*Revised Template:30th September 2024*



*(Add your Entity’s Logo)*

***(Indicate actual name of the TVET/National Polytechnic/Teachers Training college)***

QUARTERLY REPORT AND FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED**

 **XX, 20XX**

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

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1. **Acronyms and Definition of Key Terms**
2. **Acronyms**

BOG Board of Governors

ICPAK Institute of Certified Public Accountants of Kenya

IPSAS International Public Sector Accounting Standards

PFM Public Finance Management

PSASB Public Sector Accounting Standards Board

TTI Technical Training Institute

TTC Teacher Training College

TVC Technical Vocational College

1. **Definition of Key Terms**

**Fiduciary Management -** Members of Management directly entrusted with the entity's financial resources.

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

*(This list is an indication of the common acronyms and abbreviations; Entity to insert all the relevant acronyms and key terms used in the quarterly report and financial statements)*

1. **Key Entity Information and Management**
2. **Background information**

The *institution* was incorporated/ established under the TVET Act/ *xxxx* Act on (insert date). The entity is domiciled in Kenya and has branches in xxx, xxx (list them). The institute is under the Ministry of Education.

(*Include any other information relevant to the users of financial information on the background of the entity for example departments, faculties in an Institute etc.)*

1. **Principal Activities**

The principal activity/mission/ mandate of the entity is to …

(Under this section you may also include the entity’s vision, mission, and core objectives)

1. **Key Management**

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

* + Board of Governors/ Council/ Management etc;
	+ Accounting officer/ Principal
	+ Management
	+ …; and
1. **Fiduciary Management**

The key management personnel who held office during the period ended ***dd mm 20xx*** and who had direct fiduciary responsibility were:

| **SN.** | **Designation** | **Name** |
| --- | --- | --- |
| 1. | Principal | **-** |
| 2.  |  Deputy principal Academic | **-** |
| 3. |  Deputy principal Finance |  |
| 4.  | Registrar | **-** |
| 5. | Dean of students | **-** |
| 6. | Head of Finance | **-** |
| 7. | xxx | **-** |
| 8. | xxx |  |

*(Include all positions regarded as top management in your organisation).*

1. **Fiduciary Oversight Arrangements**

*Here, provide a high-level description of the key fiduciary oversight arrangements covering (say):*

* *Audit and risk committee activities*
* *Finance and operations committee activities*
* *Academic committee activities*
* *Development partner oversight activities*
* *Other oversight activities*

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

1. **Entity Headquarters**

P.O. Box XXXXX

XXX Building/House/Plaza

XXX Avenue/Road/Highway

XXXXXXX, KENYA

1. **Entity Contacts**

Telephone: (254) XXXXXXXX

E-mail: xxxx@xxx.com

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

1. **Entity Bankers**

Central Bank of Kenya

Haile Selassie Avenue

P.O. Box 60000

City Square 00200

NAIROBI, KENYA

*Other Commercial Banks*

 *(List details of other commercial banks)*

1. **Independent Auditors**

Auditor General

Office of Auditor General

Anniversary Towers, Institute Way

P.O. Box 30084

GPO 00100

NAIROBI, KENYA

1. **Principal Legal Adviser**

The Attorney General

State Law Office

Harambee Avenue

P.O. Box 40112

City Square 00200

NAIROBI, KENYA

1. **The Council/Board of Governors**

|  |  |  |
| --- | --- | --- |
| ***SN.*** | ***Member/ Director*** | ***Details*** |
|  | *Insert each Council/Board of Governor’s passport-size photo and name, and key profession/academic qualifications* | *Provide a concise description of each member’s date of birth, key qualifications, and work experience. Indicate whether the member is independent or an executive member and which committee the member chairs where applicable.* |
|  | *Council/ BoG Member 2* |  |
|  | *Council/ BoG Member 3* |  |
|  | *Council/ BoG Member 4* |  |
|  | *Secretary to the Council/ Board* | *Indicate whether the secretary is a member of ICS as required under the Mwongozo code in addition to their other details.* |
|  | *Etc.* |  |

1. **Key Management Team**

|  |  |  |
| --- | --- | --- |
| ***SN*** | ***Member/ Director*** | ***Details*** |
|  | *Insert each key manager’s/Principal passport-size photo and name, and key profession/academic qualifications* | *Indicate the main area of responsibility – without details* |
|  | *Manager 2* |  |
|  | *Manager 3* |  |
|  | *Manager 4* |  |
|  | *Etc.* |  |

***Note:*** *The Principal and the Secretary to the Council/ BoG will feature both under the ‘Board’ and ‘Management’*

1. **Management Discussion and Analysis**

**Section A**

***The entity’s operational and financial performance***

*(Per period the entity should provide an overview of performance as per its mandate in tandem with the National Government strategic objectives and policies. These include key performance indicators, observations with respect to the financial statements, profits, earnings, cash flows and whether or not past performance may be indicative of future results)(In addition, under this section the entity should capture information pertaining to growth & strategy – touching on industry trends, financial flexibility, etc; challenges and opportunities – touching on key events, demands on the entity’s principal activities etc).*

**Section B**

**Entity’s compliance with statutory requirements**

*(An entity should clearly indicate the extent of compliance and whether there are any major non-compliance that may expose the entity to potential contingent liabilities. Ongoing or potential court cases and defaults should be summarized here clearly indicating the total exposure).*

**Section C**

**Key projects and investment decisions the entity is planning/implementing.**

*(The entity should include here in the viability of such projects and how they are facilitating the entity in delivery of its mandate in line with the National Government strategic objectives and policies). (The entity should also indicate how the projects and investments decisions are being financed ie are they being financed by equity/debt, internal generated revenue, grants from Government and Development partners, borrowings. A statement on sustainability of the same should be included).*

**Section D**

**Major risks facing the entity**

*(The entity should include under this section the key risks facing the entity ranging from Operational Risks, Market Risks, Capital Risk, Credit risks, Liquidity risks etc). This should be emanating from the entity’s risk management framework.*

**Section E**

**Material arrears in statutory/financial obligations**

*(This should include but not limited to items such as loan default, pending bills, tax default, outstanding staff & pension obligations/actuarial deficit on pension schemes, non- payment of dividends & loan redemption to the National Exchequer etc).*

**Section F**

**The entity’s financial probity and serious governance issues**

1. **Statement Of Board of Governors/ Council Members’ Responsibilities**

Section 83 of the Public Finance Management Act, 2012 and (*section 14 of the State Corporations Act, and section 29 of schedule 2 of the Technical and Vocational Education and Training Act,2013 - (entities should quote the applicable legislation under which they are regulated))* require the council members to prepare financial statements in respect of that *entity*, which give a true and fair view of the state of affairs of the *entity* at the end of the financial period and the operating results of the *entity* for that period. The council members are also required to ensure that the *entity* keeps proper accounting records which disclose with reasonable accuracy the financial position of the *entity*. The council members are also responsible for safeguarding the assets of the *entity*.

The council members are responsible for the preparation and presentation of the *entity’s* financial statements, which give a true and fair view of the state of affairs of the *entity* for and as at the end of the financial period ended on ***dd mm, 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 council members accept responsibility for the *entity’s* financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act, 2012 and (*the State Corporations Act, and the TVET Act*) – *entities should quote applicable legislation as indicated under)*. The council members are of the opinion that the *entity’s* financial statements give a true and fair view of the state of *entity’s* transactions during the period ended ***dd mm, 20xx***, and of the *entity’s* financial position as at that date. The council members further confirm the completeness of the accounting records maintained for the *entity*, which have been relied upon in the preparation of the *entity’s* financial statements as well as the adequacy of the systems of internal financial control.

Nothing has come to the attention of the council members to indicate that the *entity* will not remain a going concern for at least the next twelve months from the date of this statement.

