*Issued 30th June 2024*

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|  |  | *(Add your County Logo)* |
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**XXX COUNTY EMERGENCY FUND**

QUARTERLY REPORT AND FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED**

**SEPTEMBER/DECEMBER/MARCH/ JUNE 30, 20XX**

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

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#

#  Acronyms and Definition of Key Terms

1. **Acronyms**

CECM County Executive Committee Member

CIDP County Integrated Development Plan

ICPAK Institute of Certified Public Accountants of Kenya

IPSAS International Public Sector Accounting Standards

PFM Public Finance Management

PSASB Public Sector Accounting Standards Board

Kshs            Kenya Shillings

1. **Definition of Key Terms**

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

*Provide a list of Acronyms and Key terms used in the financial report as per above example. The list to be exhaustive)*

# Key Entity Information and Management

1. **Background information**

The Emergency Fund is established by and derives its authority and accountability from XXX Act *(state the Act establishing the County Emergency Fund)* on XXXX *(insert date)*. The Fund is wholly owned by the County Government of XXX and is domiciled in Kenya.

*(Include any other information relevant to the users of financial information on the background of the Emergency Fund)*

1. **Principal Activities**

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

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

1. **Fund Administration Committee**

|  |  |  |
| --- | --- | --- |
| **SN** | **Position** | **Name** |
| 1 | Chairman |  |
| 2 | Committee Members |  |
| 3 | Fund Administrator  |  |
| 4 | Others *(specify)* |  |

***(****Input names of all the members who held office during the period)*

1. **Key Management Team**

|  |  |  |
| --- | --- | --- |
| **SN** | **Position** | **Name** |
| 1 | Fund Manager/ Administrator |  |
| 2 | Fund Accountant |  |
| 3 | Others *(specify)* |  |

*(Include all positions regarded as top management for the Fund).*

**Key Entity and Management (Continued)**

1. **Fiduciary Oversight Arrangements**

*Provide a high-level description of the key fiduciary oversight arrangements E.g. County Internal Audit, County Audit Committee, County Assembly Committees among others.*

1. **Registered Offices**

P.O. Box XXXXX

XXX Building/House/Plaza

XXX Avenue/Road/Highway

XXX, KENYA

1. **Fund Contacts**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX.go.ke

Website: www.xxx.go.ke

1. **Fund Bankers**
2. Central Bank of Kenya

Haile Selassie Avenue

P.O. Box 60000

City Square 00200

Nairobi, Kenya

1. Kenya Commercial Bank

…

...

*(List all the banks where the fund has accounts)*

1. **Independent Auditors**

Auditor General

Office of the Auditor General

Anniversary Towers, University 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. **County Attorney**

 **xxx**

# Fund Administration Committee (Any Other Governance Body For The Fund)

|  |  |
| --- | --- |
| **Name** | **Details of qualifications and experience** |
| *Insert each member’s passport-size photo and name.**Chairperson* | *Provide a concise description of each Trustee’s date of birth, key academic and professional qualifications, and work experience.* *Indicate whether the trustee is independent or an executive director and which committee of the Board the trustee chairs where applicable.* |
| Member 2 |  |
| Member 3 |  |
| Member 4 |  |
| Fund Administrator |  |

# Key Management Team

|  |  |
| --- | --- |
| **Name** | **Details of qualifications and experience** |
| *Insert each key Manager’s passport-size photo and name.*Fund Administrator | *Provide a concise description of each member’s date of birth, key academic and professional qualifications and work experience.* *Also, indicate the main area of responsibility – without details* |
| Manager 2 |  |
| Manager 3 |  |
| Manager 4 |  |
| ***Note:*** *The Fund Administrator will feature under both the ‘Committee’ and ‘Management’.* |

# Management Discussion and Analysis

**SECTION A**

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

*Per period the Fund should provide an overview of performance as per its mandate in tandem with the County Government strategic objectives and policies. These include key performance indicators, observations with respect to the financial statements, 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**

**Funds’s compliance with statutory requirements**

*(The Fund 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 Fund is planning/implementing.**

