*Issued 30th September 2024*



*(Indicate actual name of the Entity)*

**NATIONAL GOVERNMENT**

 **RECEIVER OF REVENUE ANNUAL REPORT AND FINANCIAL STATEMENTS**

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

**Transitional IPSAS Statements/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

*Provide all acronyms and Definition of Key terms for better understanding of the financial statements. E.g.*

1. **Acronyms**

TNT The National Treasury

PFM Public Finance Management

PSASB Public Sector Accounting Standards Board

ROR Receiver of Revenue

CBK Central Bank of Kenya

1. **Definition of Key Terms**

(Entity to insert all the relevant key terms used in the annual report and financial statements)

# Key Entity Information and Management

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

1. **Background information**

The *receiver of revenue* is under the Ministry of … At Cabinet level, the (*receiver of revenue)* is represented by the Cabinet Secretary for …, who is responsible for the general policy and strategic direction of the (*receiver of revenue).* The (*receiver of revenue)* was designated as a Receiver on xxxx by the Cabinet Secretary, National Treasury in accordance with Section 75 and 76 of the PFM Act, 2012.

1. **Principal activities**

The (receiver of revenue) collects revenue from xxxx. Revenue collected is remitted to the National Treasury’s Exchequer Account (Consolidated Fund).

1. **Key Management**

The *entity’s* day-to-day management is under the following key organs:

* Cabinet Secretary
* Principal Secretary
* Senior Management.
* etc
1. **Entity Headquarters**

XXX Building/House/Plaza

XXX Avenue/Road/Highway

P.O BOX XXXXX

Nairobi, KENYA

1. **Entity Contacts**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX

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

1. **Independent Auditors**

Auditor-General

Office of the Auditor General

Anniversary Towers, University Way

P. O. Box 30084

GPO 00100

Nairobi, Kenya

**Key Entity Information and Management (continued)**

1. **Principal Legal Adviser**

Office of the Attorney General and Department of Justice

Sheria House, Harambee Avenue

P.O. Box 40112

GPO 00100

Nairobi, Kenya

1. **Bankers** *(include all bankers***)**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX.

Website: xxx

# Statement by Receiver of Revenue

*(one page)*

*The Receiver of Revenue to highlight the performance of the entity for the year under review. The Receiver may highlight on a high level the general economic outlook for the year, any impediments or accelerators of revenue collection, and the local business environment. This report will indicate the sources of revenue, and the disbursements made to the exchequer. It may also contain the collected revenue compared to the budgeted revenues, reasons for the under/ over performance and mitigating measures.*

|  |
| --- |
| **……………………………………..** |
| **Principal Secretary**  |

# Management Discussion and Analysis

***(****One to two pages)*

*Under this section, the management gives a report on the revenue collection performance against the budget of the organisation for the last three-to-five-years period and any other information considered relevant to the users of the financial statements.*

*Management should also explain in detail any challenges encountered with revenue collection and the mitigating factors employed to overcome the challenges.*

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

# Statement of Receiver of Revenue’s Responsibilities

Section 82 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, a receiver of revenue shall prepare an account of the revenue received and collected by that receiver during that financial year.

The Principal Secretary / the designated receiver of revenue in charge of the *(indicate actual name of the entity)* is responsible for the preparation and presentation of the *receiver of revenue account*, which gives a true and fair view of the state of affairs of the *receiver of revenue* for and as at the end of the financial year (period) 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 entity; (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 *entity*; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Principal Secretary/ designated receiver of revenue in charge of the *(name of the entity)* accepts responsibility for the *entity’s receiver of revenue* accounts, 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) and relevant legal framework of the Government of Kenya. The Principal Secretary is of the opinion that the *entity’s receiver of revenue* account gives a true and fair view of the state of *entity’s receiver of revenue* transactions during the financial year ended June 30, 20XX, and of the *entity’s* financial position as at that date. The Principal Secretary in charge of the *(name of the entity)* further confirms the completeness of the accounting records maintained for the *receiver of revenue*, which have been relied upon in the preparation of the *receiver of revenue* account as well as the adequacy of the systems of internal financial control.