**Approval of the financial statements**

The *entity’s* financial statements were approved by the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***20xx*** and signed on its behalf by:

|  |  |  |
| --- | --- | --- |
| **……………….............................** |  | **…………………………….** |
| **Name** |  | **Name** |
| **Chairperson of the Board/Council** |  | **Accounting officer/Principal** |

1. **Statement of Financial Performance for Period Ended XX, 20XX**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | **Notes** | **Period ended Sep\*/Dec/Mar/Jun** | **Comparative Period Prior Year** |
| **Kshs** | **Kshs** |
| **Revenue** **from** **non-exchange** **transactions** |  |  |  |
| Transfers from National Government Entities | 5 | xxx | xxx |
| Grants from donors and development partners | 6 | xxx | xxx |
| Transfers from other levels of government | 7 | xxx | xxx |
| Public contributions and donations | 8 | xxx | xxx |
| **Revenue** **from** **non-exchange** **transactions** |  | **xxx** | **xxx** |
| **Revenue** **from** **exchange** **transactions** |  |  |  |
| Rendering of services- Fees from students | 9 | xxx | xxx |
| Sale of goods | 10 | xxx | xxx |
| Hire of facilities and equipment | 11 | xxx | xxx |
| Finance income - external investments | 12 | xxx | xxx |
| Other income | 13 | xxx | xxx |
| **Revenue** **from** **exchange** **transactions** |  | **xxx** | **xxx** |
| **Total** **revenue** |  | **xxx** | **xxx** |
| **Expenses** |  |  |  |
| Use of goods and services | 14 | xxx | xxx |
| Employee costs | 15 | xxx | xxx |
| Remuneration of directors | 16 | xxx | xxx |
| Depreciation and amortization expense | 17 | xxx | xxx |
| Repairs and maintenance | 18 | xxx | xxx |
| Contracted services | 19 | xxx | xxx |
| Grants and subsidies | 20 | xxx | xxx |
| Finance costs | 21 | xxx | xxx |
| **Total** **expenses** |  | **xxx** | **xxx** |
| **Other** **gains/(losses)** |  |  |  |
| Gain on sale of assets | 22 | xxx | xxx |
| Unrealized gain on fair value of investments | 23 | xxx | xxx |
| Impairment loss | 24 | (xxx) | (xxx) |
| **Total other** **gains/(losses)** |  | **xxx** | **xxx** |
| **Net Surplus for the Period** |  | **xxx** | **xxx** |

 The notes set out on pages xxx to xxx form an integral part of these Financial Statements.

The Financial Statements set out on pages xx to xx were signed by:

|  |  |  |
| --- | --- | --- |
| **………………………………..** | **……………………………** | **…………………………** |
| **Chairman of Council/Board** | **Principal**  | **Finance Officer** |
|  |  | **ICPAK No** |
| **Date** | **Date** | **Date** |

*Sep\* -This relates to transactions undertaken from 1st July to 30th September.*

*Dec\* - This relates to transactions undertaken from 1st July to 31st December.*

*March\*- This relates to transactions undertaken from 1st July to 31st March.*

*June\* - This relates to transactions undertaken from 1st July to 30th June.*

*\*Comparative period relates to prior year same period*

1. **Statement of Financial Position As At xx, 20xx**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Notes** | **Period ended Sep/Dec/Mar/****June** | **Prior year** **Audited** |
| **Kshs** | **Kshs** |
| **Assets** |  |  |  |
| **Current** **assets** |  |  |  |
| Cash and cash equivalents | 25 | xxx | xxx |
| Current portion of receivables from exchange transactions | 26(a) | xxx | xxx |
| Receivables from non-exchange transactions | 27 | xxx | xxx |
| Inventories | 28 | xxx | xxx |
| Investments | 29 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Non-current** **assets** |  |  |  |
| Long term receivables from exchange transactions | 26(b) | xxx | xxx |
| Investments | 29 | xxx | xxx |
| Property, plant and equipment | 30 | xxx | xxx |
| Right of Use Assets | 31 | xxx | xxx |
| Intangible assets | 32 | xxx | xxx |
| Investment property | 33 | xxx | xxx |
| Biological Assets | 34 | xxx | xxx |
| Tangible Natural Resources | 35 | xxx | xxx |
|   |  | xxx | xxx |
| **Total** **assets (A)** |  | **xxx** | **xxx** |
| **Liabilities** |  |  |  |
| **Current** **liabilities** |  |  |  |
| Trade and other payables from exchange transactions | 36 | xxx | xxx |
| Refundable deposits from customers | 37 | xxx | xxx |
| Current Provisions | 38 | xxx | xxx |
| Current Lease Liabilities | 39 | xxx | xxx |
| Deferred income | 40 | xxx | xxx |
| Employee benefit obligation | 41 | xxx | xxx |
| Current portion of borrowings | 42 | xxx | xxx |
| Payments received in advance | 43 | xxx | xxx |
| Social Benefit | 44 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Non-current** **liabilities** |  |  |  |
| Non-current provisions | 38 | xxx | xxx |
| Non-current lease liability | 39 | xxx | xxx |
| Non-current employee benefit obligation | 41 | xxx | xxx |
| Borrowings | 42 | xxx | xxx |
| Social Benefit | 44 | xxx | xxx |
| Service concession liability | 45 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Total** **liabilities (B)** |  | **xxx** | **xxx** |
| **Net** **assets (A-B)** |  | **xxx** | **xxx** |
| **Represented By:** |  |  |  |
| Reserves |  | xxx | xxx |
| Accumulated surplus |  | xxx | xxx |
| Capital Fund |  | xxx | xxx |
| **Total** **net** **assets** **and** **liabilities** |  | **xxx** | **xxx** |

The Financial Statements set out on pages xx to xx were signed by:

|  |  |  |
| --- | --- | --- |
| **………………………………..** | **……………………………** | **…………………………** |
| **Chairman of Council/Board** | **Principal**  | **Finance Officer** |
|  |  | **ICPAK No** |
| **Date** | **Date** | **Date** |

1. **Statement of Changes in Net Assets for the period ended Sept/Dec/March/June, 20xx**

|  | **Accumulated Surplus** | **Reserves** | **Capital Fund** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **As at July 1, 20xx** | **xx** | **xx** | **xx** | **xx** |
| Surplus/ deficit for the period | xx |  |  | xx |
| Returns to exchequer | (xx) |  |  | (xx) |
| Additions to reserves |  | xx | xx | xx |
| Other changes (specify) |  | xx | xx | xx |
| **As at xx, 20xx** | **xx** | **xx** | **xx** | **xx** |

**(*Provide details on the nature and purpose of reserves)***

1. **Statement of Cash Flows** **for the Period Ended xx, 20xx**

|  |  |  |  |
| --- | --- | --- | --- |
| Description |  **Note** | **Period ended****Sep/Dec/****Mar/Jun** | **Comparative Period Prior Year** |
| **Kshs** | **Kshs** |
| **Cash** **flows** **from** **operating** **activities** |  |  |  |
| **Receipts** |   |  |  |
| Transfers from National Government entities |  | xxx | xxx |
| Grants from donors and development partners |  | xxx | xxx |
| Transfers from other levels of government |  | xxx | xxx |
| Public contributions and donations |   | xxx | xxx |
| Rendering of services- Fees from students |   | xxx | xxx |
| Sale of goods |   | xxx | xxx |
| Hire of facilities and equipment |  | xxx | xxx |
| Finance income |   | xxx | xxx |
| Other income |   | xxx | xxx |
| **Total Receipts** |   | **xxx** | **xxx** |
| **Payments** |   |  |  |
| Employee Costs |   | xxx | xxx |
| Use of goods and services |   | xxx | xxx |
| Remuneration of directors |  |  |  |
| Repairs and maintenance |   | xxx | xxx |
| Contracted Services |   | xxx | xxx |
| Grants and subsidies |   | xxx | xxx |
|  **Total Payments** |   | **xxx** | **xxx** |
| **Net** **cash** **flows** **from** **operating** **activities**  | 46 | **xxx** | **xxx** |
| **Cash flows from investing activities** |   |  |  |
| Purchase of property, plant, equipment & intangible assets |  | (xxx) | (xxx) |
| Proceeds from sale of property, plant and equipment |   | xxx | xxx |
| **Net** **cash** **flows** **used** **in** **investing** **activities** |   | **(xxx)** | **(xxx)** |
| **Cash** **flows** **from** **financing** **activities** |   |  |  |
| Proceeds from borrowings |   | xxx | xxx |
| Repayment of borrowings |   | (xxx) | (xxx) |
| **Net** **cash** **flows** **used** **in** **financing** **activities** |   | **(xxx)** | **(xxx)** |
| **Net** **increase/(decrease)** **in** **cash** **and** **cash equivalents** |  | **xxx/(xxx)** | **xxx/(xxx)** |
| Cash and cash equivalents at beginning of the period | 25 | xxx | xxx |
| **Cash** **and** **cash** **equivalents** **at** **end of the period** | 25 | **xxx** | **xxx** |

*(*PSASB has prescribed the direct method of cash flow preparation/ presentation for all entities under the IPSAS accrual basis of accounting.)