*The Fund 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 County Government strategic objectives and policies. (The Fund should also indicate how the projects decisions are being financed. A statement on sustainability of the same should be included).*

**SECTION D**

**Major risks facing the Fund.**

*(The Fund 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 pending bills, tax default, outstanding staff & pension obligations/actuarial deficit on pension schemes, etc).*

**SECTION F**

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

*(Under this section the Fund should indicate whether there are any major financial improbity as reported by the internal audit/audit committee, external auditors, or other County Government Agencies providing oversight; and if there are serious governance issues among the Fund Committee or member of the Committee and top management including conflict of interest.)*

# Statement of Management’s Responsibilities

Section 168 of the Public Finance Management Act, 2012 requires that, at the end of each quarter, the Administrator of a County Public Fund established by *(The Emergency Fund should state the appropriate legislation establishing it)* shall prepare financial statements for the Fund in accordance with the standards and formats prescribed by the Public Sector Accounting Standards Board.

The Administrator of the Emergency Fund is responsible for the preparation and presentation of the Fund’s financial statements, which give a true and fair view of the state of affairs of the Fund for and as at the end of the financial period ended *Sep/Dec/March/June xx 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 Fund; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the Fund; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Administrator of the Emergency Fund accepts responsibility for the Fund’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 *(quote the applicable legislation establishing the County Emergency Fund).* The Administrator of the Fund is of the opinion that the Fund’s financial statements give a true and fair view of the state of Fund’s transactions during the Period ended *Sep/Dec/Mar/June xx, 20xx*, and of the Fund’s financial position as at that date. The Administrator further confirms the completeness of the accounting records maintained for the Fund, which have been relied upon in the preparation of the Fund’s financial statements as well as the adequacy of the systems of internal financial control.

In preparing the financial statements, the Administrator of the Emergency Fund has assessed the Fund’s ability to continue as a going concern and disclosed, as applicable, matters relating to the use of going concern basis of preparation of the financial statements. Nothing has come to the attention of the Administrator to indicate that the Fund 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 Fund*’s* financial statements were approved by the Fund Administration Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20xx and signed on its behalf by:

|  |
| --- |
| **………………………………………………….** |
| **Fund Administrator**  |

# Statement of Financial Performance For The Period Ended *xx xx 20xx*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Note** | **Period ended Sep\*/ Dec\*/March\*/June\* 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| **Revenue** **From** **Non-Exchange** **Transactions** |  |  |  |
| Transfers From the County Government | 5 | xxx | xxx |
| Public Contributions and Donations | 6 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Revenue** **From** **Exchange** **Transactions** |  |  |  |
| Finance Income | 7 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Total** **Revenue** |  | **xxx** | **xxx** |
| **Expenses** |  |  |  |
| Committee Allowances | 8 | xxx | xxx |
| Emergency Expenses | 9 | xxx | xxx |
| Use of goods and services | 10 | xxx | xxx |
| Depreciation and Amortization Expense | 11 | xxx | xxx |
| Finance Costs | 12 | xxx | xxx |
| **Total** **Expenses** |  | **xxx** | **xxx** |
| **Other Gains/Losses** |  |  |  |
| Gain/Loss on Disposal of Assets | 13 | xxx | xxx |
| **Surplus/(Deficit)** **For** **The** **Period** |  | **xxx** | **xxx** |

|  |  |
| --- | --- |
| **………………………………………** | **…………………………………………** |
| **Name:**  | **Name:**  |
| **Fund Administrator**  | **Fund Accountant** |
| **Date:** | **ICPAK Member Number:** |
|  | **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***

