Bank, Account No. & Currency* | xxx | xxx | xxx | Xxx |
| **Total** |  |  | **xxx** | **Xxx** |

*(These balances should be reconciled by those reported by CRORs as balances due for disbursement to the CRF at the end of the reporting period.)*

# Appendices

**Appendix 1: Progress on follow up of Auditor’s Recommendations**

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

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

***Guidance Notes:***

1. Use the same reference numbers as contained in the external audit report.
2. Obtain the “Issue/Observation” and “management comments”, required above, from final external audit report that is signed by Management.
3. Indicate the status of “Resolved” or “Not Resolved” by the date of submitting this report to National/ County Treasury.

|  |
| --- |
| **……………………………………………** |
| **Name**  |
| **Chief Officer Finance** |
| **ICPAK Member No** |
| **Date** |

**Appendix 2. Analysis Of Receipts from The National Treasury Exchequer Releases**

| **Period 20xx** | **Quarter 1****(Kshs.)** | **Quarter 2****(Kshs.)** | **Quarter 3****(Kshs.)** | **Quarter 4****(Kshs.)** | **Total****(Kshs.)** |
| --- | --- | --- | --- | --- | --- |
| Equitable Share | xx |  |  |  |  |
| Level 5 Hospitals | xx | xx | Xx | xx | xx |
| DANIDA - Universal Healthcare in Devolved Units Programme | xx | xx | Xx | xx | xx |
| World Bank – THUSCP | xx | xx | Xx | xx | xx |
| National Agricultural & Rural Inclusive Growth Project (NARIGP) | xx | xx | Xx | xx | xx |
| Kenya Devolution Support Programme | xx | xx | Xx | xx | xx |
| Youth Polytechnic support grant | xx | xx | Xx | xx | xx |
| Abolishment of user fees in health centres and dispensaries | xx | xx | Xx | xx | xx |
| Kenya Urban Support Programme | xx | xx | Xx | xx | xx |
| Agriculture Sector Development Support Project (ASDSP) | xx | xx | Xx | xx | xx |
| Kenya Climate Smart Agriculture Project (KCSAP) | xx | xx | Xx | xx | xx |
| Water and Sanitation Development Project | xx | xx | Xx | xx | xx |
| Others (Specify) |  |  |  |  |  |
| **Total** | **xx** | **xx** | **Xx** | **xx** | **xx** |

***(Amend appropriately as per the current year CARA )***

**Appendix 3. Analysis Of Receipts from Own Source Revenue per Quarter**

1. **Non-Exchange own source revenue**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period 20xx** | **Quarter 1****(Kshs.)** | **Quarter 2****(Kshs.)** | **Quarter 3****(Kshs.)** | **Quarter 4****(Kshs.)** | **Total****(Kshs.)** |
| Cess | xx | xx | xx | xx | xx |
| Land rate | xx | xx | xx | xx | xx |
| Single/Business permits | xx | xx | xx | xx | xx |
| Public health service fees | xx | xx | xx | xx | xx |
| Physical planning and development | xx | xx | xx | xx | xx |
| Conservancy administration | xx | xx | xx | xx | xx |
| Administration control fees and charges | xx | xx | xx | xx | xx |
| Park fees | xx | xx | xx | xx | xx |
| Other fines, penalties, and forfeiture fees | xx | xx | xx | xx | xx |
| Miscellaneous | xx | xx | xx | xx | xx |
| Others *(Specify)* | xx | xx | xx | xx | xx |
| **Total** | **xx** | **xx** | **xx** | **xx** | **xx** |

1. **Exchange own source revenue**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period 20xx** | **Quarter 1****(Kshs.)** | **Quarter 2****(Kshs.)** | **Quarter 3****(Kshs.)** | **Quarter 4****(Kshs.)** | **Total****(Kshs.)** |
| Property rent | xx | xx | xx | xx | xx |
| Parking fees | xx | xx | xx | xx | xx |
| Market fees | xx | xx | xx | xx | xx |
| Advertising | xx | xx | xx | xx | xx |
| Hospital fees | xx | xx | xx | xx | xx |
| Hire of County Assets | xx | xx | xx | xx | xx |
| Administration control fees and charges | xx | xx | xx | xx | xx |
| Park fees | xx | xx | xx | xx | xx |
| Proceeds from sale of assets  | xx | xx | xx | xx | xx |
| Other fines, penalties, and forfeiture fees | xx | xx | xx | xx | xx |
| Miscellaneous | xx | xx | xx | xx | xx |
| Others *(Specify)* | **xx** | **xx** | **xx** | **xx** | **xx** |

**Appendix 4: Analysis of Transfers from the County Revenue Fund**

| **Period -20xx** | **Quarter 1****(Kshs.)** | **Quarter 2****(Kshs.)** | **Quarter 3****(Kshs.)** | **Quarter 4****(Kshs.)** | **Total****(Kshs.)** |
| --- | --- | --- | --- | --- | --- |
| County Executive -Rec | xx | xx | xx | xx | xx |
| County Executive -Dev | xx | xx | xx | xx | xx |
| County Assembly -Rec | xx | xx | xx | xx | xx |
| County Assembly -Dev | xx | xx | xx | xx | xx |
| Special Purpose A/c (Specify) | xx | xx | xx | xx | xx |
| **Total** | **xx** | **xx** | **xx** | **xx** | **xx** |