1. **Statement of Comparison of Budget and Actual Amounts for Period Ended XX, 20XX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Original****annual Budget** | **Adjustments** | **Final Annual Budget** | **Actual on a comparable basis** | **Budget utilization difference** | **% of****Utilization** |
|   | **A** | **B** | **C=(a+b)** | **D** | **E=c-d** | **F=d/c** |
| **Revenue** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| Transfers from National Government entities | xxx | xxx | xxx | xxx | xxx | xxx |
| Grants from donors and development partners | xxx | xxx | xxx | xxx | xxx | xxx |
| Transfers from other levels of government | xxx | xxx | xxx | xxx | xxx | xxx |
| Public contributions and donations | xxx | xxx | xxx | xxx | xxx | xxx |
| Rendering of services- Fees from students | xxx | xxx | xxx | xxx | xxx | xxx |
| Sale of goods | xxx | xxx | xxx | xxx | xxx | xxx |
| Hire of facilities and equipment | xxx | xxx | xxx | xxx | xxx | xxx |
| Finance income | xxx | xxx | xxx | xxx | xxx | xxx |
| Other income | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total Revenue** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Expenditure** |  |  |  |  |  |  |
| Use of goods and services | xxx | xxx | xxx | xxx | xxx | xxx |
| Employee costs | xxx | xxx | xxx | xxx | xxx | xxx |
| Remuneration of directors | xxx | xxx | xxx | xxx | xxx | xxx |
| Repairs and maintenance | xxx | xxx | xxx | xxx | xxx | xxx |
| Contracted services | xxx | xxx | xxx | xxx | xxx | xxx |
| Grants and subsidies | xxx | xxx | xxx | xxx | xxx | xxx |
| Finance costs | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total Recurrent Expenses** | xxx | xxx | xxx | xxx | xxx | xxx |
| **Capital items** |  |  |  |  |  |  |
| Acquisition of PPE | xxx | xxx | xxx | xxx | xxx | xxx |
| Acquisition of Intangible assets | xxx | xxx | xxx | xxx | xxx | xxx |
| Purchase of investments | xxx | xxx | xxx | xxx | xxx | xxx |
| Repayment of borrowings | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total expenses Development** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Total expenses** | **xxx** | **xxx** | **xxx** |  **xxx** |  **xxx** | **xxx** |
| **Surplus/deficit** | xxx | xxx | xxx | xxx | xxx | xxx |

**Reconciliation table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Operating** | **Financing** | **Investing** | **Total** |
| **Actual amounts on comparable basis presented in the budget and actual comparative statement** | **xx** | **xx** | **xx** | **xx** |
| **Basis difference** | **xx** | **xx** | **xx** | **xx** |
| **Timing differences** | **xx** | **xx** | **xx** | **xx** |
| **Entity differences** | **xx** | **xx** | **xx** | **xx** |
| **Classification differences** | **xx** | **xx** | **xx** | **xx** |
| **Actual in the statement of cashflows** | **xx** | **xx** | **xx** | **xx** |

**Budget notes**

*1. Provide explanation of differences between actual and budgeted amounts (10% over/ under) 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)*

*3. Where the total of actual on a comparable basis does not tie to the statement of cashflow totals due to differences in accounting basis(budget is cash basis, statement of financial performance is accrual) provide a reconciliation.*

1. **Notes to the Financial Statements**
2. **General Information**

xxx entity is established by and derives its authority and accountability from xxx Act. The entity is wholly owned by the Government of Kenya and is domiciled in Kenya. The entity’s principal activity is xxx.

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

The financial statements have been prepared on a historical cost basis except for the measurement at re-valued amounts of certain items of property, plant and equipment, marketable securities and financial instruments at fair value, impaired assets at their estimated recoverable amounts and actuarially determined liabilities at their present value. The preparation of financial statements in conformity with International Public Sector Accounting Standards (IPSAS) allows the use of estimates and assumptions. It also requires management to exercise judgement in the process of applying the *entity’s* accounting policies. The areas involving a higher degree of judgement or complexity, or where assumptions and estimates are significant to the financial statements, are disclosed in Note xx

The financial statements have been prepared and presented in Kenya Shillings, which is the functional and reporting currency of the *entity*. The values are rounded off to the nearest shilling.

The financial statements have been prepared in accordance with the PFM Act, the State Corporations Act, the TVET Act, *(include any other applicable legislation),* and International Public Sector Accounting Standards (IPSAS). The accounting policies adopted have been consistently applied to all the periods presented.

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

**Transfers from other government entities**

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. Development/capital grants are recognized in the statement of performance after meeting revenue recognition criteria. Conditional grants are recognized as revenue upon fulfillment of the set conditions.

1. **Revenue from exchange transactions**

**Rendering of services**

The entity recognizes revenue from rendering of services by reference to the stage of completion when the outcome of the transaction can be estimated reliably. The stage of completion is measured by reference to labour hours incurred to date as a percentage of total estimated labour hours.

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.

**Interest income**

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset’s net carrying amount. The method applies this yield to the principal outstanding to determine interest income each period.

**Rental income**

Rental income arising from operating leases on investment properties is accounted for on a straight-line basis over the lease terms and included in revenue.

1. **Budget information**

The original budget for FY 20XX/20XX was approved by the Council or Board 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 FY 20xx/20xx budget following the Council/ Board’s approval. The entity’s budget is prepared on a different basis to the actual income and expenditure disclosed in the financial statements. The financial statements are prepared on accrual basis using a classification based on the nature of expenses in the statement of financial performance, whereas the budget is prepared on a cash basis. The amounts in the financial statements were recast from the accrual basis to the cash basis and reclassified by presentation to be on the same basis as the approved budget. A comparison of budget and actual amounts, prepared on a comparable basis to the approved budget, is then presented in the statement of comparison of budget and actual amounts. In addition to the Basis difference, adjustments to amounts in the financial statements are also made for differences in the formats and classification schemes adopted for the presentation of the financial statements and the approved budget.

A statement to reconcile the actual amounts on a comparable basis included in the statement of comparison of budget and actual amounts and the actuals as per the statement of cashflows has been presented under section ***xxx*** of these financial statements.

1. **Taxes**

***Current income tax***

The entity is exempt from paying taxes as per schedule ***xxx*** of the ***xxx*** Act.

***Sales tax/ Value Added Tax***

Expenses and assets are recognized net of the amount of sales tax, except:

* When the sales tax incurred on a purchase of assets or services is not recoverable from the taxation authority, in which case, the sales tax is recognized as part of the cost of acquisition of the asset or as part of the expense item, as applicable.
* When receivables and payables are stated with the amount of sales tax included.

The net amount of sales tax recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the statement of financial position.

1. **Investment property**

Investment properties are measured initially at cost, including transaction costs. The carrying amount includes the replacement cost of components of an existing investment property at the time that cost is incurred if the recognition criteria are met and excludes the costs of day-to-day maintenance of an investment property. Investment property acquired through a non-exchange transaction is measured at its fair value at the date of acquisition. Subsequent to initial recognition, investment properties are measured using the cost model and are depreciated over a period of ***xxx*** years. Investment properties are derecognized either when they have been disposed of or when the investment property is permanently withdrawn from use and no future economic benefit or service potential is expected from its disposal. The difference between the net disposal proceeds and the carrying amount of the asset is recognized in the surplus or deficit in the period of de-recognition.

Transfers are made to or from investment property only when there is a change in use.

