

Annual Financial Statements for the year ended 30 June 2005

library

### **REPUBLIC OF KENYA**

Telephone: +254-20-342330 Fax: +254-20-311482 Email: 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 NATIONAL EXAMINATIONS COUNCIL FOR THE YEAR ENDED 30 JUNE, 2005

> KENYA NATIONAL ASSEMBLY Accession: 10012721

Call No: 657-452 KNEC



# CORPORATE INFORMATION

# **REGISTERED OFFICE AND PRINCIPAL PLACE OF BUSINESS**

N H C House Aga Khan Walk

Address: P. 0 Box 73598 Code 00200 City Square NAIROBI

# BANKERS

STANDARD CHARTERED BANK (Harambee Avenue)

KENYA COMMERCIAL BANK (Head Office)

COMMERCIAL BANK OF AFRICA (International Life House)

# **COUNCIL SECRETARY/CHIEF EXECUTIVE**

Paul M. Wasanga P O Box 73598 Code 00200 City Square NAIROBI

# **EXTERNAL AUDITOR**

Kenya National Audit KENCOM House P O Box 49384 - 00100 NAIROBI

# **COUNCIL BOARD MEMBERS**

# Prof. Raphael Munavu

Chairman, KNEC

## Prof. Karega Mutahi

Permanent Secretary, Ministry of Education, Science & Technology

Ms. Njoki Kahiga Representing Permanent Secretary/Director of Personnel Management

**Mr. Chiboli Induli Shakaba** Representing Permanent Secretary, Ministry of Finance.

Prof. George I Godia Education Secretary, Ministry of Education, Science & Technology

Eng. M O Kidenda Director of Industrial Training

Mr Enos Oyaya Director of Quality Assurance & Standards, Ministry of Education, Science & Technology

**Mr Arthur A Rateng'** Director of Technical Training Ministry of Education, Science & Technology

# Mrs. Lydia Nzomo

Director, Kenya Institute of Education

Mr E K Gitau Secretary, KASNEB

Mr P W Kibui Principal, Kenya Science Teachers' College

**Mr Akumu Owuor** Principal, Mombasa Polytechnic

# **COUNCIL BOARD MEMBERS**

## **Prof Lucy Kibera**

Associate Professor Department of Educational Foundations & Dean, Faculty of Education, University of Nairobi.

Mr David Oketch Principal, Highridge Teachers College

Mrs S K Ndege Principal, State House Girls

Rev Mark Matunga CEO, ICT Trust Fund (Co-opted)

Prof Olive Mugenda Deputy Vice Chancellor, Kenyatta University (Co-opted)

Prof C Kiamba Secretary, Commission for Higher Education (Co-opted)

Mr Gabriel Lengolboni Secretary, TSC (Co-opted)

Mr Paul M Wasanga Council Secretary/Chief Executive, KNEC

# STATEMENT OF BOARD MEMBERS' RESPONSIBILITIES FOR THE YEAR ENDED 30 JUNE 2005

The Board is required to prepare financial statements, which give a true and fair view of the state of affairs of the Council as at the end of the financial year and of its surplus or deficit for that year. The Board is required to ensure that the Council maintains proper accounting records, which disclose, with reasonable accuracy, the financial position of the Council. The Board is also responsible for safeguarding the assets of the Council.

The Board accepts responsibility for the financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgments and estimates, consistent with previous years, and in conformity with International Financial Reporting Standards. The Board is of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the Council as at 30 June 2005 and of its surplus for the year then ended. The Board further confirms the accuracy and completeness of the accounting records maintained by the Council, 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 Board to indicate that the Council will not remain a going concern for at least twelve months from the date of this statement.

This Statement is approved by the Board and is signed on it's behalf by:

Sign:

Prof. Raphael M Munavu PHD, EBS CHAIRMAN

Sign:.....

Paul M Wasanga M Ed. Sc. COUNCIL SECRETARY/CHIEF EXECUTIVE

Date: 10th Feb 2006

Date: 10 Hebreary 2006

### **REPUBLIC OF KENYA**

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P.O. Box 30084-00100 NAIROBI

# **KENYA NATIONAL AUDIT OFFICE**

# REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE FINANCIAL STATEMENTS OF THE KENYA NATIONAL EXAMINATIONS COUNCIL FOR THE YEAR ENDED 30 JUNE, 2005

I have audited the financial statements of Kenya National Examinations Council for the year ended 30 June 2005 in accordance with the provisions of Section14 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 Directors and the Controller and Auditor General

As set out in the statement of directors' responsibilities, the directors are responsible for the preparation of financial statements which give a true and fair view of the Council's state of affairs and 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 and significant estimates made by the directors, as well as an evaluation of the overall presentation of the financial statements. I believe my audit provides a reasonable basis for my opinion.

