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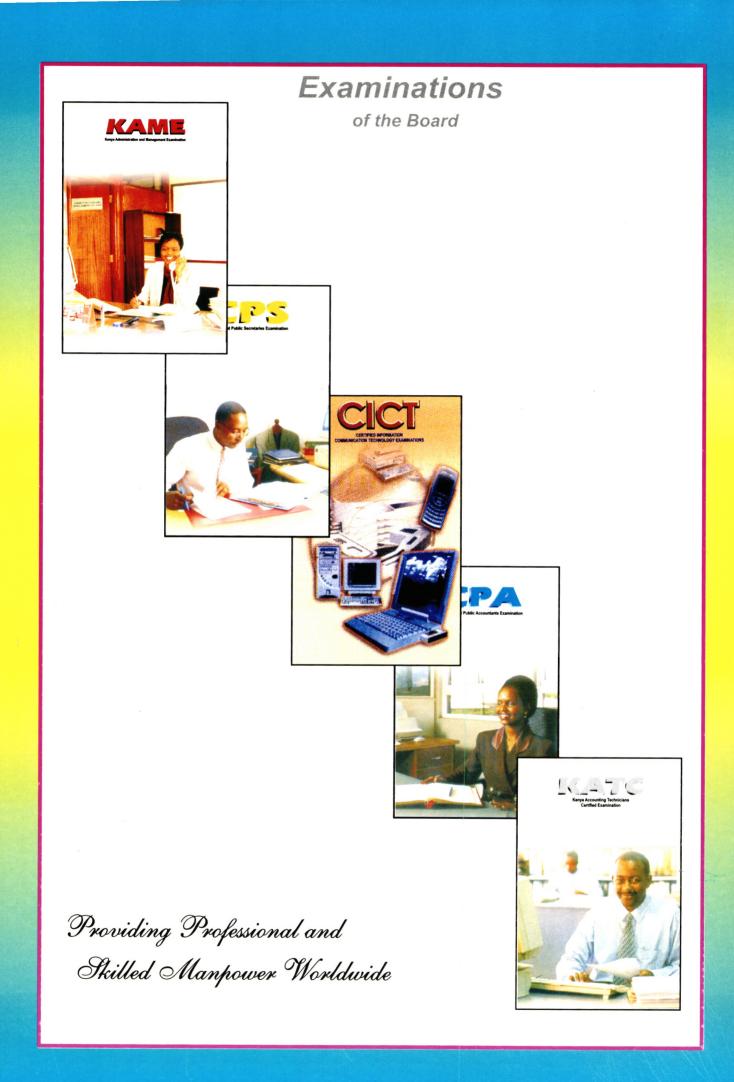
Kenya Accountants and Secretaries National Examinations Board

ТЯОЧЕЯ ЈАUИИА АИД СИА БЪИДТАТС ЈАГОИАИГ Боктие кају енткођ

30 June 2006

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KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD

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CORPORATE INFORMATION

1. Registered Office and Principal Place of Business

KASNEB Towers Hospital Road, Upper Hill P.O. Box 41362-00100 NAIROBI.

Telephone: 2712640/2712828 Fax: 2712915 Website: www.kasneb.or.ke Email: info@kasneb.or.ke

2. Bankers

National Bank of Kenya Ltd. Hill Plaza Branch P.O. Box 45219-00100 NAIROBI

3. Auditors

Controller and Auditor-General Kenya National Audit Office Anniversary Towers P.O. Box 30084-00100 NAIROBI