1. **Property, plant and equipment**

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

1. **Right of use asset**

The right-of-use assets comprises the initial measurement of the corresponding lease liability, lease payments made at or before the commencement day, less any lease incentives received and any initial direct costs. They are subsequently measured at cost less accumulated depreciation and impairment losses. Whenever the entity incurs an obligation for costs to dismantle and remove a leased asset, restore the site on which it is located or restore the underlying asset to the condition required by the terms and conditions of the lease, a provision is recognized and measured under IPSAS 21 or IPSAS 26. To the extent that the costs relate to a right-of-use asset, the costs are included in the related right-of-use asset, unless those costs are incurred to produce inventories. Right-of-use assets are depreciated over the shorter period of lease term and useful life of the underlying asset. If a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the entity expects to exercise a purchase option, the related right-of-use asset is depreciated over the useful life of the underlying asset. The depreciation starts at the commencement date of the lease. The right-of-use assets are presented as a separate line in the statement of financial position.

1. **Tangible Natural Resources**

The entity recognises a tangible natural resource recognized if, and only if: It is probable that service potential associated with the natural resource will flow to the entity; the entity controls the tangible natural resource as a result of past events; and The tangible natural resource can be measured reliably. Where this criteria is not met, the entity discloses the tangible natural resource in the notes to the financial statements. Where a tangible natural resource is recognized as an asset as the result of an event that is not a transaction in an orderly market, including non-exchange transactions, the asset shall be measured initially at its deemed cost. An entity shall apply IPSAS 46, Measurement, when measuring the deemed cost of such a recognized tangible natural resource. A recognized tangible natural resource acquired through an exchange transaction shall be measured at its cost. Historical cost model is applied after initial recognition less any depreciation and impairment losses.

1. **Intangible assets**

Intangible assets acquired separately are initially recognized at cost. The cost of intangible assets acquired in a non-exchange transaction is their fair value at the date of the exchange. Following initial recognition, intangible assets are carried at cost less any accumulated amortization and accumulated impairment losses. Internally generated intangible assets, excluding capitalized development costs, are not capitalized and expenditure is reflected in surplus or deficit in the period in which the expenditure is incurred. The useful life of the intangible assets is assessed as either finite or indefinite

1. **Research and development costs**

The Entity expenses research costs as incurred. Development costs on an individual project are recognized as intangible assets when the Entity can demonstrate:

* The technical feasibility of completing the asset so that the asset will be available for use or sale.
* Its intention to complete and its ability to use or sell the asset.
* How the asset will generate future economic benefits or service potential.
* The availability of resources to complete the asset.
* The ability to measure reliably the expenditure during development.

Following initial recognition of an asset, the asset is carried at cost less any accumulated amortization and accumulated impairment losses. Amortization of the asset begins when development is complete and the asset is available for use. It is amortized over the period of expected future benefit. During the period of development, the asset is tested for impairment annually with any impairment losses recognized immediately in surplus or deficit.

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 entity 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.

1. **Financial assets**

**Classification of financial assets**

The entity 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 entity’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.

**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.

**Summary of Significant Accounting Policies (Continued)**

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

**j) Inventories**

Inventory is measured at cost upon initial recognition. To the extent that inventory was received through non-exchange transactions (for no cost or for a nominal cost), the cost of the inventory is its fair value at the date of acquisition.

Costs incurred in bringing each product to its present location and conditions are accounted for, as follows:

* Raw materials: purchase cost using the weighted average cost method
* Finished goods and work in progress: cost of direct materials and labour and a proportion of manufacturing overheads based on the normal operating capacity, but excluding borrowing costs

After initial recognition, inventory is measured at the lower of cost and net realizable value. However, to the extent that a class of inventory is distributed or deployed at no charge or for a nominal charge, that class of inventory is measured at the lower of cost and current replacement cost.

Net realizable value is the estimated selling price in the ordinary course of operations, less the estimated costs of completion and the estimated costs necessary to make the sale, exchange, or distribution.

Inventories are recognized as an expense when deployed for utilization or consumption in the ordinary course of operations of the Entity.

**k) Provisions**

Provisions are recognized when the Entity has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the Entity expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognized as a separate asset only when the reimbursement is virtually certain.

The expense relating to any provision is presented in the statement of financial performance net of any reimbursement.

**Contingent liabilities**

The Entity does not recognize a contingent liability but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

**Contingent assets**

The Entity does not recognize a contingent asset, but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Entity in the notes to the financial statements. Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset’s value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

**l) Social Benefits**

Social benefits are cash transfers provided to i) specific individuals and / or households that meet the eligibility criteria, ii) mitigate the effects of social risks and iii) Address the need of society as a whole. The entity recognises a social benefit as an expense for the social benefit scheme at the same time that it recognises a liability. The liability for the social benefit scheme is measured at the best estimate of the cost (the social benefit payments) that the entity will incur in fulfilling the present obligations represented by the liability.

**m) Nature and purpose of reserves**

The Entity creates and maintains reserves in terms of specific requirements. *Entity to state the reserves maintained and appropriate policies adopted.*

**n) Changes in accounting policies and estimates**

The Entity recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

**o) Employee benefits**

**Retirement benefit plans**

The Entity provides retirement benefits for its employees and directors. Defined contribution plans are post-employment benefit plans under which an entity pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The contributions to fund obligations for the payment of retirement benefits are charged against income in the period in which they become payable.

Defined benefit plans are post-employment benefit plans other than defined-contribution plans. The defined benefit funds are actuarially valued tri-annually on the projected unit credit method basis. Deficits identified are recovered through lump sum payments or increased future contributions on proportional basis to all participating employers. The contributions and lump sum payments reduce the post-employment benefit obligation.

**p) Foreign currency transactions**

Transactions in foreign currencies are initially accounted for at the ruling rate of exchange on the date of the transaction. Trade creditors or debtors denominated in foreign currency are reported at the statement of financial position reporting date by applying the exchange rate on that date. Exchange differences arising from the settlement of creditors, or from the reporting of creditors at rates different from those at which they were initially recorded during the period, are recognized as income or expenses in the period in which they arise.

**q) Borrowing costs**

Borrowing costs are capitalized against qualifying assets as part of property, plant and equipment.

Such borrowing costs are capitalized over the period during which the asset is being acquired or constructed and borrowings have been incurred. Capitalization ceases when construction of the asset is complete. Further borrowing costs are charged to the statement of financial performance.

**r) Related parties**

The Entity regards a related party as a person or an entity with the ability to exert control individually or jointly, or to exercise significant influence over the Entity, or vice versa. Members of key management are regarded as related parties and comprise the directors, the CEO/principal and senior managers.

**s) Service concession arrangements**

The Entity analyses all aspects of service concession arrangements that it enters into in determining the appropriate accounting treatment and disclosure requirements. In particular, where a private party contributes an asset to the arrangement, the Entity recognizes that asset when, and only when, it controls or regulates the services. The operator must provide together with the asset, to whom it must provide them, and at what price. In the case of assets other than ’whole-of-life’ assets, it controls, through ownership, beneficial entitlement or otherwise – any significant residual interest in the asset at the end of the arrangement. Any assets so recognized are measured at their fair value. To the extent that an asset has been recognized, the Entity also recognizes a corresponding liability, adjusted by a cash consideration paid or received.

**t) 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 period. For the purposes of these financial statements, cash and cash equivalents also include short term cash imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial period.

**u) Comparative figures**

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

**v) Subsequent events**

There have been no events subsequent to the financial period end with a significant impact on the financial statements for the period ended XX 20XX.

1. **Significant Judgments and Sources of Estimation Uncertainty**

The preparation of the Entity'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.

**Estimates and assumptions**

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial period, are described below. The Entity based its assumptions and estimates on parameters available when the consolidated financial statements were prepared. However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of the Entity. Such changes are reflected in the assumptions when they occur. IPSAS 1.140

**Useful lives and residual values**

The useful lives and residual values of assets are assessed using the following indicators to inform potential future use and value from disposal:

* The condition of the asset based on the assessment of experts employed by the Entity
* The nature of the asset, its susceptibility and adaptability to changes in technology and processes
* The nature of the processes in which the asset is deployed
* Availability of funding to replace the asset
* Changes in the market in relation to the asset

**Provisions**

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions is included in Note xxx.

Provisions are measured at the management's best estimate of the expenditure required to settle the obligation at the reporting date and are discounted to present value where the effect is material.