# <u>Comments</u>

### 1. Investments

As previously reported, the Balance Sheet reflects investments in shares in Consolidated Bank of Kenya amounting to Kshs. 64,300,000 as at 30 June 2005. The shares were a conversion of the Council's deposits amounting to Kshs.130,577,368 in various Banking Institutions that were restructured between

December 1989 and March 1991 to form the Consolidated Bank of Kenya Limited. The investment has not earned the Council dividend since the conversion. The Council has been unable to dispose off the investment and the value of the Investment is therefore doubtful and may not be recoverable. No provision has been in these financial statement for this uncertainty and consequently I am unable to give an opinion as to whether these investments are fairly stated.

# 2. <u>Net Receivable</u>

The balance sheet net receivable balance of Kshs.6,589,063 include unsurrendered imprests amounting to Kshs.3,388,295 (2003/2004 – Kshs.3,903,440) in respect to Marking Centers and Assessors. The Council has been unable to recover these imprests through the Teachers Service Commission (TSC) while only Kshs.332,168 (9.8 %) has been provided for as doubtful in respect of temporary imprest as disclosed in note 6 to the accounts. I am therefore unable to confirm whether the Council will be able to recover these imprests. Any additional provision in relation to this uncertainty has not been incorporated in these financial statements.

# **Opinion**

In my opinion, except for the matters referred to in the preceding paragraphs, proper books of account have been kept and the financial statements give a true and fair view of the state of the financial affairs of the Council as at 30 June 2005 and of its surplus and cash flows for the year then ended in accordance with International Financial Reporting Standards and comply with the Kenya National Examinations Act (Cap 225A).

CONTROLLER AND AUDITOR GENERAL

Nairobi

28 February 2006

# BALANCE SHEET AS AT 30th JUNE 2005

		2005	2004
	NOTES	Kshs.	Kshs.
ASSETS			
NON CURRENT ASSETS			
Property, furniture and equipment	2	194,260,231	200,865,970
Building (Work in Progress)	3	81,591,250	61,979,845
Investments	4	64,300,000	64,300,000
		340,151,481	327,145,815
CURRENT ASSETS			
Inventories	5	41,379,428	14,131,650
Net Receivables	6	6,589,063	7,182,291
Cash and Cash Equivalents	7	715,072,410	684,483,718
		763,040,901	705,797,659
TOTAL ASSETS		1,103,192,382	1,032,943,474
RESERVES, FUNDS & LIABILITIES			
Capital Reserve		218,010,708	206,753,149
Revaluation Reserve		72,576,890	70,906,890
Income & Expenditure Account		748,296,310	646,426,505
		1,038,883,908	924,086,544
CURRENT LIABILITIES			
Trade and other payables	8	64,308,474	108,856,930
		64,308,474	108,856,930
TOTAL RESERVES, FUNDS & LIABILITIES		1,103,192,382	1,032,943,474

The financial statements were approved by the Council Board during the meeting held on 13th January 2006 and signed on its behalf by:

Prof. Raphael M. Munavu PHD, EBS

Chairman

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Paul M. Wasanga M Ed Sc. Council Secretary / Chief Executive

# **INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2005**

		2005	2004
	NOTES	Kshs.	Kshs.
INCOME			
Examination Fees	9	1,229,245,868	1,132,848,029
Other Income	10	46,936,901	18,179,814
Grants		352,185,036	350,319,641
		1,628,367,805	1,501,347,484
LESS EXPENDITURE			
Opening Stock		14,131,650	24,262,850
Personnel Expenses	10	291,220,037	227,897,061
Office Administration Expenses	11	85,491,825	85,904,815
Examination Expenses	12	1,129,516,239	1,100,439,363
Housing of Staff & Office Accommodation	13	17,558,334	19,058,336
Depreciation		29,440,557	26,751,171
		1,567,358,642	1,484,313,596
Less Closing Stock		(41,379,428)	(14,131,650)
		1,525,979,214	1,470,181,946
Surplus for the Year		102,388,591	31,165,538