# Statement of Financial Position as at *xx 20xx*

| **Description** | **Note** | **Period ended Sep\*/Dec\*/March\*/****June\* 20xx** | **Audited Prior Year** |
| --- | --- | --- | --- |
|  | **Kshs** | **Kshs** |
| **Assets** |  |  |  |
| **Current** **Assets** |  |  |  |
| Cash and Cash Equivalents | 14 | xxx | xxx |
| Receivables From non-exchange Transactions | 15 | xxx | xxx |
| Receivables from exchange transactions  | 16 | xxx | xxx |
| Prepayments | 17 | xxx | xxx |
| Inventories | 18 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Non-Current** **Assets** |  |  |  |
| Property, Plant and Equipment | 19 | xxx | xxx |
| Intangible Assets | 20 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Total** **Assets** |  | **xxx** | **xxx** |
| **Liabilities** |  |  |  |
| **Current** **Liabilities** |  |  |  |
| Trade and Other Payables  | 21 | xxx | xxx |
| Current Portion of Borrowings | 22 | xxx | xxx |
|   |  | **xxx** | **xxx** |
| **Non-Current** **Liabilities** |  |  |  |
| Long Term Portion of Borrowings | 22 | xxx | xxx |
| **Total** **Liabilities** |  | **xxx** | **xxx** |
|   |  |  |  |
| **Net** **Assets** |  |  |  |
| Accumulated Surplus |  | xxx | xxx |
| Reserves |  | xxx | xxx |
| **Total** **Net** **Assets** **and** **Liabilities** |  | **xxx** | **xxx** |

|  |  |
| --- | --- |
| **………………………………………** | **…………………………………………** |
| **Name:**  | **Name:**  |
| **Fund Administrator** | **Fund Accountant** |
| **Date** | **ICPAK Member Number:** |
|  | **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***

# Statement of Changes in Net Assets for the period ended xx 20xx

|  |  |  |
| --- | --- | --- |
| **Description**  | **Accumulated surplus** | **Reserves** |
| **Kshs** | **Kshs** |
| **Prior Year** |  |  |
| Balance As At 1 July 20xx  | xx | xx |
| Surplus/(Deficit) For the year | xx | xx |
| Balance As At 30 June 20xx | **xxx** | **xxx** |
|  |  |  |
| **Current Year** |  |  |
| Balance As At 1 July 20xx | xx | xx |
| Surplus/(Deficit) For The Period | xx | xx |
| Balance As At xx Sep/Dec/March/June 20xx | **xxx** | **xxx** |

# Statement Of Cash Flows for the period ended xx 20xx

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Note** | **Period ended Sep\*/Dec\*/March\*/June\* 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| **Cash** **flows** **from** **operating** **activities** |  |  |  |
| **Receipts** |  |  |  |
| Receipts From the County Government |  | xxx | xxx |
| Public contributions and donations |  | xxx | xxx |
| Interest received |  | xxx | xxx |
| **Total receipts** |  | **xxx** | **xxx** |
| **Payments** |  |  |  |
| Committee Allowances |  | xxx | xxx |
| Emergency Expenses |  | xxx | xxx |
| Use of goods and services |  | xxx | xxx |
| Finance Costs |  | xxx | xxx |
| **Total payments** |  | **xxx** | **xxx** |
| **Net** **cash** **flows** **from** **operating** **activities**  | 23 | **xxx** | **xxx** |
|  |  |  |  |
| **Cash flows from investing activities** |  |  |  |
| Purchase of property, plant, equipment |  | (xxx) | (xxx) |
| Purchase of Intangible Assets |  | (xxx) | (xxx) |
| Proceeds from sale of property, plant & equipment |  | xxx | xxx |
| **Net** **cash** **flows** **used** **in** **investing** **activities** |  | **(xxx)** | **(xxx)** |
|  |  |  |  |
| **Cash** **flows** **from** **financing** **activities** |  |  |  |
| Additional borrowings |  | xxx | xxx |
| Repayment of borrowings |  | (xxx) | (xxx) |
| **Net** **cash** **flows** **used** **in** **financing** **activities** |  | **(xxx)** | **(xxx)** |
| **Net** **increase/(decrease)** **in** **cash** & **cash** **Equivalents** |  | **xxx** | **(xxx)** |
| Cash and cash equivalents at 1 July | 14 | xxx | xxx |
| **Cash** **and** **cash** **equivalents** **at** **30 June** |  | **xxx** | **xxx** |

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

***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.***

# Statement of Comparison of Budget and Actual Amounts for the Period

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Description**  | **Original** **budget** | **Adjustments** | **Final** **budget** | **Actual** **on comparable basis** | **Performance difference** | **% Utilisation** |
| **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |  |
|  | **a** | **b** | **c=(a+b)** | **d** | **e=(c-d)** | **f=d/c\*100** |
| **Revenue** |  |  |  |  |  |  |
| Transfers From County Govt. | xxx | xxx/(xxx) | xxx | xxx | xxx |  |
| Public Contributions and Donations | xxx | (xxx) | xxx | xxx | (xxx) |  |
| Interest Income | xxx | xxx/(xxx) | xxx | xxx | (xxx) |  |
| **Total** **Income** | **xxx** | **(xxx)** | **xxx** | **xxx** | **(xxx)** |  |
| **Expenses** |  |  |  |  |  |  |
| Committee Allowances | xxx | xxx/(xxx) | xxx | xxx | (xxx) |  |
| Emergency Expenses | xxx | xxx/(xxx) | xxx | xxx | (xxx) |  |
| Use of goods and services | xxx | xxx/(xxx) | xxx | xxx | (xxx) |  |
| Finance costs | xxx |  |  |  |  |  |
| **Total** **Expenditure** | **xxx** | **(xxx)** | **xxx** | **xxx** | **(xxx)** |  |
| **Surplus** **For** **the** **Period** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |  |
|  |  |  |  |  |  |  |
| **Capital expenditure**  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |  |

**Budget notes**

1. *Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization (IPSAS 24.14)*
2. *Provide an explanation of changes between original and final budget indicating whether the difference is due to reallocations or other causes. (IPSAS 24.29)*
3. *Where the total of actual on comparable basis does not tie to the statement of financial performance totals due to differences in accounting basis (budget is cash basis, statement of financial performance is accrual) provide a reconciliation.*

# Notes to the Financial Statements

1. **General Information**

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

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

The Fund’s financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS). The financial statements are presented in Kenya shillings, which is the functional and reporting currency of the Fund. The accounting policies have been consistently applied to all the years presented. The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The financial statements are prepared on accrual basis while the cashflow statement is prepared using the direct method.

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

***Revenue Transfers***

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

1. **Revenue from exchange transactions**

***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.

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

1. **Budget information**

The original budget for FY 20xx was approved by the County Assembly on xxxx. Subsequent revisions or additional appropriations were made to the approved budget in accordance with specific approvals from the appropriate authorities. The additional appropriations are added to the original budget by the entity upon receiving the respective approvals in order to conclude the final budget. Accordingly, the Fund recorded additional appropriations of xxxxx on the FY 20xx budget following the governing body’s approval. The Fund’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 financial performance has been presented under section xxx of these financial statements.

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. **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.

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

1. **Financial instruments**

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

***Financial assets***

**Classification of financial assets**

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

**Subsequent measurement**

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

**Amortized cost**

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

**Fair value through net assets/ equity**

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

**Fair value through surplus or deficit**

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

**Trade and other receivables**

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

**Impairment**

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

***Financial liabilities***

**Classification**

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

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

1. **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.

1. **Provisions**

Provisions are recognized when the Fund 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 Fund 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 Fund 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.

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

***Contingent assets***

The Fund 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.

1. **Nature and purpose of reserves**

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

1. **Changes in accounting policies and estimates**

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

1. **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.

1. **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.

1. **Related parties**

The Fund 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 and senior managers.

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

1. **Cash and cash equivalents.**

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

1. **Comparative figures**

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

1. **Events after the reporting period**

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

1. **Currency**

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

### Significant judgments and sources of estimation uncertainty

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

State all judgements, estimates and assumptions made

**a) 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 period, are described below. The Fund 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 Fund. Such changes are reflected in the assumptions when they occur. IPSAS 1.140.

**b) 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

**c) 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 the Fund*

### Transfers from the County Government

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Transfers From XX County Department | xxx | xxx |
| Others *(specify)* | xxx | xxx |
| **Total** | **xxx** | **xxx** |

### Public Contributions and Donations

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Cash Donation From Development Partners | xxx | xxx |
| Cash Contributions From the Public | xxx | xxx |
| In kind Donation From Development Partners | xxx | xxx |
| In kind Contributions From the Public | xxx | xxx |
| Others *(specify)* | xxx | xxx |
| **Total** | **xxx** | **xxx** |

### Finance income

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Interest Income from Investments in financial assets | xxx | xxx |
| Interest Income on Bank Deposits | xxx | xxx |
| **Total** **Interest Income** | **xxx** | **xxx** |

*(Provide brief explanation for this revenue)*

### Committee Allowances

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Daily Subsistence Allowances | xxx | xxx |
| Other Allowances *(Specify)* | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

1. **Emergency Expenses**

| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| --- | --- | --- |
| **Kshs.** | **Kshs.** |
| Drought related expenses | xxx | xxx |
| Fire related expenses | xxx | xxx |
| Flood related expenses | xxx | xxx |
| Other (*Specify*) | xxx | xxx |
| **Total** | **xxx** | **xxx** |

1. **Use of Goods and Services**

| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| --- | --- | --- |
| **Kshs.** | **Kshs.** |
| Electricity And Water Expenses | xxx | xxx |
| Fuel And Oil Costs | xxx | xxx |
| Insurance Costs | xxx | xxx |
| Postage And Courier | xxx | xxx |
| Printing And Stationery | xxx | xxx |
| Rental Costs | xxx | xxx |
| Telephone And Communication Expenses | xxx | xxx |
| Bank Charges | xxx | xxx |
| Conference Costs | xxx | xxx |
| Daily subsistence Allowance | xxx | xxx |
| Audit Fees | xxx | xxx |
| Other (*Specify*) | xxx | xxx |
| Total | xxx | xxx |

### Depreciation and Amortization Expenses

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs.** | **Kshs.** |
| Property Plant and Equipment | xxx | xxx |
| Intangible Assets | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

### Finance costs.

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Interest On Bank Overdrafts | xxx | xxx |
| Interest On Loans from Banks | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

### Gain/(loss) on disposal of assets

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Comparative Period** |
| **Kshs** | **Kshs** |
| Property, Plant and Equipment | xxx | xxx |
| Intangible Assets | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

### Cash and cash equivalents.

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year audited** |
| **Kshs** | **Kshs** |
| On – Call Deposits | xxx | xxx |
| Current Account | xxx | xxx |
| Others (*Specify*) | xxx | xxx |
| **Total** **Cash** **and** **Cash** **Equivalents** | **xxx** | **xxx** |

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

Detailed analysis of the cash and cash equivalents are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Institution** | **Account number** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year audited** | **Comparative for Cash flow** |
| **Kshs** | **Kshs** | **Kshs** |
| 1. **Current Account**
 |  |  |  |  |
| XXX Bank |  | xxx | xxx | xxx |
| XXX Bank  |  | xxx | xxx | xxx |
| **Sub- Total** |  | **xxx** | **xxx** | **xxx** |
|  |  |  |  |  |
| 1. **On - Call Deposits**
 |  |  |  |  |
| XXX Bank |  | xxx | xxx | xxx |
| XXX Bank - Etc. |  | xxx | xxx | xxx |
| **Sub- Total** |  | **xxx** | **xxx** | **xxx** |
|   |  |  |  |  |
| 1. **Others (Specify)**
 |  |  |  |  |
| Cash In Transit |  | xxx | xxx | xxx |
| Cash In Hand |  | xxx | xxx | xxx |
| **Sub- Total** |  | **xxx** | **xxx** | **xxx** |
| **Grand Total** |  | **xxx** | **xxx** | **xxx** |

### Receivables from non-exchange transactions

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior** **year audited** |
| **Kshs** | **Kshs** |
| **Current Receivables** |  |  |
| Revenue Receivable | xxx | xxx |
| Others *(specify)* | xxx | xxx |
| **Total Current Receivables from non-exchange** | **xxx** | **xxx** |

### Receivables from exchange transactions

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior** **year audited** |
| **Kshs** | **Kshs** |
| **Current Receivables** |  |  |
| Interest Receivable | xxx | xxx |
| Others *(specify)* | xxx | xxx |
| **Total Current Receivables from exchange** |  |  |

### Prepayments

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior** **Year audited** |
| **Kshs** | **Kshs** |
| Prepaid Rent | xxx | xxx |
| Prepaid Insurance | xxx | xxx |
| Prepaid Electricity Costs | xxx | xxx |
| Other Prepayments *(Specify*) | xxx | xxx |
| **Total**  | **xxx** | **xxx** |

### Inventories

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior** **year audited** |
| **Kshs** | **Kshs** |
| Consumable Stores | xxx | xxx |
| Other Inventories (Specify) | xxx | xxx |
| **Total** **Inventories** a**t** **The** **Lower** o**f** **Cost** a**nd** **Net** **Realizable** **Value** | **xxx** | **xxx** |

### Property, plant and equipment

| **Cost** | **Land** | **Buildings** | **Motor vehicles** | **Furniture and fittings** | **ICT****equipment** | **Work In Progress** | **Other Assets** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** |  | **Kshs** | **Kshs** |
| **Depreciation Rate** | **-** | **xx** | **xx** | **xx** | **xx** | **-** | **xx** | **xx** |
| **As at the beginning of the Previous Period** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions | xxx | xxx | xxx | xxx | **-** | xxx | xxx | **xxx** |
| Disposals | (xxx) | (xxx) | (xxx) | **-** | **-** |  | (xxx) | **(xxx)** |
| Transfers/Adjustments | xxx | xxx | (xxx) | xxx | (xxx) |  | xxx | **(xxx)** |
| **As at the end of the Previous Period** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **At the beginning of the Current Period** |  |  |  |  |  |  |  |  |
| Additions | xxx | xxx | xxx | xxx | - | xxx | xxx | **xxx** |
| Disposals | (xxx) | (xxx) | - | - | - |  | (xxx) | **(xxx)** |
| Transfer/Adjustments | xxx | (xxx) | xxx | xxx | (xxx) |  | - | **(xxx)** |
| **As at the end of the Current Period)** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Depreciation And Impairment** |  |  |  |  |  |  |  |  |
| **As at the beginning of the Previous Period** |  | (xxx) | (xxx) | (xxx) | (xxx) |  | (xxx) | **(xxx)** |
| Depreciation |  | (xxx) | (xxx) | (xxx) | (xxx) |  | **-** | **(xxx)** |
| Impairment |  | (xxx) | - | - | - |  | (xxx) | **(xxx)** |
| **As at the end of the Previous Period** |  | **xxx** | **xxx** | **xxx** | **xxx** |  | **xxx** | **xxx** |
| **As at the beginning of the Current Period** |  |  |  |  |  |  |  |  |
| Depreciation |  | (xxx) | (xxx) | (xxx) | - |  | (xxx) | **(xxx)** |
| Disposals |  | xxx | - | - | - |  | (xxx) | **xxx** |
| Impairment |  | (xxx) | (xxx) | - | - |  | - | **(xxx)** |
| Transfer/Adjustment |  | xxx | (xxx) | (xxx) | xxx |  | - | **xxx** |
| **As at the end of the Current Period** |  | **xxx** | **xxx** | **xxx** | **xxx** |  | **xxx** | **xxx** |
| **Net Book Values** |  |  |  |  |  |  |  |  |
| **As at the end of the Previous Period** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **As at the end of the Current Period** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

### Intangible assets

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
| **Cost** |  |  |
| **At Beginning of the Period** | xxx | xxx |
| Additions | xxx | xxx |
| **At end of the Period** | **xxx** | **xxx** |
| **Amortization And Impairment** |  |  |
| **At Beginning of the Period** | xxx | xxx |
| Amortization | xxx | xxx |
| **At end of the Period**  | xxx | xxx |
| Impairment Loss | xxx | xxx |
| **At end of the Period** | **xxx** | **xxx** |
| **NBV** | **xxx** | **xxx** |

### Trade and other payables from exchange transactions

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
| Trade Payables | xxx | xxx |
| Retention money | xxx | xxx |
| Other Payables | xxx | xxx |
| **Total** **Trade** **And** **Other** **Payables** | **xxx** | **xxx** |

### Borrowings

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
| **Balance as at Beginning of the Period** | **xxx** | **xxx** |
| Domestic Borrowings During the period | xxx | xxx |
| Repayments Of Domestics Borrowings During the Period | (xxx) | (xxx) |
| **Balance At End of The Period** | **xxx** | **xxx** |

The table below shows the classification of borrowings.

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
| Loan From XXX | xxx | xxx |
| Loan from XXX Bank | xxx | xxx |
| Loan from XXX Bank | xxx | xxx |
| Borrowings From Other Government Institutions | xxx | xxx |
| **Total Balance at End of the period** | **xxx** | **xxx** |

The table below shows the classification of borrowings long-term and current borrowings:

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
| Short Term Borrowings (Current Portion) | xxx | xxx |
| Long Term Borrowings | xxx | xxx |
| **Total** | **xxx** | **xxx** |

*(NB: the total of this statement should tie to note 18 totals. Current portion of borrowings are those borrowings that are payable within one year or the next financial year. Additional disclosures on terms of borrowings, nature of borrowings, security and interest rates should be disclosed. Borrowings should be measured at amortised cost as per IPSAS 41)*

### Cash generated from operations.

|  |  |  |
| --- | --- | --- |
| **Description** | **Period ended Sep.****/Dec/ March****/June 20xx** | **Prior year Audited** |
| **Kshs** | **Kshs** |
|  **Surplus/ (Deficit) For the** period | **xxx** | **xxx** |
| **Adjusted For:** |  |  |
| Depreciation  | xxx | xxx |
| Amortisation | xxx | xxx |
| Gains/ Losses on Disposal Of Assets | (xxx) | (xxx) |
| **Working Capital Adjustments** |  |  |
| Increase In Inventory | (xxx) | (xxx) |
| Increase In Receivables | (xxx) | (xxx) |
| Increase In Payables | 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 operating activities)*

# Annexes.

**Annex 1: Statement of Financial Performance Per Quarter**

| **Description** | **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** | **Cumulative to date period ended xxx** | **Comparative period prior year** |
| --- | --- | --- | --- | --- | --- | --- |
| **Kshs.** | **Kshs.** | **Kshs.** | **Kshs.** | **Kshs.** |  |
| **Revenue** **from** **non-exchange** **transactions** |  |  |  |  |  |  |
| Transfers From the County Government | xxx | xxx | xxx | xxx | xxx | xxx |
| Public Contributions and Donations | xxx | xxx | xxx | xxx | xxx | xxx |
|   | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Revenue** **from** **exchange** **transactions** |  |  |  |  |  |  |
| Finance income | xxx | xxx | xxx | xxx | xxx | xxx |
|   | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Total** **revenue** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Expenses** |  |  |  |  |  |  |
| Committee Allowances | xxx | xxx | xxx | xxx | xxx | xxx |
| Emergency Expenses | xxx | xxx | xxx | xxx | xxx | xxx |
| Use of goods and services | xxx | xxx | xxx | xxx | xxx | xxx |
| Depreciation and Amortization  | xxx | xxx | xxx | xxx | xxx | xxx |
| Finance Costs | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** **expenses** | **(xxx)** | **(xxx)** | **(xxx)** | **(xxx)** | **(xxx)** | **(xxx)** |
| **Other gains/losses** |  |  |  |  |  |  |
| Gain/loss on disposal of assets | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Surplus/(deficit)**  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**Annex 2:** **Analysis of Emergency expenditure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Amount** | **Purpose of Payment** | **Status (spent/not spent)** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(This information is in compliance with PFM Sec 115. The Fund administrator should state whether the person to whom the payment was made has spent the money for that purpose, and a statement made to that effect; if the person to whom the payment has been made has not yet spent the money for that purpose, a statement specifying the reasons for not having done so)*

**………………………………………………**

**Name:**

**Fund Administrator:**

**Date:**