*(include provisions applicable for your organisation e.g provision for bad debts, provisions of obsolete stocks and how management estimates these provisions).*

**Notes to the Financial Statements**

1. **(a)Transfers from National Government Entities**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun** | **Comparative Period**  |
| **Kshs** | **Kshs** |
| **Unconditional** **grants** |  |  |
| Capitation grants | xxx | xxx |
| Operational grant | xxx | xxx |
| Development grants | xxx | xxx |
| Other grants | xxx | xxx |
|  | **xxx** | **xxx** |
| **Conditional** **grants** |  |  |
| Library grant | xxx | xxx |
| Hostels grant | xxx | xxx |
| Administration block grant | xxx | xxx |
| Laboratory grant | xxx | xxx |
| Learning facilities grant | xxx | xxx |
| Other organizational grants | xxx | xxx |
| **Total** **government** **grants** **and** **subsidies** | **xxx** | **xxx** |

**(b)Transfers from Ministries, Departments And Agencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Entity sending the grant** | **Amount recognized to Statement of Comprehensive Income****KShs** | **Amount deferred under deferred income****KShs** | **Amount recognised in capital fund.** | **Total grant income during the period** | **Comparative period**  |
| **Kshs** | **Kshs** | **Kshs** |
| Xxx Ministry/State Department | xxx | xxx | xxx | xxx | xxx |
|  Xxx Ministry | xxx | xxx | xxx | xxx | xxx |
| **Total** | **xxx** | xxx | xxx | xxx | xxx |

*Ensure that the amount recorded above as having been received from the Ministry fully reconciles to the amount recorded by the sending Ministry. An acknowledgement note/receipt should be raised in favour of the sending Ministry. The details of the reconciliation have been included under appendix xxx)*

*\*Amount recognised in the statement of financial performance should be the recurrent grant and the development grant to the extent that there are no conditions attached.*

*(NB: Total of column 1 should tie to the first part of note 6 on unconditional grants)*

The details of the reconciliation have been included under appendix xxx

1. **Grants From Donors and Development Partners**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun** | **Comparative** **Period**  |
| **Kshs** | **Kshs** |
| JICA- Research grant | xxx | xxx |
| World Bank grants | xxx | xxx |
| In-kind Donations | xxx | xxx |
| Other grants | xxx | xxx |
| **Total grants from development partners** | **xxx** | **xxx** |

**Reconciliations of grants from donors and development partners**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June****20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| **Balance unspent at beginning of period** | **xxx** | **xxx** |
| Current period receipts | xxx | xxx |
| Conditions met - transferred to revenue | xxx | xxx |
| **Conditions to be met - remain liabilities** | **xxx** | **xxx** |

(Provide brief explanation for this revenue)

1. **Transfers From Other Levels of Government**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun****20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Transfer from County xxx | xxx | xxx |
| Transfer from xxx University | xxx | xxx |
| Transfer from xxx institute | xxx | xxx |
| **Total Transfers** | **xxx** | **xxx** |

1. **Public Contributions and Donations**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/Jun****20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Public donations | xxx | xxx |
| Donations from local leadership | xxx | xxx |
| Donations from religious institutions | xxx | xxx |
| Donations from alumni | xxx | xxx |
| Other donations | xxx | xxx |
| **Total donations and sponsorships** | **xxx** | **xxx** |

(Provide brief explanation for this revenue)

1. **Rendering of Services**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Tuition fees | xxx | xxx |
| Activity fees | xxx | xxx |
| Examination fees | xxx | xxx |
| Library fees | xxx | xxx |
| Facilities and materials | xxx | xxx |
| Registration fees | xxx | xxx |
| Others (*Specify*) | xxx | xxx |
| **Total** **revenue** **from** **the** **rendering** **of** **services** | **xxx** | **xxx** |

(Provide brief explanation for this revenue)

1. **Sale of Goods**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June 20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| **Sale of goods** |  |  |
| Sale of books | xxx | xxx |
| Sale of publications | xxx | xxx |
| Sale of farm produce | xxx | xxx |
| Cafeteria Sales | xxx | xxx |
| Other(include in line with your organisation) | xxx | xxx |
| **Total** **revenue** **from** **the** **sale** **of** **goods** | **xxx** | **xxx** |

*(Provide brief explanation for this revenue)*

1. **Hire of Facilities and Equipment**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Hire of facilities and equipment |  |  |
| Contingent rental  | xxx | xxx |
| operating lease revenue |  |  |
| **Total** | **xxx** | **xxx** |

*(Provide brief explanation for this revenue)*

1. **Finance Income**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Cash investments and fixed deposits | xxx | xxx |
| Interest income from Treasury Bills | xxx | xxx |
| Interest income from Treasury Bonds | xxx | xxx |
| Interest from outstanding debtors | xxx | xxx |
| **Total** **finance** **income**  | **xxx** | **xxx** |

*(Provide brief explanation for this revenue)*

1. **Other Income**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/Jun****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Insurance recoveries | xxx | xxx |
| Consultancy fees | xxx | xxx |
| Income from sale of tender | xxx | xxx |
| Services concession income | xxx | xxx |
| Reimbursements and refunds | xxx | xxx |
| Graduation fees | xxx | xxx |
| Miscellaneous (*Specify*) | xxx | xxx |
| **Total** **other** **income** | **xxx** | **xxx** |

(*NB: All income should be classified as far as possible in the relevant classes and other income should be used to recognise income not elsewhere classified*).

1. **Use of Goods and Services**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/March/June 20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Teaching and learning materials | xxx | xxx |
| Industrial attachment costs | xxx | xxx |
| Electricity | xxx | xxx |
| Water | xxx | xxx |
| Security | xxx | xxx |
| Professional and Consultancy services | xxx | xxx |
| Subscriptions | xxx | xxx |
| Advertising | xxx | xxx |
| Examination fees | xxx | xxx |
| Audit fees | xxx | xxx |
| Catering, Conferences, and delegations | xxx | xxx |
| Travelling and accommodation | xxx | xxx |
| Fuel and oil | xxx | xxx |
| Insurance | xxx | xxx |
| Legal expenses | xxx | xxx |
| Licenses and permits | xxx | xxx |
| Postage | xxx | xxx |
| Printing and stationery | xxx | xxx |
| Hire charges | xxx | xxx |
| Rent expenses | xxx | xxx |
| Skills development levies | xxx | xxx |
| Telephone expenses | xxx | xxx |
| Internet expenses | xxx | xxx |
| Training expenses | xxx | xxx |
| Other (*Specify*) | xxx | xxx |
| **Total** **good and services** | **xxx** | **xxx** |

1. **Employee Costs**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Marc/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Salaries and wages | xxx | xxx |
| Employee related costs - contributions to pensions and medical aids | xxx | xxx |
| Travel, motor car, accommodation, subsistence and other allowances | xxx | xxx |
| Housing benefits and allowances | xxx | xxx |
| Overtime payments | xxx | xxx |
| Performance and other bonuses | xxx | xxx |
| Social contributions | xxx | xxx |
| **Employee** **costs** | **xxx** | **xxx** |

1. **Remuneration of Directors**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended** **Sep/Dec/Mar/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Chairman's Honoraria | xxx | xxx |
| Director’s emoluments | xxx | xxx |
| Other allowances | xxx | xxx |
| **Total director emoluments** | **xxx** | **xxx** |

1. **Depreciation and Amortization Expenses**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended** **Sep/Dec/Mar/Jun****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Property, plant and equipment | xxx | xxx |
| Intangible assets | xxx | xxx |
| Investment property carried at cost | xxx | xxx |
| **Total** **depreciation** **and** **amortization** | **xxx** | **xxx** |

1. **Repairs and Maintenance**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Property | xxx | xxx |
| Investment property – earning rentals | xxx | xxx |
| Equipment and machinery | xxx | xxx |
| Vehicles | xxx | xxx |
| Furniture and fittings | xxx | xxx |
| Computers and accessories | xxx | xxx |
| Other | xxx | xxx |
| **Total** **repairs** **and** **maintenance** | **xxx** | **xxx** |

1. **Contracted Services**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended** **Sep/Dec/Mar/June 20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Actuarial valuations | xxx | xxx |
| Investment valuations | xxx | xxx |
| Property valuations | xxx | xxx |
| **Total** **contracted** **services** | **xxx** | **xxx** |

1. **Grants and Subsidies**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June** | **Comparative Period** |
| **KShs** | **KShs** |
| Community development | xxx | xxx |
| Education initiatives and programs | xxx | xxx |
| Social development | xxx | xxx |
| Community trust | xxx | xxx |
| Social Benefit expense | xxx | xxx |
| Sporting bodies | xxx | xxx |
| **Total** **grants** **and** **subsidies** | **xxx** | **xxx** |