The Principal Secretary in charge of the *(name of the entity)* confirms that the entity has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable), and that the entity’s funds received during the year under audit were used for the eligible purposes for which they were intended and were properly accounted for. Further the Principal Secretary confirms that the *receiver of revenue’s* accounts 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 Revenue Statements**

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

|  |
| --- |
| **……………………………………..** |
| **Principal Secretary**  |

# Report of the Independent Auditors on the XX Receiver of Revenue

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

| **Description** | **Notes** | ***Insert Current FY*** |
| --- | --- | --- |
|  |  | **Kshs** |
| **Revenue** **from** **non-exchange** **transactions** |  |  |
| Taxes on Income, Profits and Capital Gains | 5 | xx |
| Taxes on Property | 6 | xx |
| Taxes on Goods and Services | 7 | xx |
| Taxes on International Trade and Transactions | 8 | xx |
| Other Taxes *(Specify)* | 9 | xx |
| Proceeds from Foreign Grants | 10 | xx |
| Fines, Penalties and Forfeitures | 11 | xx |
| Miscellaneous Revenue | 12 | xx |
| **Sub-total**  |  | **xxx** |
|  |  |  |
| **Revenue** **from** **exchange** **transactions** |  |  |
| Fees on Use of Goods & Services | 13 | xx |
| Property Income | 14 | xx |
| Sale of Goods and Services | 15 | xx |
| Social Security Benefits | 16 | xx |
| **Sub-total** |  | **xxx** |
|  |  |  |
| **Total** **revenue** |  | **xxx** |
|  |  |  |
| **Expenses** |  |  |
| Disbursements to Exchequer Account | 17 | (xxx) |
| **Total** **expenses** |  | **(xxx)** |
| **Other** **gains/(losses)** |  |  |
| Gain/Loss on foreign exchange transactions | 18 | xxx/(xxx) |
| **Disbursements due to exchequer** |  | **xxx** |

The accounting policies and explanatory notes to these revenue statements form an integral part of the revenue statements. These revenue statements were approved on \_\_\_\_\_\_\_\_\_\_\_ 20XX and signed by:

|  |  |
| --- | --- |
| **……………………………** | **………………………………** |
| **Name** | **Name** |
| **Principal Secretary** | **Head of Accounting Unit** |
| ***(Ref: PFM ACT section 82,2(a))*** | **ICPAK No………..** |

*( 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 Financial Position as at 30th June 20xx

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Note** | **Insert current**  **FY** | **Opening Statement 1st July 20xx** |
|   |  | **Kshs** | **Kshs** |
| **Current Assets** |  |  |  |
| Cash and Cash Equivalents | 19 | xxx | xxx |
| Receivables from Non-Exchange transactions | 20 | xxx | xxx |
| Receivables from Exchange transactions | 21 | xxx | xxx |
| **Total Current Assets** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Total Assets**  |  | **xxx** | **xxx** |
|  |  |  |  |
| **Current Liabilities** |  |  |  |
| Payables-Due to Exchequer | 22 | xxx | xxx |
| Revenue paid in advance | 23 | xxx | xxx |
| **Total Current Liabilities**  |  | **xxx** | **xxx** |

The accounting policies and explanatory notes to these revenue statements form an integral part of the revenue statements. These revenue statements were approved on \_\_\_\_\_\_\_\_\_\_\_ 20XX and signed by:

|  |  |  |
| --- | --- | --- |
| **……………………………** |  | **………………………………** |
| **Name** |  | **Name** |
| **Principal Secretary** |  | **Head of Accounting Unit** |
| ***(Ref: PFM ACT section 82,2(a))*** |  | **ICPAK No………….** |