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30th JUNE 2005

	Capital reserve	Revaluation reserve	Income & Expenditure A/c	Totał
	Kshs		Kshs.	Kshs
Balance as at 1st July 2003	276,200,039		616,372,260	892,572,299
Transfer to Revaluation reserve	(69,446,890)	69,446,890		0
Prior item Adjustment to Sundry Creditors			(1,111,293)	(1,111,293)
Restated Balance as at 1st July 2003	206,753,149	69,446,890	615,260,967	891,461,006
Revaluation		1,460,000		1, <b>460</b> ,000
Surplus for the Year			31,165,538	31,165,538
Balance as at 30th June 2004	206,753,149	70,906,890	646,426,505	924,086.544
Balance as at 1st July 2004	206,753,149	70,906,890	646,426,505	924,086,544
Prior item . Adjustment to Retirement Benefit			(518,786)	(518,786)
Restated Balance as at 1st July 2004	206,753,149	70,906,890	645,907,719	923,567,758
Capital grants on New Mitihani Hse	11,257,559			11,257,559
Revaluation		1,670,000		1,670,000
Surplus for the Year			102,388,591	102,388,591
Balance as at 30th June 2005	218,010,708	72,576,890	748,296,310	1,038,883,908

# CASH FLOW STATEMENT FOR THE YEAR ENDED 30th JUNE 2005

	2005	2004
	Kshs.	Kshs.
Cash flows from operating activities		
Surplus for the Year	102,388,591	31,165,538
Adjustments for :		
Prior items	(518,786)	(1,456,551)
Depreciation	29,440,557	26,751,171
Operating profit before working capital changes	131,310,362	56,460,158
Decrease / (increase) in inventories	(27,247,778)	10 131,200
Decrease in Net Receivables	593,228	5 (5,429
Decrease / (Increase) in Trade and other payables	(44,548,456)	1,376,849
Net cash flows from operating activities	60,107,356	68,547.636
Servicing of finance		
Increase in accumulated reserve	11,257,559	
Cash flows from investing activities		
Purchase of property, plant and equipment	(21,164,818)	(1,0 <b>09,851)</b>
Construction on New Mitihani Building	(19,611,405)	
Net cash flows from investing activities	(40,776,223)	(1,009,851)
Net increase in Bank	30,588,692	67,537,785
Cash and Cash equivalents at beginning of year	684,483,718	616,945,933
Cash and Cash equivalents at end of year	715,072,410	684,483,718

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2005

#### NOTE 1

### **ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of these financial statements are set out below:

#### a) Basis of Accounting

These Accounts have been prepared in accordance to the International Accounting Standards under the historical Cost Convention modified to include the revaluation of certain assets.

#### b) Depreciation

Depreciation is calculated to write off the cost, valuation of Leasehold Building, Motor vehicles. Office Equipment and Office Furniture on a straight line basis over their estimated useful lives, at the following rates: -

Leasehold Buildings	2 <sup>1</sup> / <sub>2</sub> %
Motor Vehicles	25%
Office Equipment	10%
Office Furniture	<b>12</b> <sup>1</sup> / <sub>2</sub> %

#### c) inventories

Inventories are valued at the lower of cost and net realisable value.

#### d) Foreign Currency

Transactions in foreign currency are translated into Kenya Shillings at the rate exchanged ruling on the date of the transaction.

#### e) Retirement Benefits

The Council and its employees other than those on secondment contribute to a pension scheme. The Council's contributions are charged against income in the period they fall due.

#### f) Revenue Recognition

- i) Examination fees are treated as income in the year received.
- ii) Interest receivable is recognized on time proportion basis taking into account the principal amount and the rate applicable.

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

### g) Grants

Grants are recognized in the year they are received from the Ministry of Education, Science and Technology.

### h) Treasury Bills

Treasury bills are stated at cost. Interest is credited to income over the period of issue.

#### i) Cash and Cash Equivalents

For the purpose of the cash flow statement, cash and cash equivalents comprise cash in hand, net balances from banking institutions and investment in government securities.