*Social benefit schemes include benefits such as cash transfers for unemployment or elderly in line with IPSAS 42.*

1. **Finance Costs**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June** | **Comparative Period** |
| **KShs** | **KShs** |
| Borrowings (amortized cost)\* | xxx | xxx |
| Finance leases (amortized cost) | xxx | xxx |
| Unwinding of discount | xxx | xxx |
| Interest on Bank overdrafts | xxx | xxx |
| Interest on loans from commercial banks | xxx | xxx |
| **Total** **finance** **costs** | **xxx** | **xxx** |

***\*****Borrowing costs that relate to interest expense on acquisition of non- current assets and do not qualify for Capitalisation as per IPSAS 5: on borrowing costs should be included under this note.)*

1. **Gain on Sale of Assets**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period Ended****Sep/Dec/March/Jun** | **Comparative Period** |
| **Kshs** | **Kshs** |
|  | xxx | xxx |
| Property, Plant and Equipment | xxx | xxx |
| Intangible Assets | xxx | xxx |
| Other Assets Not Capitalised | xxx | xxx |
| **Total** **Gain** **on** **Sale** **of** **Assets** | **xxx** | **xxx** |

1. **Unrealized Gain on Fair Value Investments**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/Jun20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Investments at fair value | xxx | xxx |
| **Total** **gain** | **xxx** | **xxx** |

1. **Impairment Loss**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/June****20xx** | **Comparative Period** |
| **KShs** | **KShs** |
| Property, plant and equipment | xxx | xxx |
| Intangible assets | xxx | xxx |
| **Total** **impairment** **loss** | **xxx** | **xxx** |

1. **Cash and Cash Equivalents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/Jun****20xx** | **Audited prior****year** | **Comparative for Cash flow** |
| **Kshs** | **Kshs** | **Kshs** |
| Current account | xxx | xxx | xxx |
| On - call deposits | xxx | xxx | xxx |
| Fixed deposits account | xxx | xxx | xxx |
| Staff car loan/ mortgage | xxx | xxx | xxx |
| Others(specify) | xxx | xxx | xxx |
| **Total** **cash** **and** **cash** **equivalents** | **xxx** | **xxx** | **xxx** |

*(The amount should agree with the closing and opening balances as included in the statement of cash flows)*

**25 (a). Detailed Analysis of Cash and Cash Equivalents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Period ended****Sep/Dec/March/June****20xx** | **Audited prior****year** | **Comparative for Cash flow** |
| **Financial institution** | **Account number** | **Kshs** | **Kshs** | **Kshs** |
|  |  |  |  |  |
| 1. **Current account**
 |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx |
| Equity Bank, etc |  | xxx | xxx | xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** |
|  |  |  |  |  |
| 1. **On - call deposits**
 |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx |
| Equity Bank – etc |  | xxx | xxx | xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** |
|   |  |  |  |  |
| 1. **Fixed deposits account**
 |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx |
| Bank B |  | xxx | xxx | xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** |
|   |  |  |  |  |
| 1. **Staff car loan/ mortgage**
 |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx |
| Bank B |  | xxx | xxx | xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** |
|   |  |  |  |  |
| 1. **Others(specify)**
 |  | xxx | xxx | xxx |
| Cash in transit |  | xxx | xxx | xxx |
| cash in hand |  | xxx | xxx | xxx |
| Mobile Money account |  | xxx | xxx | xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** |
| **Grand total** |  | **xxx** | **xxx** | **xxx** |

1. **Receivables From Exchange Transactions**

**26(a) Current Receivables from Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/March/June 20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| **Current** **receivables** |  |  |
| Student debtors | xxx | xxx |
| Rent debtors | xxx | xxx |
| Consultancy debtors | xxx | xxx |
| Other exchange debtors | xxx | xxx |
| Less: impairment allowance | (xxx) | (xxx) |
| **Total** **current** **receivables** | **xxx** | **xxx** |

**26(b) Non – Current Receivables from Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/Jun 20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| **Non-current** **receivables** |  |  |
| Refundable deposits | xxx | xxx |
| Advance payments | xxx | xxx |
| Public organizations | xxx | xxx |
| Less: impairment allowance | (xxx) | (xxx) |
| **Total** | **xxx** | **xxx** |
| Current portion transferred to current receivables | (xxx) | (xxx) |
| **Total** **non-current** **receivables** | **xxx** | **xxx** |
| **Total** **receivables** | **xxx** | **xxx** |

**26 C Reconciliation for Impairment Allowance on Receivables from Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/Jun 20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| At the beginning of the year | xxx | xxx |
| Provisions during the period | xxx | xxx |
| Recovered during the period | (xxx) | (xxx) |
| Write off during the period | (xxx) | (xxx) |
| At the end of the period (sept/Dec/ March/June) | **xxx** | **xxx** |

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

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June 20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| **Current** **receivables** |  |  |
| Capitation grants\* | xxx | xxx |
| Transfers from other govt. entities | xxx | xxx |
| Undisbursed donor funds | xxx | xxx |
| Other debtors (non-exchange transactions) | xxx | xxx |
| Less: impairment allowance | (xxx) | (xxx) |
| **Total** **current** **receivables** | **xxx** | **xxx** |

*\*Receivables on capitation grants is recognised for monies received after year end but relating to the period under review.*

1. **Inventories**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun****20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| Consumable stores | xxx | xxx |
| Maintenance stores | xxx | xxx |
| Health unit stores | xxx | xxx |
| Electrical stores | xxx | xxx |
| Cleaning materials stores | xxx | xxx |
| Catering stores | xxx | xxx |
| **Total** **inventories** **at** **the** **lower** **of** **cost** **and** **net** **realizable** **value** | **xxx** | **xxx** |

1. **Investments in financial assets**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June 20xx** | **Audited prior****year** |
| **KShs** | **KShs** |
| 1. **Investment in Treasury bills and bonds**
 |  |  |
| **Financial institution** |  |  |
| CBK | xxx | xxx |
| CBK | xxx | xxx |
| **Sub- total** | **xxx** | **xxx** |
|  |  |  |
| 1. **Investment with Financial Institutions/ Banks**
 |  |  |
| Bank x | xxx | xxx |
| Bank y | xxx | xxx |
| **Sub- total** | **xxx** | **Xxx** |
|  |  |  |
| 1. **Equity investments (specify)**
 |  |  |
| Equity/ shares in company xxx | xxx | Xxx |
|  |  |  |
| **Sub- total** | **xxx** | **Xxx** |
| **Grand total** | **xxx** | **Xxx** |

**d) Shareholding in other entities**

For investments in equity share listed under note 30 (c) above, list down the equity investments under the following categories:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of entity where investment is held** | **No of shares** | **Nominal value of shares** | **Fair value of shares** | **Fair value of shares** |
| **Direct shareholding** | **Indirect shareholding** | **Effective shareholding** |  | **Current period** | **Prior period** |
|  | **%** | **%** | **%** | **Shs** | **Shs** | **Shs** |
|  |  |  |  |  |  |  |
| Entity A | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity B | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity C | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity D | xxx | xxx | xxx | xxx | xxx | xxx |
|  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

1. **Property, Plant and Equipment**

|  | **Land** | **Buildings** | **Motor vehicles** | **Infrastructure assets** | **Furniture and fittings** | **Computers & ICT Equipment** | **Heritage assets** | **Work in progress** | **Service concession assets** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Depreciation Rate** |  | **2-10%** | **10-16.67%** | **2-20%** | **12.5%** | **33.3%** | **x%** |  |  |  |
| **Cost** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **As at 1st July 20xx-1** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions | xxx | xxx | xxx | xxx | xxx | - | xxx | xxx | xxx | **xxx** |
| Disposals | (xxx) | (xxx) | - | (xxx) | - | - | (xxx) | (xxx) | (xxx) | **(xxx)** |
| Transfer/Adjustments | (xxx) | (xxx) | xxx | xxx | xxx | (xxx) | (xxx) | xxx | xxx | **(xxx)** |
| **As at 30th June 20xx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Depreciation And Impairment** |  |  |  |  |  |  |  |  |  |  |
| Depreciation | - | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | - | - | **(xxx)** |
| Disposals | - | xxx | - | - | - | - | xxx | - | - | **xxx** |
| Impairment | - | (xxx) | (xxx) | (xxx) | - | - | (xxx) | - | - | **(xxx)** |
| Transfer/Adjustment | - | xxx | (xxx) | (xxx) | (xxx) | xxx | (xxx) | - | - | **xxx** |
| **As At xx Sep/Dec/Mar/Jun 20xx** | **-** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **-** | **-** | **xxx** |
|  |  |  |  |  |  |  |  |  |  |  |
| **NBV Prior Year Audited** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **NBV as at end of the period Sept/Dec/ Sept/ June** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

 *Include brief description of WIP as a footer*

**Valuation**

Items of PPE are valued at Historical cost at the point of recognition in the financial statements. Where historical cost is not available or the item has been acquired at , PPE has been valued at the current operational value which is the amount the entity would pay for the remaining service potential of an asset at the measurement date.