# Statement of Cash Flows for the Year Ended 20xx

|  |  |  |
| --- | --- | --- |
| **Description** | **Note** | **Insert current FY** |
|  |  | **Kshs** |
| **Operating Activities** |  |  |
| **Receipts** |  |  |
| Taxes on Income, Profits and Capital Gains |  | xxx |
| Taxes on Property |  | xxx |
| Taxes on Goods and Services |  | xxx |
| Taxes on International Trade & Transactions |  | xxx |
| Other taxes *(specify)* |  | xxx |
| Proceeds from foreign grants |  | xxx |
| Fines, Penalties and Forfeitures |  | xxx |
| Miscellaneous receipts |  | xxx |
| Fees on use of Goods/Services |  | xxx |
| Property income |  | xxx |
| Sale of Goods and Services |  | xxx |
| Social security contributions |  | xxx |
| **Total Receipts** |  | **xxx** |
|  |  |  |
| **Payments** |  |  |
| Disbursements To Exchequer Account |  | (xxx) |
| **Total Payments** |  | **(xxx)** |
|  |  |  |
| **Net Cash from operating Activities** |  | **xxx** |
|  |  |  |
| Cash and Cash Equivalent as at 1st July xx |  | xxx |
| **Cash and Cash Equivalent as at 30th June xx** |  | **xxx** |

# Statement of Comparison of Budget and Actual Amounts for the Year ended 30th June 20XX

| **Description** | **Original Targets** | **Adjustments** | **Final Targets** | **Actual** | **%** **Realized** |
| --- | --- | --- | --- | --- | --- |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** |  |
| **Revenue from non-exchange transactions** |  |  |  |  |  |
| Taxes on Income, Profits and Capital Gains | xx | xx | xx | xx | x% |
| Taxes on Property | xx | xx | xx | xx | x% |
| Taxes on Goods and Services | xx | xx | xx | xx | x% |
| Taxes on International Trade and Transactions | xx | xx | xx | xx | x% |
| Other Taxes *(specify)* | xx | xx | xx | xx | x% |
| Proceeds from Foreign Grants | **xx** | **xx** | **xx** | **xx** | **x%** |
| Fines, Penalties and Forfeitures | xx | xx | xx | xx | x% |
| Miscellaneous Revenue | xx | xx | xx | xx | x% |
|  **Sub Total** | **xx** | **xx** | **xx** | **xx** | **x%** |
| **Revenue from exchange transactions** |  |  |  |  |  |
| Fees on Use of Goods & Services | xx | xx | xx | xx | x% |
| Property Income | xx | xx | xx | xx | x% |
| Sale of Goods and Services | xx | xx | xx | xx | x% |
| Social Security Benefits | xx | xx | xx | xx | x% |
| **Sub Total** | **xx** | **xx** | **xx** | **xx** | **xx** |
| **Total Revenues** | **xx** | **xx** | **xx** | **xx** | **x%** |

**Budget Notes:** *[Provide below a commentary on significant variations of actual revenues against the final target.*

# Notes to the Financial Statements

1. **General Information**

xxx Receiver of Revenue was appointed by the Cabinet Secretary, National Treasury in accordance with section 75 of the PFM Act. The Entity’s principal activity is xxx as outlined in the appointment letter and section 75 of the PFM Act.

1. **Statement of Compliance and Basis of Preparation**

The revenue statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) and Section 82 of the Public Finance Management Act, 2012. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

*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/ years financial statements are transitional financial statements and the following elements of the financial statements have not been recognised as the entity has taken advantage of the transition provisions outlined in IPSAS 33. (entity to state the transitional provisions it has applied and the steps being towards full compliance with IPSAS Accrual).*

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

The revenue statements have been prepared on the Accrual Basis of accounting.

These financial statements were authorized for issue by the accounting officer on xxxx

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

| **Standard** | **Effective date and impact:** |
| --- | --- |
| IPSAS 43 | ***Applicable 1st January 2025***The standard sets out the principles for the recognition, measurement, presentation, and disclosure of leases. The objective is to ensure that lessees and lessors provide relevant information in a manner that faithfully represents those transactions. This information gives a basis for users of financial statements to assess the effect that leases have on the financial position, financial performance and cashflows of an Entity.The new standard requires entities to recognise, measure and present information on right of use assets and lease liabilities. ***State the expected impact of the standard to the Entity if relevant***  |
| IPSAS 44: Non- Current Assets Held for Sale and Discontinued Operations | ***Applicable 1st January 2025***The Standard requires,Assets that meet the criteria to be classified as held for sale to be measured at the lower of carrying amount and fair value less costs to sell and the depreciation of such assets to cease and:Assets that meet the criteria to be classified as held for sale to be presented separately in the statement of financial position and the results of discontinued operations to be presented separately in the statement of financial performance.***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 45- Property Plant and Equipment | ***Applicable 1st January 2025***The standard supersedes IPSAS 17 on Property, Plant and Equipment. IPSAS 45 has additional guidance/ new guidance for heritage assets, infrastructure assets and measurement. Heritage assets were previously excluded from the scope of IPSAS 17 in IPSAS 45, heritage assets that satisfy the definition of PPE shall be recognised as assets if they meet the criteria in the standard. IPSAS 45 has an additional application guidance for infrastructure assets, implementation guidance and illustrative examples. The standard has clarified existing principles e.g valuation of land over or under the infrastructure assets, under- maintenance of assets and distinguishing significant parts of infrastructure assets.***State the expected impact of the standard to the Entity if relevant*** |
| 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*** |

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 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*** |
| IPSAS 49- Retirement Benefit Plans | ***Applicable 1st January 2026***The objective is to prescribe the accounting and reporting requirements for the public sector retirement benefit plans which provide retirement to public sector employees and other eligible participants. The standard sets the financial statements that should be presented by a retirement benefit plan.***State the expected impact of the standard to the Entity if relevant*** |

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

The Entityy 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**
3. **Revenue from non-exchange Transactions**

Revenue from taxes, grants, fines, penalties and forfeitures is recognized when the event occurs and the asset recognition criteria is met. Revenue billed/assessed during the year but not yet collected is reported as a receivable in the statement of financial position.

1. **Revenue from exchange Transactions**

**Rendering of services**

The *Receiver of Revenue* recognizes revenue from rendering of services by reference to the stage of completion when the outcome of the transaction can be estimated reliably. Where the contract outcome cannot be measured reliably, revenue is recognized only to the extent that the expenses incurred are recoverable.

**Sale of goods**

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Entity.

**Notes to the financial statements**

1. **Budget**

The budget is developed on the cash basis, the same accounts classification basis, and for the same period as these revenue statements. The revenue budget was approved as required by law and as detailed in the Government of Kenya Budget Printed Estimates. A high-level assessment of the revenue’s actual performance against the comparable budget for the financial year under review has been included in these revenue statements.

1. **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and cash at bank. Bank account balances include amounts held at the Central Bank of Kenya and any other commercial bank.

1. **Disbursements to the Exchequer**

The Receiver of Revenue has a *(daily, weekly, monthly)* arrangement for sweeping of funds from its bank account to the Exchequer account. Total disbursements to the exchequer are as a result of the sweeping arrangement during the year. (*Indicate the receiver’s actual policy on disbursements)*

1. **Comparative Figures**

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

1. **Subsequent Events**

There have been no events subsequent to the financial year end with a significant impact on the revenue statements for the year ended June 30, 20XX

**Notes to the Financial Statements**

1. **Taxes On Income, Profits and Capital Gains**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Income Tax from Individuals (PAYE) | xxx |
| Income from Corporations (Other Enterprises) (Capital gain, TOT, Digital Tax, etc) | xxx |
| Other Income Tax- instalment tax, consultancy tax | xxx |
| Less: Refunds | (xxx) |
| **Total Revenue** | **xxx** |

1. **Taxes On Property**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Immovable Property (Stand Premia on Plots, Land Rent) | xxx |
| Capital gains tax | xxx |
| Stamp Duty  | xxx |
| Other Property Taxes | xxx |
| **Total Revenue on Property** | **xxx** |

1. **Taxes On Goods and Services**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| VAT on Domestic Goods and Services | xxx |
| VAT on Imported Goods and Services (imports, oil & anti adulteration levy) | xxx |
| VAT Refund | (xxx) |
| VAT Remissions | xxx |
| **Total VAT** | **xxx** |
| Excise Receipts (airtime, domestic excise duty, excise imports, excise tax money transfer, excise tax betting, excise tax on advert) | xxx |
| Refunds | (xxx) |
| Anti- adulteration levy | xxx |
| Other taxes on goods and services- Cement Levy | xxx |
| **Total Revenue from Taxes on goods and services** | **xxx** |

**Notes to the financial statements**

1. **Taxes On International Trade and Transactions (Customs)**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Customs Duties | xxx |
| Customs Duties refunds | (xxx) |
| Other Taxes on International Trade and Transactions (Import Declaration Fees and Inspection Fees) | xxx |
| **Total Revenue**  | **xxx** |

1. **Other Taxes (Not Elsewhere Classified)**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Other taxes (specify) | xxx |
| **Total Revenue on Other Taxes** | **xxx** |

1. **Proceeds from Foreign Grants**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Grants from International Organisations through the Exchequer | xxx |
| Program Grants  | xxx |
| **Total proceeds from grants** | **xxx** |

1. **Fines, Penalties and Forfeitures**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Court imposed Fines and Forfeitures | xxx |
| Other Fines, Penalties Forfeitures, and other Charges | xxx |
| **Total Income** | **xxx** |

1. **Miscellaneous Revenue**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Miscellaneous Revenue | xxx |
| Sundry Revenue | xxx |
| **Total Revenue** | **xxx** |

**Notes to the financial statements**

1. **Fees On Use of Goods/Services**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Licences under Traffic Act | xxx |
| Licenses under the Communication Act  | xxx |
| Licenses under Betting, Lotteries and Gaming Act | xxx |
| Mineral Export Licensing ࿮ | xxx |
| Prospecting Fee | xxx |
| Petroleum Development Levy (PDL)  | xxx |
| Roads Maintenance Levy (RML) | xxx |
| **Total Fees on use of Goods/Services** | **xxx** |

1. **Property Income**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Interest  | xxx |
| Dividends from Central Bank of Kenya (CBK) | xxx |
| Other Profits and Dividends (specify entity) | xxx |
| Surplus funds from Regulatory Authorities | xxx |
| Rent of Land | xxx |
| Stand Premia on Town Plots | xxx |
| Royalty on Carbon Dioxide  | xxx |
| Mining Royalties | xxx |
| Magadi Soda Royalty | xxx |
| Base Titanium Royalty | xxx |
| Fishing Rights | **xxx** |
| **Total** | **xxx** |

**Notes to the financial statements**

1. **Sale of Goods and Services**

| **Description** | **Insert Current FY** |
| --- | --- |
|  | **Kshs** |
| Rent of Government Building and Housing | xxx |
| Fees under Traffic Act | xxx |
| Second-hand Motor Vehicle Purchase Tax | xxx |
| Other Land Revenue | xxx |
| Land Adjudication and Case Fees | xxx |
| Conveyance Fees | xxx |
| Land Valuation Fees | xxx |
| Land Registration Fees | xxx |
| Sale of Freehold Interest in Agricultural Land | xxx |
| Official Receiver’s Fees | xxx |
| Registration of Companies | xxx |
| Registration of Coat of Arms | xxx |
| Registration of Business Names | xxx |
| Registration of Marriages | xxx |
| Registration of Hire Purchase Agreement | xxx |
| Registration of Newspapers, Books and Periodicals | xxx |
| Public Trustee Fees | xxx |
| Business Names Search Fees | xxx |
| Licence Fees | xxx |
| Registration of Births and Deaths | xxx |
| Identity Card Fees | xxx |
| Certificate of Good Conduct Fees | xxx |
| Hire of Security Service Fees | xxx |
| Immigration Visas and Other Consular Fees | xxx |
| Passport Fees | xxx |
| Work Permit Fees | xxx |
| Other Immigration Fees | xxx |
| East African Tourist Visa Fees | xxx |
| Verification Fees | xxx |
| Incidental Sales by Non-Market Establishments | xxx |
| Sale of goods and fees for services | xxx |
| Sale of Tender Documents | xxx |
| **Total Revenue** | **xxx** |

**Notes to the financial statements**

1. **Social, Security Benefits**

|  |  |
| --- | --- |
| **Descriptions** | **Insert Current FY** |
|  | **Kshs** |
| Contributions from Government Employees to Social and Welfare Schemes within Government | xxx |
| **Total Contributions** | **xxx** |

1. **Disbursement to Exchequer Account**

|  |  |
| --- | --- |
| **Descriptions** | **Insert Current FY** |
|  | **Kshs** |
| Disbursement to Exchequer Account | xxx |
| **Total**  | **xxx** |

1. **Gain/Loss on Foreign Exchange Transactions**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|  | **Kshs** |
| Gain or loss on foreign exchange transactions | xxx |
| Gain or loss on balances in foreign exchanges | xxx |
| **Total**  | **xxx** |

**Notes to the financial statements**

1. **Cash and Cash Equivalents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Bank, Account No. & currency** | **Amount in bank account (local currency)** | **Exc. rate (if in foreign currency)** | **Insert Current FY** | **Opening Bal as at 1st Jul 2024** |
|  |  |  | **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 |
| **Total** |  |  | **xxx** | **xxx** |

1. **Receivables from non-Exchange transactions**

| **Description** | **Insert Current FY** | **Opening Bal as at 1st Jul 2024** |
| --- | --- | --- |
|  | **Kshs** | **Kshs** |
| Taxes on Income, Profits and Capital Gains | xx | xx |
| Taxes on Property | xx | xx |
| Taxes on Goods and Services | xx | xx |
| Taxes on International Trade and Transactions | xx | xx |
| Other Taxes | xx | xx |
| Proceeds from Foreign Grants | xx | xx |
| Fines, Penalties and Forfeitures | xx | xx |
| Miscallaneous Revenue | xx | xx |
| **Total** | **xxx** | **xxx** |

**Notes to the financial statements**

1. **Receivables from exchange transactions**

| **Description** | **Insert Current FY** | **Opening Bal** **as at 1st Jul 2024** |
| --- | --- | --- |
|  | **Kshs** | **Kshs** |
| Fees on Use of Goods & Services | xx | xx |
| Property Income | xx | xx |
| Sale of Non-Financial Assets | xx | xx |
| Sale of Goods and Services | xx | xx |
| Social Security Benefits | xx | xx |
| **Total**  | **xxx** | **xxx** |

1. **Payables- Due to Exchequer**

|  |  |
| --- | --- |
| **Description** | **Insert Current FY** |
|   | **Kshs** |
| Balance b/f at the beginning of the year | **xxx** |
| Amounts received during the year | xxx |
| Amounts disbursed to Exchequer during the year | (xxx) |
| Balance c/d at the end of the year | xxx |
| **Total** | **xxx** |

*This relates to amounts yet to be disbursed to the exchequer at the end of the financial year. The amount should be supported by the bank balances as per note 16 above.*

**Notes to the financial statements**

1. **Revenue Paid In Advance**

| **Description** | **Insert Current FY** | **Opening Bal** **as at 1st Jul 2024** |
| --- | --- | --- |
|  | **Kshs** | **Kshs** |
| Revenue from non exchange (specify) | xx | xx |
| XXXXXXXXX | xx | xx |
| Revenue from exchange transactions (specify) | xx | xx |
| XXXXXXXX | xx | xx |
| **Total**  | **xxx** | **xxx** |

# Appendices

 **Appendix 1:** **Progress on Follow Up of Prior Year Auditor-General Recommendations**

The following is the summary of issues raised by the Auditor –General and management comments that were provided. 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** | **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. Before approving the report, discuss the timeframe with the appointed Focal Point persons within your entity responsible for implementation of each issue.
4. Indicate the status of “Resolved” or “Not Resolved” by the date of submitting this report to National Treasury.

|  |  |
| --- | --- |
| **……………………………………………** | **………………………………………………..** |
| **Name** | **Name** |
| **Principal Secretary** | **Head of Accounting Unit** |
|  | **ICPAK No…………..**  |

**Appendix 2: Statement of Arrears of Revenue as at 30th June 20XX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification of Revenue** | **Balance as at 1st July 20XX *(current FY)*** | **Arrears received during the year** | **Additions in arrears for the current year to 30th June 20XX** | **Total arrears as at 30th June 20XX** | **Measures taken to recover the arrears** | **Assessment to the recoverability of arrears** |
|  | Kshs | Kshs | Kshs | Kshs |  |  |
| **Arrears of Revenue from Non-Exchange Transactions** |  |  |  |  |  |  |
| Taxes on Income, Profits and Capital Gains | xxx | (xxx) | xxx | xxx |  |  |
| Taxes on Property | xxx | (xxx) | xxx | xxx |  |  |
| Taxes on Goods and Services | xxx | (xxx) | xxx | xxx |  |  |
| Taxes on International Trade and Transactions | xxx | (xxx) | xxx | xxx |  |  |
| Other Taxes *(specify)* | xxx | (xxx) | xxx | xxx |  |  |
| Proceeds from Foreign Grants | xxx | (xxx) | xxx | xxx |  |  |
| Fines, Penalties and Forfeitures | xxx | (xxx) | xxx | xxx |  |  |
| Miscellaneous Receipts | xxx | (xxx) | xxx | xxx |  |  |
| **Sub Total** | **xxx** | **(xxx)** | **xxx** | **xxx** |  |  |
|  |  |  |  |  |  |  |
| **Arrears of Revenue** **from** **exchange** **transactions** |  |  |  |  |  |  |
| Fees on Use of Goods & Services | xxx | (xxx) | xxx | xxx |  |  |
| Property Income | xxx | (xxx) | xxx | xxx |  |  |
| Sale of Goods and Services | xxx | (xxx) | xxx | xxx |  |  |
| Social Security Benefits | xxx | (xxx) | xxx | xxx |  |  |
| **Sub Total** | **xxx** | **(xxx)** | **xxx** | **xxx** |  |  |
| **Total Arrears** | **xxx** | **(xxx)** | **xxx** | **xxx** |  |  |

*These arrears are disclosed as required under the PFM Act section 82 (2) of 2012*

|  |
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| **……………………………………………** |
| **Name** |
| **Principal Secretary** |
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**Appendix 3: Ageing Analysis of Revenue in Arrears**

| **Description** | **Less than 1 year** | **Between 1-2 years** | **Between 2-3 years** | **Over 3 years** | **Total** |
| --- | --- | --- | --- | --- | --- |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **Arrears of Revenue from Non-Exchange Transactions** |  |  |  |  |  |
| Taxes on Income, Profits and Capital Gains | xxx | xxx | xxx | xxx | xxx |
| Taxes on Property | xxx | xxx | xxx | xxx | xxx |
| Taxes on Goods and Services | xxx | xxx | xxx | xxx | xxx |
| Taxes on International Trade and Transactions | xxx | xxx | xxx | xxx | xxx |
| Other Taxes *(specify)* | xxx | xxx | xxx | xxx | xxx |
| Proceeds from Foreign Grants | xxx | xxx | xxx | xxx | xxx |
| Fines, Penalties and Forfeitures | xxx | xxx | xxx | xxx | xxx |
| Miscellaneous Revenue | xxx | xxx | xxx | xxx | xxx |
|  |  |  |  |  |  |
| **Arrears of Revenue** **from** **exchange** **transactions** |  |  |  |  |  |
| Fees on Use of Goods & Services | xxx | xxx | xxx | xxx | xxx |
| Property Income | xxx | xxx | xxx | xxx | xxx |
| Sale of Goods and Services | xxx | xxx | xxx | xxx | xxx |
| Social Security Benefits | xxx | xxx | xxx | xxx | xxx |
| **Total (Agree to Statement of Arrears)** | **xxx** | **xxx** | **xxx** | **xxx** | **XX (A\*)** |
|  | ***% of A\**** | ***% of A\**** | ***% of A\**** | ***% of A\**** |  |

**Appendix 4: Report of Waivers and Variations of Taxes, Fees or Charges granted by the Receiver of Revenue during the year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of person / organisation benefitting from waiver/ variation** | **Year in which waiver/ variation relates** | **Amount of variation/ waiver (tax, fee, or charge)** | **Reasons for waiver/ variation** | **The law in terms of which the variation/waiver was granted** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***(PFM ACT Section 82 sub section 4, 5)***

|  |
| --- |
| **……………………………………………** |
| **Name** |
| **Principal Secretary** |
|  |