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

### NOTE 2

	LEASEHOLD BUILDING Kshs.	MOTOR VEHICLE Kshs.	OFFICE EQUIPMENT Kshs.	OFFICE FURNITURE Kshs.	HOUSE FURNITUR E Kshs.	PARTITION S & FITTINGS Kshs.	GROSS TOTAL Kshs.
COST OR VALUATION:							
Balance as at 1-7-2004	148,220,380	19,847,232	163,194,370	15,716,495	695,480	4,731,379	352,405,336
Additions for the year		9,106,071	10,711,718	881,717		465,312	21,164,818
Revaluations		1,670,000					1,670,000
Amount written off for the year		(2,570,000)					(2,570,000)
Balance as at 30-6-2005	148,220,380	28,053,303	173,906,088	16,598,212	695,480	5,196,691	372,670,154
Historical cost	50,220,380	15,913,303	173,906,088	16,598,212	695,480	5 400 004	
Revaluation element	98,000,000	12,140,000		10,590,212	093,480	5,196,691	262,530,154 110,140,000
ACCUMULATED							
DEPRECIATION:							
Balance as at 1-7-2004	22,594,369	11,011,369	103,422,801	11,074,332	501.648	2,934,847	151,539,366
Amount written off for the year		(2,570,000)				-,,	(2,570,000)
Depreciation charge for the year	3,705,510	7,013,326	16,626,983	1,709,295	86,935	298,508	29,440,557
Balance as at 30-6-2005	26,299,879	15,454,695	120,049,784	12,783,627	588,583	3,233,355	178,409,923
NET BOOK VALUE:							
As at 30-6-2005	121,920,501	12,598,608	53,856,304	3,814,585	106,897	1,963,336	194,260,231
As at 1-7-2004	125,626,011	8,835,863	59,771,569	4,642,163	193,832	1,796,532	200,865,970
Rate of Depreciation	2.5%	25%	10%	12.5%	12.5%	10%	

# Property, Plant and Equipment Schedule as at 30th June 2005

\*Revaluations were made on motor vehicles which were fully depreciated. These valuations were done by Automobile Association of Kenya.

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

### NOTE 3

#### **NEW MITIHANI HOUSE (WORK IN PROGRESS)**

This represents construction work being undertaken at the plot L.R. No 188/4/451/11/79 next to the Kenya Bureau of Standards Headquarters, off Mombasa Road.

	2005 Kshs.	2004 Kshs
Balance as at 1st July	61,979,845	61,979,845
Additions for the year	19,611,405	
Balance as at 30th June	81,591,250	61,979,845
NOTE 4		
INVESTMENTS		
These are investments held in Consolidated Bank of Kenya	2005	2004
Limited comprised of :	Kshs.	Kshs.

2,520,000	4% Non cumulative Preference Shares @ Kshs 20.00	50,400,000	50,400,000
695,000	Ordinary Shares @ Kshs. 20.00	13,900,000	13,900,000
		64,300,000	64,300,000

### NOTE 5

#### **INVENTORIES**

	2005	2004
	Kshs.	Kshs.
General Stationary stocks	30,395,530	5,663,450
Bookshop stocks	6,073,500	5,385,360
Consumables stocks	4,910,398	3,082,840
	41,379,428	14,131,650

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

### NOTE 6

## RECEIVABLES

Kshs.         Kshs.         Kshs.           Temporary Imprest         3,388,295         3,903,440           Returned Cheques R.D.         1,962,123         2,228,023           Staff Motr Loan         39,322         39,322           Kenya Polytechnic         153,460         153,460           Salary Advance         85,862         102,862           Pre-payment         2,685,184         3,587,523           Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922         117,922           Miscellaneous Debtors         117,922         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341         11.051.297           LESS PROVISION FOR DOUBTFUL DEBTS         9,763,669         11.051.297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622		2005	2004
Returned Cheques R.D.         1,962,123         2,228,023           Staff Motor Loan         39,322         39,322           Kenya Polytechnic         153,460         153,460           Salary Advance         85,862         102,862           Pre-payment         2,665,184         3,587,523           Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922           Miscellaneous Debtors         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341         9,763,669           ILESS PROVISION FOR DOUBTFUL DEBTS           LESS PROVISION FOR DOUBTFUL DEBTS           2005         2004           Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322 <td></td> <td>Kshs.</td> <td>Kshs.</td>		Kshs.	Kshs.
Staff Motor Loan       39,322       39,322         Kenya Polytechnic       153,460       153,460         Salary Advance       85,862       102,862         Pre-payment       2,685,184       3,587,523         Deposit to Hospitals & Institutions       806,000       806,000         Accrued Interest on Treasury Bills       361,186       115         Insurance       115       117,922       117,922         Withholding VAT Tax       66,055       22,620         Refunds       2,909       11051,297         Miscellaneous Debtors       117,922       117,922         Staff Debtors       66,010       90,010         Mwalimu Co-operative       29,341       9,763,669       11.051,297         LESS PROVISION FOR DOUBTFUL DEBTS       2005       2004         Kshs.       Kshs.       Kshs.       Kshs.         Salary Advance       61,622       61,622       61,622         Temporary Imprest       332,168       332,168       332,168         Kenya Polytechnic       153,460       153,460       153,460         Staff Motor Loan       39,322       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394       1,188,394	Temporary Imprest	3,388,295	3,903,440
Kenya Polytechnic         153,460         153,460           Salary Advance         85,862         102,862           Pre-payment         2,685,184         3,587,523           Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341         9,763,669         11,051,297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenan High         1,281,717         1,976,117           Fina Stationers         103,273         103,273         103,273 <t< td=""><td>Returned Cheques R.D.</td><td>1,962,123</td><td>2,228,023</td></t<>	Returned Cheques R.D.	1,962,123	2,228,023
Salary Advance         85,862         102,862           Pre-payment         2,685,184         3,587,523           Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922         117,922           Miscellaneous Debtors         117,922         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341	Staff Motor Loan	39,322	39,322
Pre-payment         2,685,184         3,587,523           Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922         117,922           Miscellaneous Debtors         117,922         117,922         117,922           Staff Debtors         66,010         90,010         Mwalimu Co-operative         29,341           LESS PROVISION FOR DOUBTFUL DEBTS           2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         3,469,006	Kenya Polytechnic	153,460	153,460
Deposit to Hospitals & Institutions         806,000         806,000           Accrued Interest on Treasury Bills         361,186         115           Insurance         115         115           Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922           Miscellaneous Debtors         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341         9,763,669         11,051,297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006         3,869,006	Salary Advance	85,862	102,862
Accrued Interest on Treasury Bills       361,186         Insurance       115         Withholding VAT Tax       66,055       22,620         Refunds       2,909         Miscellaneous Debtors       117,922       117,922         Staff Debtors       66,010       90,010         Mwalimu Co-operative       29,341       9,763,669       11,051,297         LESS PROVISION FOR DOUBTFUL DEBTS       2005       2004         Kshs.       Kshs.       Kshs.         Salary Advance       61,622       61,622         Temporary Imprest       332,168       332,168         Kenya Polytechnic       153,460       153,460         Staff Motor Loan       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117         Fina Stationers       103,273       103,273         Mufam Collectors       14,650       14,650         3,174,606       3,869,006       3,869,006	Pre-payment	2,685,184	3,587,523
Insurance       115         Withholding VAT Tax       66,055       22,620         Refunds       2,909         Miscellaneous Debtors       117,922       117,922         Staff Debtors       66,010       90,010         Mwalimu Co-operative       29,341       9,763,669       11.051,297         LESS PROVISION FOR DOUBTFUL DEBTS       2005       2004         Kshs.       Kshs.       Kshs.         Salary Advance       61,622       61,622         Temporary Imprest       332,168       332,168         Kenya Polytechnic       153,460       153,460         Staff Motor Loan       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117         Fina Stationers       103,273       103,273         Mufam Collectors       14,650       14,650         3,174,606       3,869,006       14,650	Deposit to Hospitals & Institutions	806,000	806,000
Withholding VAT Tax         66,055         22,620           Refunds         2,909         117,922         117,922           Miscellaneous Debtors         117,922         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341         9,763,669         11,051,297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006         3,869,006	Accrued Interest on Treasury Bills	361,186	
Refunds         2,909           Miscellaneous Debtors         117,922         117,922           Staff Debtors         66,010         90,010           Mwalimu Co-operative         29,341	Insurance		115
Miscellaneous Debtors       117,922       117,922         Staff Debtors       66,010       90,010         Mwalimu Co-operative       29,341         ILESS PROVISION FOR DOUBTFUL DEBTS         2005       2004         Kshs.       Kshs.       Kshs.         Salary Advance       61,622       61,622       61,622         Temporary Imprest       332,168       332,168       332,168         Staff Motor Loan       39,322       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117       Fina Stationers       103,273       103,273         Mufam Collectors       14,650       14,650       14,650       3,869,006	Withholding VAT Tax	66,055	22,620
Staff Debtors       66,010       90,010         Mwalimu Co-operative       29,341         9,763,669       11,051,297         LESS PROVISION FOR DOUBTFUL DEBTS       2005       2004         Kshs.       Kshs.       Kshs.         Salary Advance       61,622       61,622         Temporary Imprest       332,168       332,168         Kenya Polytechnic       153,460       153,460         Staff Motor Loan       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117         Fina Stationers       103,273       103,273         Mufam Collectors       14,650       3,869,006	Refunds	2,909	
Mwalimu Co-operative         29,341           9,763,669         11,051,297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         3,869,006	Miscellaneous Debtors	117,922	117,922
9,763,669         11,051,297           LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006	Staff Debtors	66,010	90,010
LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650	Mwalimu Co-operative	29,341	
LESS PROVISION FOR DOUBTFUL DEBTS         2005         2004           Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650			
2005         2004           Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006         3,869,006			<del></del>
Kshs.         Kshs.         Kshs.           Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006         3,869,006		9,763,669	11,051,297
Salary Advance         61,622         61,622           Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006         3,869,006	LESS PROVISION FOR DOUBTFUL DEBTS	9,763,669	11,051,297
Temporary Imprest         332,168         332,168           Kenya Polytechnic         153,460         153,460           Staff Motor Loan         39,322         39,322           Returned Cheques R.D.         1,188,394         1,188,394           Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650	LESS PROVISION FOR DOUBTFUL DEBTS		
Kenya Polytechnic153,460153,460Staff Motor Loan39,32239,322Returned Cheques R.D.1,188,3941,188,394Lenana High1,281,7171,976,117Fina Stationers103,273103,273Mufam Collectors14,65014,6503,174,6063,869,006	LESS PROVISION FOR DOUBTFUL DEBTS	2005	2004
Staff Motor Loan       39,322       39,322         Returned Cheques R.D.       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117         Fina Stationers       103,273       103,273         Mufam Collectors       14,650       14,650         3,174,606       3,869,006		2005 Kshs.	2004 Kshs.
Returned Cheques R.D.       1,188,394       1,188,394         Lenana High       1,281,717       1,976,117         Fina Stationers       103,273       103,273         Mufam Collectors       14,650       14,650         3,174,606       3,869,006	Salary Advance	2005 Kshs. 61,622	2004 Kshs. 61,622
Lenana High         1,281,717         1,976,117           Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006	Salary Advance Temporary Imprest	2005 Kshs. 61,622 332,168	2004 Kshs. 61,622 332,168
Fina Stationers         103,273         103,273           Mufam Collectors         14,650         14,650           3,174,606         3,869,006	Salary Advance Temporary Imprest Kenya Polytechnic	2005 Kshs. 61,622 332,168 153,460	2004 Kshs. 61,622 332,168 153,460
Mufam Collectors         14,650         14,650           3,174,606         3,869,006	Salary Advance Temporary Imprest Kenya Polytechnic Staff Motor Loan	2005 Kshs. 61,622 332,168 153,460 39,322	2004 Kshs. 61,622 332,168 153,460 39,322
3,174,606 3,869,006	Salary Advance Temporary Imprest Kenya Polytechnic Staff Motor Loan Returned Cheques R.D.	2005 Kshs. 61,622 332,168 153,460 39,322 1,188,394	2004 Kshs. 61,622 332,168 153,460 39,322 1,188,394
	Salary Advance Temporary Imprest Kenya Polytechnic Staff Motor Loan Returned Cheques R.D. Lenana High	2005 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,281,717	2004 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,976,117
NET RECEIVABLES	Salary Advance Temporary Imprest Kenya Polytechnic Staff Motor Loan Returned Cheques R.D. Lenana High Fina Stationers	2005 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,281,717 103,273	2004 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,976,117 103,273
	Salary Advance Temporary Imprest Kenya Polytechnic Staff Motor Loan Returned Cheques R.D. Lenana High Fina Stationers	2005 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,281,717 103,273 14,650	2004 Kshs. 61,622 332,168 153,460 39,322 1,188,394 1,976,117 103,273 14,650

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

NOTE 7

### **CASH AND CASH EQUIVALENTS**

	2005	2004
	Kshs.	Kshs.
Cash in Bank	323,289,410	684,483,718
Treasury Bills	391,783,000	
	715,072,410	684,483,718

## NOTE 8

TRADE AND OTHER PAYABLES	2005	2004
	Kshs.	Kshs.
Refunds		1,891
Sundry Creditors	23,292,651	11,640,778
Examinations Expenses	11,788,149	71,028,475
Audit Fees	360,000	940,000
SFI Stale Cheques	4,501,316	4,077,515
Stale Cheques	19,293,483	18,803,665
UNESCO	479,983	956,936
Rockefeller Foundation	2,844,977	
PAY.E	106,389	36,662
Returned Salary	20,148	1,790
NHIF	320	
Exam Co-operative	10,322	
Insurance	172	
SFI Bank Replacement Cheques	45,937	3,937
Other Co-operatives	15,179	15,179
Elimu Co-operative	450	450
Benevolent Fund	35,700	35,700
Miscellaneous	146,160	246,007
Retirement Benefits	1,367,138	1,067,945
	64,308,474	108,856,930

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

## NOTE 9

#### **EXAMINATION FEES**

	2005	2004
	Kshs.	Kshs.
K.C.P.E	200,661,795	196,468,379
K.C.S.E	816,741,363	734,154,623
Adult	3,709,080	4,260,356
P.T.E	18,819,388	22,007,383
Technical	82,632,209	77,991,821
Business	55,760,045	59,563,795
Miscellaneous Exams.	51,598,583	39,157,832
Less Refunds	(676,600)	(756,160)
	1,229,245,868	1,132,848,029

## NOTE 10

#### **OTHER INCOME**

	2005	2004
	Kshs.	Kshs.
Search fees	16,818,080	3,286,694
Tenders and Waste Papers	1,258,870	853,250
Consultancy	38,400	386,601
Rent	5,583,066	5,258,400
Interest on Treasury Bills	3,506,615	2,661,462
Sale of Publications	17,880,559	3,356,172
Miscellaneous Income	1,156,911	2,377,235
Decrease in provision of Doubtful Debt	694,400	
	46,936,901	18,179,814

# NOTES TO THE FINANCIAL STATEMENTS (Continued)

### **NOTE 11**

### PERSONNEL EXPENSES

	2005	2004
	Kshs.	Kshs.
Personal Emoluments	198,548,150	147,587,495
Extra Clerical Assistance	22,879,435	24,399,218
Medical Expenses	34,300,749	33,684,270
Contributions to W.C.P.S.	35,491,703	22,226,078
	291,220,037	227,897,061

#### **NOTE 12**

### **OFFICE ADMINISTRATION EXPENSES**

	2005	2004
	Kst.s.	Kshs.
Passages & Leave Expenses	3,600,403	3,818,316
Transport Operation Expenses	10,653,358	12,277,485
Travelling and Accommodation	4,128,945	6,232,776
Posts and Telegrams	1,166,246	1,762,031
Telephone Expenses	4,938,531	4,184,278
Official Entertainment	79,100	96,091
Electricity and Water	558,886	456,933
Purchase of Uniforms & Clothing	406,102	1,250
Purchase of Stationery	17,791,083	14,670,093
Printing of Accountable Documents	, - ,	793,200
Bank Charges and Ledger Fees	3,548,282	5,245,309
Audit Fees	200,000	360,000
Maintenance of Plant & Equipment	4,005,582	5,232,204
Miscellaneous charges and Sundry Expenses	25,193,663	24,337,922
Staff Training	6,565,542	5,525,471
Advertising & Publicity	2,553,764	893,606
Library Expenses	102,338	17,850
	102,000	11,000
	85,491,825	85,904,815
	55,451,825	05,904,015

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

## NOTE 13

### **EXAMINATION EXPENSES**

EXAMINATION EXIENSES	2005	2004
	Kshs.	Kshs.
K.C.P.E	306,955,697	351,988,376
K.C.S.E	599,715,237	530,632,957
Printing Unit	35,281,942	29,793,419
P.T.E.	24,576,598	24,423,380
Technical	94,384,439	90,527,052
Business	53,642,842	55,998,004
Miscellaneous Exams	7,373,997	8,082,630
Computer Charges	7,386,347	8,651,261
Adult Education	199,140	342,284
	1,129,516,239	1,100,439,363

### **NOTE 14**

### STAFF HOUSING AND OFFICE ACCOMMODATION

	2005	2004
	Kshs.	Kshs.
Rent & Rates to Senior Staff Housing		750
Repair to Council Houses	55,400	1,390
Rent & Rates to Office Accommodation	17,502,934	19,056,196
	17,558,334	19,058,336

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