1. **Right of Use Assets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Buildings*** | **Motor vehicles** | ***Plant and equipment*** | ***Total*** |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **Cost** |  |  |  |  |
| **As at 1 July 20xx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions  | xxx | xxx | xxx | xxx |
| As at 30 Sept/Dec/ March/June 20xx  | xxx | xxx | xxx | xxx |
|  |  |  |  |  |
| **Accumulated Depreciation** |  |  |  |  |
| As at 1 July 20xx  | xxx | xxx | xxx | xxx |
| Charge for the year  | xxx | xxx | xxx | xxx |
| As at 30 Sept/Dec/ March/June 20xx  | xxx | xxx | xxx | xxx |
|  |  |  |  |  |
| **Carrying Amount** |  |  |  |  |
| As at 30 Sept/Dec/ March/June 20xx  | xxx | xxx | xxx | xxx |

1. **Intangible Assets-Software**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep\*/Dec\*/Mar\*/June\* 20xx** | **Prior period****audited** |
| **Kshs** | **Kshs** |
| **Cost** |  |  |
| **At beginning of the year** | xxx | xxx |
| Additions during the period | xxx | xxx |
| **At end of the period** | xxx | xxx |
| Additions–internal development | xxx | xxx |
| **At end of the period** | xxx | xxx |
|  |  |  |
| **Amortization and impairment** |  |  |
| **At beginning of the year** | xxx | xxx |
| Amortization during the period | xxx | xxx |
| **At end of the period** | xxx | xxx |
| Impairment loss during the period | xxx | xxx |
| **At end of the period** | xxx | xxx |
| **NBV** | xxx | xxx |

1. **Investment Property**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep\*/Dec\*/Mar\*/June\* 20xx** | **Prior period audited** |
| **KShs** | **KShs** |
| **At beginning of the period** | **xxx** | **xxx** |
| Additions | xxx | xxx |
| Fair value gain | xxx | xxx |
| Depreciation (where investment property is at cost) | (xxx) | (xxx) |
| **At end of the period** | **xxx** | **xxx** |

1. **Biological Assets**

|  |  |  |
| --- | --- | --- |
|  | **Period ended Sep\*/Dec\*/Mar\*/June\* 20xx** | **Prior period** **audited** |
|  | **Kshs** | **Kshs** |
| Cattle | xxx | xxx |
| Trees | xxx | xxx |
| Others (Specify) | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

1. **Tangible Natural Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Sub- soil assets** | **Water** | **Wildlife** | **Total** |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **Cost** |  |  |  |  |
| As at 1 July 20xx  | xxx  | xxx  | xxx  | xxx  |
| Additions  | xxx  | xxx  | xxx  | xxx  |
| As at 30 Sept/Dec/ March/June 20xx  | xxx  | xxx  | xxx  | xxx  |
|  |  |  |  |  |
| **Accumulated Depreciation** |  |  |  |  |
| As at 1 July 20xx  | xxx  | xxx  | xxx  | xxx  |
| Charge for the year  | xxx  | xxx  | xxx  | xxx  |
| As at 30 Sept/Dec/ March/June 20xx  | xxx  | xxx  | xxx  | xxx  |
|  |  |  |  |  |
| **Carrying Amount** |  |  |  |  |
| **As at 30 Sept/Dec/ March/June 20xx** | **xxx** | **xxx** | **xxx** | **xxx** |

1. **Trade and Other Payables from Exchange Transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun****20xx** | **Prior period** **audited** |
| **KShs** | **KShs** |
| Trade payables | xxx | xxx |
| Fees paid in advance | xxx | xxx |
| Employee advances | xxx | xxx |
| Third-party payments | xxx | xxx |
| Other payables | xxx | xxx |
| **Total** **trade** **and** **other** **payables** | **xxx** | **xxx** |

1. **Refundable Deposits from Customers/Students**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Marc/Jun****20xx** | **Prior****period audited** |
| **KShs** | **KShs** |
| Consumer deposits | xxx | xxx |
| Caution money | xxx | xxx |
| Other refundable deposits | xxx | xxx |
| **Total** **deposits** | **xxx** | **xxx** |

1. **Provisions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended** **Sep\*/Dec\*/****Mar\*/Jun\***  | **Prior Year** **Audited** |
| **Kshs.** | **Kshs.** |
| Balance at the beginning of the period/year | xxx | xxx |
| Additional Provisions during the period /year | xxx | xxx |
| Provision utilised during the period/ year | (xxx) | (xxx) |
| **Balance at the end of the period/year** | **xxx** | **xxx** |
|  |  |  |
| Current Portion of provision | xxx | xxx |
| Long term portion of provision | xxx | xxx |
| **Total Provisions** | **xxx** | **xxx** |

1. **Lease Liabilities**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended** **Sep\*/Dec\*/March\*/June\***  | **Prior Year** **Audited** |
|  | **Kshs** | **Kshs** |
| **At the start of the period** | **xxx** | **xxx** |
| Discount interest on lease liability | xxx | xxx |
| Paid during the year | (xxx) | (xxx) |
| **At end of the period** | **xxx** | **xxx** |

**Analysed as:**

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Current | xxx |
| Non- Current | xxx |
| **Total** | **xxx** |

1. **Deferred Income**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/March/Jun****20xx** | **Prior period** **audited** |
| **KShs** | **KShs** |
| National government | xxx | xxx |
| International funders | xxx | xxx |
| Public contributions and donations | xxx | xxx |
| **Total** **deferred** **income** | xxx | xxx |

**The deferred income movement is as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Description | **National government** | **International****funders/ donors** | **Public contributions and donations** | **Total** |
| Balance brought forward | xxx | xxx | xxx | xxx |
| Additions during the **period** | xxx | xxx | xxx | xxx |
| Transfers to Capital fund | (xxx) | (xxx) | (xxx) | (xxx) |
| Transfers to income statement | (xxx) | (xxx) | (xxx) | (xxx) |
| Other transfers | (xxx) | (xxx) | (xxx) | (xxx) |
| Balance carried forward | xxx | xxx | xxx | xxx |

1. **Employee Benefit Obligations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Defined benefit plan** | **Post-employment medical benefits** | **Other Provisions** | **Period ended Sep/Dec/****March/June 20xx** | **Prior period audited** |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| Current benefit obligation | xxx | xxx | xxx | xxx | xxx |
| Non-current benefit obligation | xxx | xxx | xxx | xxx | xxx |
| **Total** **employee benefits obligation** | xxx | xxx | xxx | xxx | xxx |

The entity also contributes to the statutory National Social Security Fund (NSSF). This is a defined contribution scheme registered under the National Social Security Act. The company’s obligation under the scheme is limited to specific contributions legislated from time to time and is currently at Kshs. XXX per employee per month.