4. Secretary

Erastus K. Gitau P.O. Box 41362-00100 NAIROBI

MEMBERS OF THE BOARD

- 1. Prof. Francis N. Kibera Chairman University of Nairobi
- 2. Prof. George I. Godia Vice-Chairman Ministry of Education
- 3. Mr Enos O. Oyaya Ministry of Education
- 4. Mr Kariithi M. Murimi Federation of Kenya Employers
- 5. Mr Frederick F. Odhiambo Ministry of Co-operative Development
- 6. Mr Stephen Lugalia Institute of Certified Public Accountants of Kenya (ICPAK)
- 7. Mr Charles K. Wachira Institute of Certified Public Secretaries of Kenya (ICPSK)
- 8. Mr Sam G. Ogutha Institute of Certified Public Secretaries of Kenya (ICPSK)
- 9. Mr Titus J.K. Gateere Kenya Institute of Administration
- 10. Njoki Kahiga (Ms) Directorate of Personnel Management
- 11. Shellomith L. Bobotti (Mrs) Ministry of Finance
- 12. Prof. Wanyama Kulundu-Bitonye Office of the Attorney General
- Mr John K. Njiraini Institute of Certified Public Accountants of Kenya (ICPAK) (resigned in May 2006)

INSTITUTION NOT REPRESENTED

Ministry of Local Government

CHAIRMAN'S STATEMENT

It is my pleasure to present the annual report and financial statements of the Board for the financial year ended 30 June 2006.

The Board has continued to successfully administer technician and professional examinations in accountancy, finance, management, administration, information communication technology and related disciplines. In achieving its mandate the Board has been guided by the Corporate Strategic Plan (2002-2007), the Strategic Marketing Plan (2004-2009) and the performance contract signed with the Ministry of Finance.



The Board is a not-for-profit making organisation whose main source of income is fees from candidates. The fees charged to candidates are modest and remain constant for a number of years to enable parents and sponsors make the necessary sacrifice without too much strain. Through prudent management of resources the Board was able to fund its operations during the year and to realise some savings. The financial statements of the Board for the financial year ended 30 June 2006 are presented on pages 9 to 19 of this report.

Governance of the Board

The Board comprises fourteen (14) members appointed by the Minister for Finance in accordance with Section 15(1) of the Accountants Act (Cap 531). The members are appointed to serve for a period of three years. The proceedings of the meetings of the Board are governed by the fourth schedule to the Accountants Act. Section 17(3) of the Accountants Act confers on the Board authority to establish such committees as the Board considers necessary for the purpose of exercising and performing its functions.

The Board has appointed committees to facilitate the execution of its functions. The committees include:

- (a) The Examinations Committee This Committee is responsible for development of syllabuses and management of all the examinations of the Board.
- (b) The Finance and General Purposes Committee This Committee is responsible for the management of finances, staff and administrative matters.
- (c) The Planning and Development Committee The Committee is responsible for formulation of development policy including long-term planning.
- (d) The Tender Committee This Committee is responsible for the implementation of the procurement and disposal regulations as they relate to acquisition and disposal of goods, supplies and services.

Administration of examinations

The examinations of the Board were administered to candidates both within the Republic and in foreign countries twice during the year in November/December 2005 and in May/June 2006.

A new examination, namely, the Certified Information Communication Technology (CICT) examination was administered to candidates for the first time in May/June 2006. The examination was offered at both technician and professional levels. The response in terms of the number of candidates who sat for the CICT examination was very encouraging.

Promotion and marketing activities

The Board intensified its promotion and marketing activities during the year. These activities included discussions on career opportunities between officers of the Board and teachers and students in secondary schools, colleges and universities throughout the country. The officers of the Board also held discussions with business students associations in both public and private universities. In addition, the Board organised seminars for coordinators and invigilators of the examinations of the Board in all the provinces within the Republic.

Performance Contracting

The Board successfully implemented the first performance contract which covered the period 1 July 2005 to 30 June 2006. The Board was rated in the category of very good in the national ranking which was based on the evaluation of the performance of 34 ministries and 116 state corporations.

The way forward

The Board will continue to ensure that its examination syllabuses are dynamic, stand the test of time and are relevant to the current and future needs of the national, regional and global markets. In furtherance of this goal, the Board has commenced the process of undertaking a major review of its examinations syllabuses and formulation of its third Corporate Strategic Plan (2007-2012).

Appreciation

On behalf of the Board I wish to thank the members of staff for their excellent work and dedication to the Board. Special thanks to the students of the Board for their steadfast loyalty and confidence in the examinations of the Board. I would also like to extend our appreciation to sponsors, trainers, examiners and all our valued stakeholders and well-wishers for their unwavering support. I also acknowledge the guidance and support from the Ministry of Finance, our parent Ministry. Finally, I would like to thank my fellow Board members for their stewardship and tireless effort in ensuring the success of the Board.

<u>PROFESSOR FRANCIS N. KIBERA</u> CHAIRMAN

STATEMENT OF BOARD MEMBERS' RESPONSIBILITIES

The members of the Board and management are responsible for preparing financial statements which give a true and fair view of the state of affairs of the Board as at the end of each financial year and of the operating results for that year.

Members and management are also required to ensure that the Board keeps proper accounting records which disclose with reasonable accuracy the financial position of the Board. The members and management are also responsible for safeguarding the assets of the Board.

The members and management accept responsibility for the financial statements which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates and in conformity with the International Financial Reporting Standards. The members are of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the Board as at 30 June 2006 and of its surplus for the year then ended. The members and management further accept responsibility for the maintenance of accurate and complete accounting records which have been relied upon in the preparation of the financial statements as well as on the adequacy of the systems of internal financial controls.

Nothing has come to the attention of the members and management to indicate that the Board will not remain a going concern for the next twelve months from the date of this statement.

FRANCIS N. KIBERA CHAIRMAN

ERASTUS K. GITAU SECRETARY **KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD**





REPUBLIC OF KENYA

KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE FINANCIAL STATEMENTS OF THE KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD FOR THE YEAR ENDED

30 JUNE 2006

KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD

REPUBLIC OF KENYA

Telephone: +254-20-342330 Fax: +254-20-311482 E-mail: cag@kenyaweb.com



P.O. Box 30084-00100 NAIROBI

KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE FINANCIAL STATEMENTS OF THE KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD FOR THE YEAR ENDED 30 JUNE 2006

I have audited the financial statements of Kenya Accountants and Secretaries National Examination Board for the year ended 30 June 2006 in accordance with the provisions of Section 14 of the Public Audit Act, 2003. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit. The financial statements are in agreement with the books of account.

Respective Responsibilities of the Board and the Controller and Auditor General

The board members are responsible for the preparation of financial statements which give a true and fair view of the Board's state of affairs and of its operating results. My responsibility is to express an independent opinion on the financial statements based on my audit.

Basis of Opinion

The audit was conducted in accordance with the International Standards on Auditing. Those standards require that the audit be planned and performed with a view to obtaining reasonable assurance that the financial statements are free from material misstatement. An audit includes an examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. It also includes an assessment of the accounting policies used and significant estimates made by the Board, as well as an evaluation of the overall presentation of the financial statements. I believe the audit provides a reasonable basis for my opinion.

Opinion

In my opinion, proper books of account have been kept and the financial statements give a true and fair view of the state of affairs of the Board as at 30 June 2006 and of its surplus and cash flows for the year then ended in accordance with the Accountants Act, Cap 531 of the Laws of Kenya.

P. N. KOMORA CONTROLLER AND AUDITOR GENERAL

Nairobi

19 December 2006

BALANCE SHEET AS AT 30 JUNE 2006

ASSETS	Note	2006	2005
		Sh.	Sh.
Non current assets			
Property and equipment	9(a)	90,350,236	67,829,322
Prepaid operating lease rentals	9(b)	<u>5,981,057</u>	<u>6,046,782</u>
		96,331,293	73,876,104
Current assets			
Government securities	10	241,782,310	191,036,325
Receivables	11	7,926,241	7,119,448
Bank balances		15,088,225	18,918,210
Cash in hand		883,577	<u>793,669</u>
		265,680,353	217,867,652
Total assets		<u>362,011,646</u>	<u>291,743,756</u>
GENERAL FUND AND LIABILITIES			
General fund		342,894,020	276,273,242
Current liabilities			
Payables	12	<u>19,117,626</u>	15,470,514
Total general fund and liabilities		<u>362,011,646</u>	<u>291,743,756</u>

FRANCIS N. KIBERA CHAIRMAN

ERASTUS K. GITAU SECRETARY

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2006

	Note	2006	2005
		Sh.	Sh.
Income from operations	2	322,378,358	292,005,680
Income from other sources	3	8,297,730	8,233,447
		330,676,088	300,239,127
Operating expenses	4	(252,568,085)	(221,948,073)
Administration costs	5	(25,648,289)	<u>(20,860,479)</u>
Operating surplus		52,459,714	57,430,575
Finance income	7	17,504,665	10,584,720
Surplus for the year		<u>69,964,379</u>	<u>68,015,295</u>

STATEMENT OF CHANGES IN GENERAL FUND FOR THE YEAR ENDED 30 JUNE 2006

	Note	Sh.
At July 2004		208,257,947
Surplus for the year		68,015,295
At 30 June 2005		276,273,242
At 1 July 2005 Prior year adjustment	14	276,273,242 (<u>3,343,601)</u> 272,929,641
Surplus for the year		<u>69,964,379</u>
At 30 June 2006		<u>342,894,020</u>

Annual Report and Financial Statements for the Year ended 30 June 2006

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2006

	Note	2006	2005
OPERATING ACTIVITIES		Sh.	Sh.
Cash generated from operations Interest received	8(a)	62,255,603 <u>17,504,665</u>	50,543,294 <u>10,584,720</u>
Cash generated from operating activities		79,760,268	61,128,014
INVESTING ACTIVITIES			
Proceeds from disposal of assets Purchase of equipment		370,930 (<u>33,125,290)</u>	Nil (15,740,450)
Cash utilised in investing activities		(32,754,360)	<u>(15,740,450)</u>
Net increase in cash and cash equivalents		47,005,908	45,387,564
Cash and cash equivalents at beginning of year		210,748,204	<u>165,360,640</u>
Cash and cash equivalents at the end of year	8(b)	257,754,112	210,748,204

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2006

ESTABLISHMENT

Kenya Accountants and Secretaries National Examinations Board (KASNEB) is a body corporate established under Section 14(1) of the Accountants Act, (Cap.531) of the laws of Kenya. The income of the Board is exempt from income tax by virtue of legal notice No. 116/1975.

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements remain unchanged from the previous year and are set out below:

Basis of preparation

The financial statements have been prepared on the historical cost basis of accounting.

Revenue recognition

Examination fees is accounted for in the financial year in which the relevant examination takes place. No value is placed on stocks of examination stationery and past examination papers.

Other fees income is accounted for as it is received by the Board. Refunds are accounted for in the year in which they are made to students and candidates.

Investment income

Investment income is recognised in the period in which it is earned.

Property and equipment

Property and equipment are stated at historical cost less accumulated depreciation.

Depreciation

Depreciation is calculated on the straight-line basis to write off the cost of property and equipment over their estimated useful lives.

The annual rates of depreciation in use are:

Buildings	2.5%
Information and communication technology equipment	50%
Furniture and fittings	20%
Machinery and office equipment	20%
Motor vehicles	25%

Leasehold land

The Board owns leasehold land (LR.209/522/1) in Upper Hill area, Nairobi, on which stands its office premises. The lease on the land expires in the year 2097. The cost of the leasehold land is treated as prepaid operating lease rentals and amortised over the remaining lease period. The lease rentals payable under the operating lease are charged to the income and expenditure statement on a straight line basis over the remaining lease period.

Financial instruments

Financial instruments are contracts that give rise to both financial assets and financial liabilities. Currently the Board has no financial liabilities. Financial assets of the Board comprise government securities in form of Treasury Bills and Bonds and are held to maturity.

Financial assets are recognised on the Board's balance sheet at cost when the Board has become a party to the contractual provisions of the financial instruments.

Retirement benefits

The Board operates a staff retirement benefits scheme for its employees. The scheme, which was established on 1 January 1980, operates according to the provisions of the Retirement Benefits Authority Act (1997). The scheme is funded by contributions from both the employees and the Board as the sponsor. The scheme is fully compliant with the provisions of the Retirement Benefits Authority Act (1997).

The Board also contributes to a statutory defined contribution scheme, the National Social Security Fund (NSSF). Contributions to NSSF are determined by the National Social Security Fund Act (Cap.258).

2.	INCOME FROM OPERATIONS	2006 Sh.	2005 Sh.
	Examinations fees Registration fees Annual registration renewal fees Exemption fees Sale of past question papers	184,856,08464,210,44958,463,28914,227,136621,400322,378,358	167,241,33758,334,32853,474,73512,202,700752,580292,005,680
3.	INCOME FROM OTHER SOURCES		
	Student identity cards fees Rental income - Other tenants Miscellaneous income - Sale of tender documents	6,897,822 746,788 <u>653,120</u>	7,178,959 746,488 <u>308,000</u>
		8,297,730	8,233,447

4.	OPERATING EXPENSES	2006 Sh.	2005 Sh.
	Examinations and invigilation honoraria	50,022,638	42,585,374
	Examination prizes	516,000	375,000
	Rent of examination halls	1,864,480	1,371,787
	Data processing	3,179,685	983,382
	Printing and stationery	12,771,411	11,169,034
	Local travel and transport	5,763,115	6,090,851
	Long distance travel and transport	2,914,484	2,900,213
	Postage and telephone	5,953,510	5,166,920
	Staff emoluments and benefits	137,474,883	127,521,590
	Repairs and renewals	493,177	428,622
	Auditors' remuneration	268,000	244,000
	Insurance	913,355	851,072
	Sundry expenses	4,655,264	3,635,242
	Bank charges	1,272,527	1,197,251
	Honoraria to Board members	6,744,866	6,369,116
	Publicity, promotion, marketing		
	and communication	10,763,808	4,574,536
	Students journal - KASNEB Newsline	5,542,726	5,317,438
	Legal expenses	800,733	583,315
	Ground rent and land rates	653,423	583,330
		252,568,085	221,948,073

5. ADMINISTRATION COSTS

Student identity cards	1,602,768	1,869,318
Insurance and maintenance of KASNEB Towers	4,514,484	6,357,670
Social responsibility	250,000	Nil
Strategic plan 2002/07 and Marketing plan 2004/09.		
(Preparation)	Nil	763,330
Publications Company - Formation expenses	310,300	600
Website development and maintenance	195,235	42,640
Review and development of syllabuses	3,688,723	3,195,194
Miscellaneous expenses	443,912	309,165
Other non - recurrent expenses	3,972,766	1,804,175
Depreciation	10,604,376	6,452,662
Operating lease rentals	<u>65,725</u>	65,725
	25,648,289	20,860,479

6. STAFF EMOLUMENTS AND BENEFITS	2006 Sh.	2005 Sh.
Staff salaries and wages Pension and benefits Education and training	114,117,920 21,373,411 <u>1,983,552</u> <u>137,474,883</u>	103,261,759 19,571,111 <u>4,688,720</u> <u>127,521,590</u>

7. FINANCE INCOME

Finance income represents interest earned from Government securities.

8. NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of operating surplus to cash generated from operations				
Operating surplus	52,459,714	57,430,575		
Adjustments for:				
Depreciation Amortisation of prepaid lease rentals Proceeds from disposal of assets Prior year adjustment	10,604,376 65,725 (370,930) (<u>3,343,601</u>)	6,452,662 Nil Nil <u>65,725</u>		
Operating surplus before working capital changes	59,415,284	63,948,962		
Changes in working capital				
Decrease/(increase) in receivables	(806,793)	321,163		
Increase/(decrease) in payables	3,647,112	(13,726,831)		
Cash generated from operations	62,255,603	50,543,294		
(b) Cash and cash equivalents				
Treasury bills and treasury bonds	241,782,310	191,036,325		
Cash and bank balances	<u>15,971,802</u>	<u>19,711,879</u>		
	257,754,112	210,748,204		

9(a) PROPERTY AND EQUIPMENT

COST	Building	Building	Information Communication	Furniture & fittings	Machinery and Office	Motor Vehicles	Total
	W.I.P*	Technology	Equipment		Equipment		
	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	
At 1 July 2005	72,192,542	Nil	22,989,757	13,395,748	6,189,848	22,087,786	136,855,681
Additions Disposals	<u>909,552</u> (399,500)	<u>23,971,549</u> (<u>399,500)</u>	4,471,372	264,497	582,687	2,925,633	33,125,290
At 30 June 2006	73,102,094	23,971,549	27,461,129	13,660,245	6,772,535	24,613,919	169,581,471
ACCUMULATED DEPRECIATION	ECIATION						
At 1 July 2005	17,801,546	Nil	17,054,520	10,717,509	5,372,773	18,080,011	69,026,359
Charge for the year Eliminated on disposals	1,827,552 Nil	Nil (399,500)	4,756,929 (399,500)	935,437	372,810	2,711,648	10,604,376
At 30 June 2006	19,629,098	Nil	21,811,449	11.652.946	5,745,583	20,392,159	79,231,235
NET BOOK VALUE					ĩ		
At 30 June 2006	53,472,996	23,971,549	5,649,680	2,007,299	1,026,952	4,221,760	90,350,236
At 30 June 2005	54,390,996	Nil	5,935,237	2.678,239	817,075	4,007,775	67,829,322
* Work in progress represents costs incurred on the rehabilitation of KASNEB Towers during the year. The project was still in progress as at 30 June 2006.	sents costs incurred	d on the rehabilitation	n of KASNEB Tower	s during the year. T	he project was still i	n progress as at 30 J	une 2006.

KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD

9(b).PREPAID OPERATING LEASE RENTALS	2006 Sh.	2005 Sh.
Leasehold land Cost	<u>6,112,507</u>	<u>6,112,507</u>
At 1 July 2005 Amortisation charge for the year	65,725 65,725	Nil <u>65,725</u>
	<u>131,450</u>	<u>65,725</u>
Net book value	<u>5,981,057</u>	<u>6,046,782</u>

10. GOVERNMENT SECURITIES

Treasury bills

Maturing within 90 days Maturing after 90 days	92,438,810 <u>29,995,790</u> <u>122,434,600</u>	67,387,130 <u>16,269,970</u> <u>83,657,100</u>
Treasury bonds		
Maturing within one year Maturing between 1-3 years Maturing after 3 years	30,071,525 64,641,455 <u>24,634,730</u> <u>119,347,710</u>	33,933,515 35,531,925 <u>37,913,785</u> <u>107,379,225</u>
	241,782,310	191,036,325

The Average interest earned on government securities was **Sh.17,235,254** (2005 - Sh 10,365,012)

11. RECEIVABLES

Prepayments Receivable from tenants Staff receivables	2,994,745 143,782 <u>4,787,714</u> <u>7,926,241</u>	324,652 2,652,605 <u>4,142,191</u> 7,119,448
12. PAYABLES		
Examinations and invigilation honoraria Accruals Other payables include PAYE and withholding tax	6,528,295 3,895,212 <u>8,694,119</u> <u>19,117,626</u>	6,425,871 2,010,301 <u>7,034,342</u> <u>15,470,514</u>

13. NET CURRENT ASSETS	2006 Sh.	2005 Sh.
Current assets		
Government securities	241,782,310	191,036,325
Receivables	7,926,241	7,119,448
Bank balances	15,088,225	18,918,210
Cash in hand	883,577	793,669
265,680,353	217,867,652	
Current liabilities		
Payables	<u>19,117,626</u>	15,470,514
	246,562,727	202,397,138

14. PRIOR YEAR ADJUSTMENT

Following an in-depth audit of Paye and withholding tax by Kenya Revenue Authority (KRA), the Board recognized a liability of Sh.3,343,601 relating to the years of income 2003 to 2005. This amount has been provided for in the financial statements for the year ended 30 June 2006.

15. CURRENCY

The financial statements are presented in Kenya Shillings.



KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD



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CICT **Certified Information Communication Technology Examination**

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Certified Public Secretaries Examination



Kenya Accounting Technicians **Certificate Examination**

KATC

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BUSINESS THERMOSTAT

KASNEB Towers, Hospital Road P.O. Box 41362 - 00100 Nairobi, Kenya Tel: 254-020-2712640, 2712828 Fax: 254-020-2712915 Cellphone: 0722-201214, 0734-600624 E-mail: info@kasneb.or.ke Website: www.kasneb.or.ke

Providing professional and skilled manpower worldwide

Our vision is to maintain excellence in providing world-class examinations in accounting, finance, management and corporate governance.

Underster Misteri

Mission Statement

Our mission is to offer high quality examinations in accounting, finance, management, corporate governance and related disciplines in order to produce professionals who satisfy the needs of the marketplace.

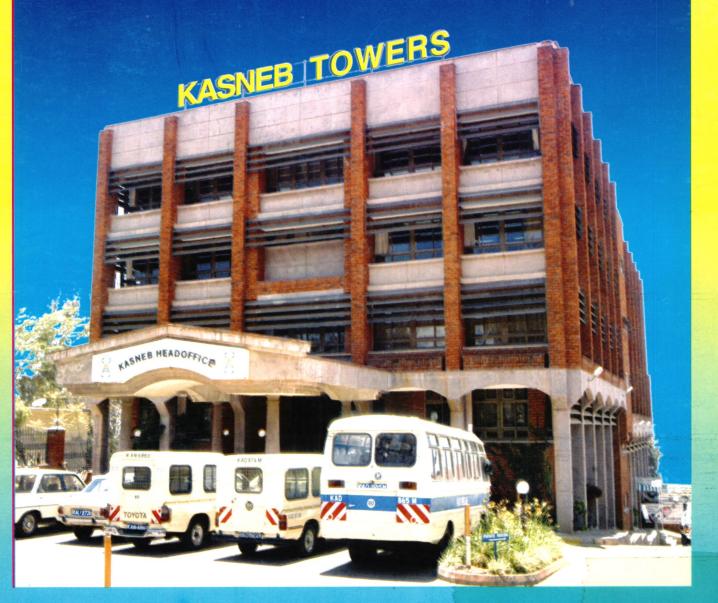
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We commit ourselves to live up to the highest ideals of good corporate governance and seek to be trustworthy, respectful, honest and socially responsible. Therefore we:

- (a) promote and pursue excellence;
- (b) operate to the highest levels of accountability and transparency;
- (c) act at all times with the highest degree of honesty and integrity;
- (d) perform to the highest measures of competence and professionalism;
- (e) promote at all times the virtues of meritocracy and fair play;
- (f) exhibit a sense of high responsibility within the society;
- (g) perform at all times to the highest satisfaction of our students and candidates who are the key customers;
- (h) institute measures aimed at satisfying stakeholders; and
- (i) promote equal opportunities for all.



Kenya Accountants and Secretaries National Examinations Board



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