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REPUBLIC OF KENYA



Report of the
Auditor-General (Corporations)
on the Accounts of the
Registration of Certified Public
Secretaries Board
for the Year Ended
30th June, 2000

657.45
RDL

REPORT OF THE AUDITOR GENERAL (CORPORATIONS) ON THE ACCOUNTS OF
REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD FOR THE YEAR
ENDED 30 JUNE 2000

KENYA NATIONAL ASSEMBLY
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REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2000

CONTENTS	PAGE
-----	----
BALANCE SHEET	2
INCOME & EXPENDITURE ACCOUNT	3
NOTES TO THE ACCOUNTS	4 - 5

**REPORT OF THE AUDITOR GENERAL (CORPORATIONS) ON
THE ACCOUNTS OF REGISTRATION OF CERTIFIED PUBLIC
SECRETARIES BOARD FOR THE YEAR ENDED 30 JUNE 2000**

I have examined the Accounts of the Registration of Certified Public Secretaries Board for the year ended 30 June 2000 in accordance with Section 29(2) of the Exchequer and Audit Act, (Cap 412). I have obtained all the information and explanations required for the purpose of the audit. Proper books of account have been kept and the Accounts are in agreement therewith.

In my opinion, the Accounts, when read together with the Notes thereon, present a true and fair view of the financial state of affairs of the Board as at 30 June 2000 and of its deficit for the year then ended.

S. M. Maluki
S. M. MALUKI

AUDITOR-GENERAL (CORPORATIONS)

25 May 2001

BALANCE SHEET

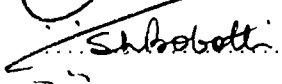
AS AT 30 JUNE 2000

	NOTE	2000 KSHS	1999 KSHS
	----	----	----
FIXED ASSETS	3	2,728	2,728
		-----	-----
<u>CURRENT ASSETS</u>			
Stocks		173,818	189,541
Debtors		66,119	38,356
Treasury Bills	4	1,020,474	1,043,770
Interest accrued on treasury bills		19,792	18,104
Cash at Bank	5	735,418	821,242
		-----	-----
		2,015,621	2,111,013
		-----	-----
<u>CURRENT LIABILITIES</u>			
Creditors		-	37,760
Accruals		65,000	75,000
		-----	-----
		65,000	112,760
		-----	-----
NET CURRENT ASSETS		1,950,621	1,998,253
		-----	-----
		1,953,349	2,000,981
		-----	-----
<u>FINANCED BY:-</u>			
GENERAL FUND	6	1,953,349	2,000,981
		-----	-----

The Accounts on pages two to five were approved by the Board on

25.10.2000 and signed on its behalf by:-

] CHAIRMAN

] BOARD MEMBER/REGISTRAR

INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2000

	NOTE	2000 KSHS	1999 KSHS
	----	----	----
INCOME			
<hr/>			
Fees	2	726,000	614,000
Grant-in-Aid		198,000	198,000
Interest		147,152	246,054
Other income		1,250	5,500
		-----	-----
		1,072,402	1,063,554
		-----	-----
 EXPENDITURE			
<hr/>			
Salaries & Staff Benefits	7	302,947	158,270
Printing & Stationery		89,093	119,989
Board Refreshments		13,300	18,539
Transport		3,515	4,165
Secretarial services		2,900	2,400
Office expenses		32,831	4,312
Audit fees		50,000	30,000
Depreciation		-	24,420
Postage		9,859	10,291
Members' sitting allowance		205,000	115,000
Honoraria		264,500	219,000
Bank charges		16,096	12,437
Mileage Expenses		31,687	51,492
Training and development		17,400	-
Annual luncheon		34,906	28,942
Donation		25,000	5,000
Special duty allowance		21,000	21,000
		-----	-----
		1,120,034	825,257
		-----	-----
Net Surplus for the year		(47,632)	238,297
		-----	-----

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2000

1. ACCOUNTING POLICIESa) Basis of Accounting

The Accounts have been prepared on historical cost convention.

b) Depreciation

Depreciation on Equipment and Furniture has been provided on straight line method at the rate of 20%.

c) Stock

Stocks, which consists of stationery, have been valued at cost.

2. FEES

Fees have been received and included in the Accounts as follows:-

	2000 KSHS ----	1999 KSHS ----
Registration Fees	527,500	455,000
Practising Fees	186,000	133,000
Authority to practice renewal fees	12,500	26,000
	----- 726,000	----- 614,000
	-----	-----

3. FIXED ASSETS

-----	FURNITURE & FITTINGS KSHS -----	EQUIPMENT KSHS -----	TOTAL KSHS -----
COST ----			
As at 1.7.1999	23,670	122,098	145,768
As at 30.6.2000	----- 23,670	----- 122,098	----- 145,768
DEPRECIATION -----			
As at 1.7.1999	23,670	119,370	143,040
Charge for the year	-		0
As at 30.6.2000	----- 23,670	----- 119,370	----- 143,040
NET BOOK VALUE -----			
As at 30.6.2000	----- -	----- 2,728	----- 2,728
As at 30.6.1999	----- -	----- 2,728	----- 2,728
	-----	-----	-----

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2000

4. TREASURY BILLS

These are made up of the following amount placed with Central Bank of Kenya at the close of the year as follows:-

	2000 KSHS ----	1999 KSHS ----
91 days @ Kshs. 13.753	1,020,474 -----	1,043,770 -----

5. CASH AT BANK

	2000 KSHS ----	1999 KSHS ----
Current Account	(627,056)	6,662
Savings Accounts	1,362,474 -----	814,580 -----
	735,418 -----	821,242 -----

6. GENERAL FUND ACCOUNT

	2000 KSHS ----	1999 KSHS ----
Balance Brought Forward	2,000,981	1,762,684
Add: (Deficit) / Surplus for the year	(47,632) -----	238,297 -----
Balance Carried Forward	1,953,349 -----	2,000,981 -----

7. The expenses relating to salaries and staff benefits have been apportioned between Registration of Accountants Board (RAB) and Registration of Certified Public Secretaries Board (RCPSB) in the ratio of 3068 : 1488 respectively based on applications received by the respective Boards as at the end of the financial year. (1999 ration of 2837 : 1185).

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

DEBTORS SCHEDULE

AS AT 30 JUNE 2000

	KSHS	KSHS
	-----	-----
Overpayment of salaries and staff benefits		25,263.00
Withholding Tax balance b/f		5,548.00
Postage - RAB		5,308.00
R/D cheques		

Application Fees		

- Rose Makungu	2,500	
- Margaret Mungai	2,500	
Professional trade licence fees		

- J.O. Agola	5,000	
- A.L. Mpesha	5,000	15,000.00

Professional trade licence fees - over-remittance		15,000.00

		66,119.00
		=====

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

CREDITORS' SCHEDULE

AS AT 30 JUNE 2000

		KSHS	KSHS
		----	----
Creditors			-

			-

ACCRUALS			

Audit Fees	1999 / 2000		50,000.00
Honoraria	1999 / 2000		15,000.00

			65,000.00

REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

TRIAL BALANCE

AS AT 30 JUNE 1999

	DR.	CR.
	--	--
Equipment	122,098.00	
Stocks	173,818.20	
Debtors	66,119.00	
Treasury bills	1,020,474.00	
Interest accrued on Treasury bills	19,792.15	
Current account		627,056.70
Savings account	1,362,474.50	
Accruals		65,000.00
Accumulated depreciation - Equipment		119,370.00
General fund		2,000,981.00
Practising fees		186,000.00
Authority renewal fees		12,500.00
Registration fees		527,500.00
Honoraria	264,500.00	
Printing & Stationery	89,093.30	
Office expenses	32,830.50	
Bank charges	16,095.50	
Miscellaneous income		1,250.00
Special duty allowance	21,000.00	
Members' Sitting Allowance	205,000.00	
Mileage allowance	31,687.20	
Secretarial Services	2,900.00	
Grant-in-Aid		
Annual luncheon	34,906.00	
Donations	25,000.00	
Grant in aid		198,000.00
Postage	9,859.00	
Staff training	17,400.00	
Salaries & Staff Benefits	302,947.00	
Interest on Savings account		53,373.00
Board Refreshments	13,300.00	
Transport	3,515.00	
Audit fees	50,000.00	
Interest on Treasury bills		93,778.65
	-----	-----
	3,884,809.35	3,884,809.35
	-----	-----