1. **Borrowings**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June 20xx** | **Prior****period audited** |
| **KShs** | **KShs** |
| Balance at beginning of the period | xxx | xxx |
| External borrowings during the period | xxx | xxx |
| Domestic borrowings during the period | xxx | xxx |
| Repayments of external borrowings during the period | (xxx) | (xxx) |
| Repayments of domestics borrowings during the period  | (xxx) | (xxx) |
| Balance at end of the period | **xxx** | **xxx** |

 **42 a) Analysis of External And Domestic Borrowings**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended****Sep/Dec/Mar/Jun 20xx** | **Prior period audited** |
| **KShs** | **KShs** |
| **External Borrowings** |  |  |
| Dollar denominated loan from ‘xxx organisation’ | xxx | xxx |
| Sterling Pound denominated loan from ‘yyy organisation’ | xxx | xxx |
| Euro denominated loan from zzz organisation’ | xxx | xxx |
| **Domestic Borrowings** |  |  |
| Kenya Shilling loan from KCB | xxx | xxx |
| Kenya Shilling loan from Barclays Bank | xxx | xxx |
| Kenya Shilling loan from Consolidated Bank | xxx | xxx |
| **Total balance at end of the period** | **xxx** | **xxx** |

**42 b) Breakdown of Long and Short Term Borrowings**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/Mar/June****20xx** | **Prior****period audited** |
| **KShs** | **KShs** |
| Short term borrowings (current portion) | xxx | xxx |
| Long term borrowings | xxx | xxx |
| **Total** | **xxx** | **xxx** |

1. **Payments Received in Advance**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/March/June 20xx** | **Prior** **period audited** |
| **Kshs** | **Kshs** |
| Fees received in advance | xxx | xxx |
| Others (Specify) | xxx | xxx |
| **Total** | **xxx** | **xxx** |

1. **Social Benefits**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/March/Jun 20xx** | **Prior period audited** |
| **Kshs** | **Kshs** |
| Health social benefit scheme | xxx | xxx |
| Unemployment social benefit scheme  | xxx | xxx |
| Orphaned and vulnerable benefit scheme | xxx | xxx |
| Elderly social benefit scheme | xxx | xxx |
| Bursary social benefits | xxx | xxx |
| **Total** | **xxx** | **xxx** |
|  |  |  |
| Current social benefits | xxx | xxx |
| Non- current social benefits | xxx | xxx |
| **Total (tie to totals above)** | **xxx** | **xxx** |

*Social benefit schemes include benefits such as cash transfers for unemployment or elderly in line with IPSAS 42. They are incurred to mitigate against a certain social risk e.g poverty, age, unemployment among others.*

1. **Service Concession Arrangements**

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep/Dec/March/Jun 20xx** | **Prior period audited** |
| **KShs** | **KShs** |
| Fair value of service concession assets recognized under PPE | xxx | xxx |
| Accumulated depreciation to date | (xxx) | xxx |
| Net carrying amount | **xxx** | **xxx** |
| Service concession liability at beginning of the period | xxx | xxx |
| Service concession revenue recognized | (xxx) | (xxx) |
| Service concession liability at end of the period | **xxx** | **xxx** |

1. **Cash Generated from Operations**

|  |  |  |
| --- | --- | --- |
| **Surplus for the period before tax** | **Period ended Sep/Dec/Mar/June 20xx** | **Prior****period audited** |
| **KShs** | **KShs** |
| **Adjusted for:** |  |  |
| Depreciation | xxx | xxx |
| Non-cash grants received | (xxx) | (xxx) |
| Contributed assets | (xxx) | (xxx) |
| Impairment | xxx | xxx |
| Gains and losses on disposal of assets | (xxx) | (xxx) |
| Contribution to provisions | xxx | xxx |
| Contribution to impairment allowance | xxx | xxx |
| Finance income | (xxx) | (xxx) |
| Finance cost | xxx | xxx |
| **Working Capital adjustments** |  |  |
| Increase in inventory | (xxx) | (xxx) |
| Increase in receivables | (xxx) | (xxx) |
| Increase in deferred income | xxx | xxx |
| Increase in payables | xxx | xxx |
| Increase in payments received in advance | xxx | xxx |
| **Net cash flow from operating activities** | **xxx** | **xxx** |

***(The total of this statement should tie to the cash flow section on net cash flows from/ used in operations)***

1. **Events After the Reporting Period**

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

1. **Ultimate And Holding Entity**

The entity is a State Corporation/ or a Semi- Autonomous Government Agency under the Ministry of xxx. Its ultimate parent is the Government of Kenya.

1. **Currency**

The financial statements are presented in Kenya Shillings (Kshs).

# 11. Appendices

**Appendix I: Projects Implemented by the Entity**

**Projects**

Projects implemented by the TVET Funded by development partners

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project title** | **Project Number** | **Donor** | **Period/ duration** | **Donor commitment** | **Separate donor reporting required as per the donor agreement (Yes/No)** | **Consolidated in these financial statements****(Yes/No)** |
| 1 |   |   |   |   |   |  |
| 2 |   |   |   |   |   |  |

**Status of Projects completion**

*(Summarise the status of project completion at the end of each quarter, ie total costs incurred, stage which the project is etc)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Project** | **Total project Cost** | **Total expended to date** | **Completion % to date** | **Budget** | **Actual**  | **Sources of funds** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

**Appendix II: Recording of Transfers from Other Government Entities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the MDA/Donor Transferring the funds** | **Date received** |  |  | **Where Recorded/recognized** |  |
| **As per bank statement** | **Nature: Recurrent/Development/Others** | **Total Amount - KES** | **Statement of Financial Performance** | **Capital Fund** | **Deferred Income** | **Receivables** | **Others - must be specific** | **Total Transfers during the Period** |
| Ministry of Education | xxx | Recurrent | xxx | xxx | xxx | xxx | xxx | xxx | xxx |
| Ministry of Education | xxx | Development | xxx | xxx | xxx | xxx | xxx | xxx | xxx |
| USAID | xxx | Donor Fund | xxx | xxx | xxx | xxx | xxx | xxx | xxx |
| Ministry of Education | xxx | Direct Payment | xxx | xxx | xxx | xxx | xxx | xxx | xxx |
|  |  |  | xxx | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** |  |  | xxx | xxx | xxx | xxx | xxx | xxx | xxx |

**Appendix III Statement of Financial Performance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Notes** | **Q1** | **Q2** | **Q3** | **Q4** | **Cumulative** | **Comparative Period** |
| **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **Revenue** **from** **non-exchange** **transactions** |  |  |  |  |  |  |  |
| Transfers from National Government Entities | 5 | xxx | xxx | xxx | xxx | xxx | xxx |
| Grants from donors and development partners | 6 | xxx | xxx | xxx | xxx | xxx | xxx |
| Transfers from other levels of government | 7 | xxx | xxx | xxx | xxx | xxx | xxx |
| Public contributions and donations | 8 | xxx | xxx | xxx | xxx | xxx | xxx |
|   |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Revenue** **from** **exchange** **transactions** |  |  |  |  |  |  |  |
| Rendering of services- Fees from students | 9 | xxx | xxx | xxx | xxx | xxx | xxx |
| Sale of goods | 10 | xxx | xxx | xxx | xxx | xxx | xxx |
| Hire of facilities and equipment | 11 | xxx | xxx | xxx | xxx | xxx | xxx |
| Finance income - external investments | 12 | xxx | xxx | xxx | xxx | xxx | xxx |
| Other income | 13 | xxx | xxx | xxx | xxx | xxx | xxx |
| **Revenue** **from** **exchange** **transactions** |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Total** **revenue** |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Expenses** |  |  |  |  |  |  |  |
| Use of goods and services | 14 | xxx | xxx | xxx | xxx | xxx | xxx |
| Employee costs | 15 | xxx | xxx | xxx | xxx | xxx | xxx |
| Remuneration of directors | 16 | xxx | xxx | xxx | xxx | xxx | xxx |
| Depreciation and amortization expense | 17 | xxx | xxx | xxx | xxx | xxx | xxx |
| Repairs and maintenance | 18 | xxx | xxx | xxx | xxx | xxx | xxx |
| Contracted services | 19 | xxx | xxx | xxx | xxx | xxx | xxx |
| Grants and subsidies | 20 | xxx | xxx | xxx | xxx | xxx | xxx |
| Finance costs | 21 | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** **expenses** |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Other** **gains/(losses)** |  |  |  |  |  |  |  |
| Gain on sale of assets | 22 | xxx | xxx | xxx | xxx | xxx | xxx |
| Unrealized gain on fair value of investments | 23 | xxx | xxx | xxx | xxx | xxx | xxx |
| Impairment loss | 24 | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
| **Total other** **gains/(losses)** |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Net Surplus for the Period** |  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |