

REPUBLIC OF KENYA



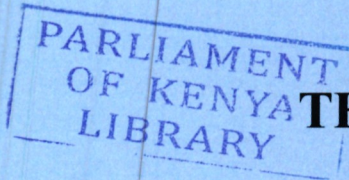
OFFICE OF THE AUDITOR-GENERAL



Paper Laid on the Table of the House by Deputy Majority Leader on Tuesday 28th August 2018

REPORT

OF

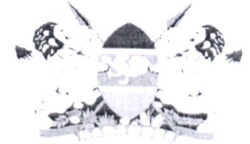


THE AUDITOR-GENERAL

ON

**THE FINANCIAL STATEMENTS OF
NATIONAL GOVERNMENT
CONSTITUENCIES DEVELOPMENT FUND
KAJIADO WEST CONSTITUENCY**

**FOR THE YEAR ENDED
30 JUNE 2017**



**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND-
KAJIADO WEST CONSTITUENCY**

REPORTS AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED
JUNE 30, 2017**

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

116 - CONSTITUENCY DEV. FUND
KAJIADO WEST
2017-2018
FUND ACCOUNTS MANAGER
P. O. Box 1248 - 01079, NGONG HILLS

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND –
KAJIANDO WEST CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2017

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**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO
WEST CONSTITUENCY**

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For the year ended June 30, 2017

KEY CONSTITUENCY INFORMATION AND MANAGEMENT

(a) Background information

The Constituencies Development Fund (CDF) was established under the Constituencies Development Fund (CDF) Act, 2003, amended in 2007 and repealed by the CDF Act of 2013. In 2015, the CDF Act of 2013 was declared unconstitutional and a new Act was enacted in 2015, being the National Government Constituencies Development Fund Act, NG-CDF Act, 2015. The National Government Constituencies Development Fund (NG-CDF) is under the Ministry of Devolution and Planning. The objective of the Fund is to provide mechanisms for supplementing implementation of the National Government development Agenda at the constituency level.

(b) Key Management

The Kajiado West Constituency's day-to-day management is under the following key organs:

- i. National Government Constituencies Development Fund Board (NGCDFB)
- ii. National Government Constituency Development Fund Committee (NGCDFC)

(c) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2017 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Accounting Officer	Yusuf Mbuno
2.	A.I.E holder	Purity W Wanjiru
3.	Accountant	David Njuguna

(d) Fiduciary Oversight Arrangements

The Audit and Risk Management Committee (ARMC) of NGCDF Board provide overall fiduciary oversight on the activities of Kajiado West Constituency. The reports and recommendation of ARMC when adopted by the NGCDF Board are forwarded to the NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND Committee (NGCDFC) for action. Any matters that require policy guidance are forwarded by the Board to the Cabinet Secretary and National Assembly Select Committee.

(e) Kajiado West NGCDF Headquarters

KISAMIS-OLOPOLOS
P.O Box 1248-00208,
NGONG HILLS.

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2017

(f) Kajiado WestNGCDF Contacts

Telephone: (254) 0710771170
E-mail:kajiadowestng-cdf.go.ke

(g) KAJIADO WESTNGCDF Bankers

1. Equity Bank Limited
Kajiado West Branch
Account Number 0380262157416...

(h) Independent Auditors

Auditor General
Office of Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GPO 00100
Nairobi, Kenya

(i) Principal Legal Adviser

The Attorney General
State Law Office
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY**

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**FORWARD BY THE CHAIRMAN NATIONAL GOVERNMENT CONSTITUENCY
DEVELOPMENT FUND COMMITTEE (NGCDFC)**

INTRODUCTION

Kajiado West NGCDF comprises of 5 wards Mosiro, Magadi, Keekonyie, Fuwaso, Hoodikilani. The NGCDF has always dedicate time to ensure prudent allocation of resources received from NGCDF BOARD within the constituency .Kajiado West NGCDF has completed many projects that are geared towards infrastructural development, wealth creation and eradication of poverty.

2016-2017 FINANCIAL YEAR ACHEIVEMENTS

During the financial year 2016-2017Kajiado West NGCDF was able to construct various classrooms, dining hall, science laboratory and Renovations of various classroom within the constituency

EMERGING ISSUES

During the financial year 2016-2017Kajiado West NGCDF was not able to proceed with some of the projects it had been engaging in due to devolution of some departments e.g. water & health.

IMPLEMENTATION CHALLENGES

Due to poor infrastructure and water supply in some parts of the constituency eg. Mosiro ward and Magadi ward, the wards are vast hence contactors hence high costs to transport construction materials within the area hence hindering good performance & livelihood of both the settlers & Kajiado West NGCDF work. Monitoring and evaluation has been done extensively.

It is recommended that the national & county government to intervene and improve the infrastructure and water supply

Sign.....
CHAIRMAN NGCDFC



**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY**

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STATEMENT OF NGCDF MANAGEMENT RESPONSIBILITIES

Section 81 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, the accounting officer for a National Government NGCDF shall prepare financial statements in respect of that NGCDF. Section 81 (3) requires the financial statements so prepared to be in a form that complies with relevant accounting standards as prescribed the Public Sector Accounting Standards Board of Kenya from time to time.

The Accounting Officer in charge of the Kajiado West NGCDF is responsible for the preparation and presentation of the NGCDF's financial statements, which give a true and fair view of the state of affairs of the NGCDF for and as at the end of the financial year (period) ended on June 30, 2017. 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 NGCDF; (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 NGCDF; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Accounting Officer in charge of the Kajiado West NGCDF accepts responsibility for the NGCDF's financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS). The Accounting Officer is of the opinion that the NGCDF's financial statements give a true and fair view of the state of NGCDF's transactions during the financial year ended June 30, 2017, and of the NGCDF's financial position as at that date. The Accounting Officer in charge of the Kajiado West NGCDF further confirms the completeness of the accounting records maintained for the NGCDF, which have been relied upon in the preparation of the NGCDF's financial statements as well as the adequacy of the systems of internal financial control.

The Accounting Officer in charge of the Kajiado West NGCDF confirms that the NGCDF has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable), and that the NGCDF's funds received during the year under audit were used for the eligible purposes for which they were intended and were properly accounted for. Further the Accounting Officer confirms that the NGCDF's financial statements have been prepared in a form that complies with relevant accounting standards prescribed by the Public Sector Accounting Standards Board of Kenya.

Approval of the financial statements

The NGCDF's financial statements were approved and signed by the Accounting Officer on 30th June 2017.

Fund Account Manager

Chairman

REPUBLIC OF KENYA

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Fax: +254-20-311482
E-mail: oag@oagkenya.go.ke
Website: www.oagkenya.go.ke



P.O. Box 30084-00100
NAIROBI

OFFICE OF THE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – KAJIADO WEST CONSTITUENCY FOR THE YEAR ENDED 30 JUNE 2017

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of National Government Constituencies Development Fund- Kajiado West Constituency set out on pages 6 to 24, which comprise the statement of assets and liabilities as at 30 June 2017, and the statement of receipts and payments, statement of cash flow and summary statement of appropriation for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. 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.

In my opinion, except for the effects the matters discussed in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of National Government Constituencies Development Fund- Kajiado West Constituency as at 30 June 2017, and its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Cash Basis) and comply with the Public Finance Management Act, 2012 and National Government Constituencies Development Fund Act, 2015.

In addition, as required by Article 229(6) of the Constitution, based on the audit procedures performed, I confirm that, except for the matters described in the Basis for Qualified Opinion and Other Matter sections of my report, nothing else has come to my attention to cause me to believe that public money has not been applied lawfully and in an effective way.

Basis for Qualified Opinion

1. Cash and Cash Equivalents

The statement of assets reflects a bank balance of Kshs. 212,085 as at 30 June 2017. However, monthly bank reconciliation statements have not been provided for audit verification. Consequently, the accuracy of the bank balance of Kshs. 212,085 as at 30 June 2017 cannot be confirmed.

2. Outstanding Imprests

The statements of assets reflect outstanding imprests totaling to Kshs 720,000 as detailed below:

Report of the Auditor-General on the Financial Statements of the National Government Constituencies Development Fund – Kajiado West Constituency for the year ended 30 June 2017

Name of the Officer	Date Imprest Issued	Amount – Kshs.
Jane Wairimu	3 November 2016	673,000
Jane Wairimu	28 October /2016	47,000
Total		720,000

It is indicative from the analysis that the officer was issued with multiple imprests prior to surrender of the previous one contrary to regulation 93 of Public Financial Management (County Government) Regulations, 2015. No action has been taken to recover the outstanding imprests as provided for under the said regulations. Consequently, full recoverability of the outstanding imprests balance of Kshs. 720,000 as at 30 June 2017 cannot be confirmed.

3. Summary of Fixed Assets Register

The statement of receipts and payments reflects acquisition of assets amounting to Kshs.1,000,000 for the year ended 30 June 2017. However, the summary of fixed assets register at annex 4 does not indicate any movement during the year. Consequently, the accuracy of the summary of fixed assets register cannot be confirmed.

4. Transfers to Other Government Units

The statement of receipts and payments for the year ended 30 June 2017 reflects transfers to other government units totalling Kshs. 79,630,428 and comprising Kshs. 48,680,428 transferred to primary schools, Kshs. 26,950,000 transferred to secondary schools and Kshs. 4,000,000 transferred to tertiary institutions. However, relevant and updated expenditure returns from the project management committees in respect of the transfers have not been provided for audit verification. In the circumstances, the propriety and accuracy of transfers to other government units of Kshs. 79,630,428 for the year ended 30 June 2017 cannot not be confirmed.

5. Net Financial Position

The statement of assets as at 30 June 2017 reflects incorrectly net liabilities instead of net financial position of Kshs.932,085 being the difference between the brought forward fund balance of Kshs. 58,245,807 and the deficit for the year of Kshs. 57,313,722.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of National Government Constituencies Development Fund- Kajiado West Constituency in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgement, were of most significance to the audit of the financial statements. Except for matters described in the Basis for Qualified Opinion and Other Matter sections, I have determined that there are no other Key Audit Matters to communicate in my report.

Other Matter

Budget and Budgetary Control

During the year under review, the fund had an approved expenditure budget of Kshs.175,113,545. However, the actual expenditure for the year was Kshs. 157,497,487 resulting in under expenditure of Kshs.17,616,058. Further, there were significant unexplained variances between the approved budget and actual expenditure under various items as shown below:

Audit Components	Current year Final Budget Figures	Previous year Actual Receipts/ Expenditure	Current year Actual Figures	Absolute Variance Budget-Actual	% Budget Absorption
	Kshs	Kshs	Kshs	Kshs	%
Total Receipts	175,713,545	116,735,721	100,183,765	75,529,780	57%
Compensation of employees	2,490,000	1,524,649	1,744,375	745,625	70%
Use of goods and services	13,542,137	7,165,368	9,704,534	3,837,603	72%
Transfer to other government units	75,481,507	42,239,811	79,630,428	(4,148,921)	105%
Other grants and transfers	82,599,901	14,775,444	65,418,150	17,181,751	79%
Acquisition of Assets NG-CDF office	1,000,000	6,800,000	1,000,000	-	100%
Total Expenditure	175,113,545	72,065,967	157,497,487	17,616,058	90

No satisfactory reasons have been given for failure to provide explanatory notes for the above significant variances.

Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards (Cash Basis) and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Fund's ability to sustain services, disclosing, as applicable, matters related to sustainability of services and using the going concern basis of accounting unless the management either intends to cease operations, or have no realistic alternative but to do so.

Management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 47 of the Public Audit Act, 2015.

Those charged with governance are responsible for overseeing the National Government Constituencies Development Funds-Kajiado West Constituency financial reporting process.

Auditor-General's Responsibilities for the Audit of the Financial Statements

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement and weakness when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit conducted in accordance with ISSAIs, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

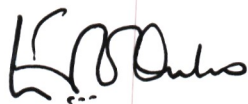
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances and for the purpose of giving an

assurance on the effectiveness of the National Government Constituencies Development Funds-Kajiado West Constituency internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the National Government Constituencies Development Funds-Kajiado West Constituency ability to sustain its services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the National Government Constituencies Development Funds-Kajiado West Constituency to cease sustaining its services.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and activities of the National Government Constituencies Development Funds-Kajiado West Constituency to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

I communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that are identified during the audit.

I also provide management with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.



FCPA Edward R. O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

17 July 2018

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY

Reports and Financial Statements

For the year ended June 30, 2017

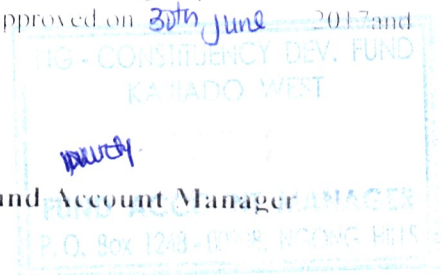
I. STATEMENT OF RECEIPTS AND PAYMENTS

	Note	2016 - 2017	2015 - 2016
		Kshs	Kshs
RECEIPTS			
Transfers from CDF board-AIEs' Received	1	100,084,765	116,588,721
Proceeds from Sale of Assets	2	-	-
Other Receipts	3	99,000	147,000
TOTAL RECEIPTS		100,183,765	116,735,721
PAYMENTS			
Compensation of employees	4	1,744,375	1,524,649
Use of goods and services	5	9,704,534	7,165,368
Transfers to Other Government Units	6	79,630,428	42,239,811
Other grants and transfers	7	65,418,150	14,775,444
Acquisition of Assets	8	1,000,000	6,800,000
Other Payments	9	-	107,445.00
TOTAL PAYMENTS		157,497,487	72,612,717
SURPLUS/DEFICIT		-57,313,722	44,123,004

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The Kajiado West NGCDF financial statements were approved on 30th June 2017 and signed by:

Chairman - NGCDF

Fund Account Manager



NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY

Reports and Financial Statements

For the year ended June 30, 2017

II. STATEMENT OF ASSETS

	Note	2016 - 2017 Kshs	2015 - 2016 Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances (as per the cash book)	10A	212,085	57,487,807
Cash Balances (cash at hand)	10B	-	758,000
Outstanding Imprest	11	720,000	
TOTAL FINANCIAL ASSETS		932,085	58,245,807
REPRESENTED BY			
Retention	12	-	-
Fund balance b/fwd 1st July...	13	58,245,807	13,533,583
Surplus/Deficit for the year		(57,313,722)	44,123,004
Prior year adjustments	14	-	591,220
NET LIABILITIES		932,085	58,247,807

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The Kajiado West NGCDF financial statements were approved on 30th June 2017 and signed by:


Chairman - NGCDFC


Fund Account Manager

NGCDF - CONSTITUENCY DEV. FUND
KAJIADO WEST
FUND ACCOUNT MANAGER
P.O. BOX 1019 - KIPOTA, NGONG HILLS

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2017

III. STATEMENT OF CASHFLOW

		2016 - 2017	2015 - 2016
Receipts for operating income			
Transfers from CDF Board	1	100,084,765	116,588,721
Other Receipts	3	99,000.00	147,000.00
		100,183,765	116,735,721
Payments for operating expenses			
Compensation of Employees	4	1,744,375	1,524,649
Use of goods and services	5	9,704,534	7,165,368
Transfers to Other Government Units	6	79,630,428	42,239,811
Other grants and transfers	7	65,418,150	14,775,444
Other Payments	9	-	107,445
		156,497,487	65,812,717
Adjusted for:			
Adjustments during the year			
Net cash flow from operating activities		(56,313,722)	50,923,004
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets	2		
Acquisition of Assets	8	(1,000,000.00)	(6,800,000.00)
Net cash flows from Investing Activities		(1,000,000)	(6,800,000)
NET INCREASE IN CASH AND CASH EQUIVALENT		(57,313,722)	44,123,004
Cash and cash equivalent at BEGINNING of the year	13	58,245,807	13,533,583
Prior years Adjustment	14		591,220
Cash and cash equivalent at END of the year		932,085	58,247,807

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The Kajiado West NGCDF financial statements were approved on 30th June 2017 and signed by:


Chairman NGCDF


Fund Account Manager



IV. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT AND DEVELOPMENT COMBINED

Receipt/Expense Item	Original Budget		Adjustments		Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d				
RECEIPTS							e=c-d	f=d/c%
Transfers from CDF Board	81,896,552	93,816,993.00	175,713,545	100,084,765			75,628,780	57%
Proceeds from Sale of Assets			0					
Other Receipts			0	99,000,000				
PAYMENTS								
Compensation of Employees	2,490,000		2,490,000	1,744,375			745,625	70%
Use of goods and services	4,880,690		13,542,137	9,704,534			3,837,603	72%
Transfers to Other Government Units	35,315,150		75,481,507	79,630,428			-4,148,921	105%
Other grants and transfers	38,210,712		82,599,901	65,418,150			17,181,751	79%
Acquisition of Assets	1,000,000		1,000,000	1,000,000				100%
Other Payments								
TOTALS	81,896,552	93,216,993	175,113,545	157,497,487			17,616,058	

**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – KAJIADO WEST
CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2016

(a) [For the revenue items, indicate whether they form part of the AIA by inserting the "AIA" alongside the revenue category.]

(b) [Provide below a commentary on significant underutilization (below 50% of utilization) and any overutilization]

- i. XXXX
- ii. XXXX
- iii. XXXX
- iv. XXXX
- v. XXXX

KAJIADO WEST NGCDF financial statements were approved on *30th June* 2017 and signed by:


Chairman NGCDF


Fund Account Manager



V. SIGNIFICANT ACCOUNTING POLICIES

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

1. Statement of compliance and basis of preparation

The financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) with particular emphasis on Cash Basis Financial Reporting under the Cash Basis of Accounting. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the NGCDF and all values are rounded to the nearest shilling. The accounting policies adopted have been consistently applied to all the years presented.

The financial statements have been prepared on the cash basis following the Government's standard chart of accounts. The cash basis of accounting recognises transactions and events only when cash is received or paid by the NGCDF.

2. Recognition of revenue and expenses

The NGCDF recognises all revenues from the various sources when the event occurs and the related cash has actually been received by the NGCDF. In addition, the NGCDF recognises all expenses when the event occurs and the related cash has actually been paid out by the NGCDF.

3. In-kind contributions

In-kind contributions are donations that are made to the NGCDF in the form of actual goods and/or services rather than in money or cash terms. These donations may include vehicles, equipment or personnel services. Where the financial value received for in-kind contributions can be reliably determined, the NGCDF includes such value in the statement of receipts and payments both as revenue and as an expense in equal and opposite amounts; otherwise, the contribution is not recorded.

4. 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 year. 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 year.

**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – KAJIADO
WEST CONSTITUENCY**

Reports and Financial Statements

For the year ended June 30, 2016

SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Pending bills

Pending bills consist of unpaid liabilities at the end of the financial year arising from contracted goods or services during the year or in past years. As pending bills do not involve the payment of cash in the reporting period, they recorded as 'memorandum' or 'off-balance' items to provide a sense of the overall net cash position of the NGCDF at the end of the year. When the pending bills are finally settled, such payments are included in the statement of receipts and payments in the year in which the payments are made.

6. Budget

The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The NGCDF's budget was approved as required by Law and as detailed in the Government of Kenya Budget Printed Estimates. A high-level assessment of the NGCDF's actual performance against the comparable budget for the financial year under review has been included in an annex to these financial statements.

7. Comparative figures

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

8. Subsequent events

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended June 30, 2016.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – KAJIADO
WEST CONSTITUENCY

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VI. NOTES TO THE FINANCIAL STATEMENTS

1 TRANSFERS FROM OTHER GOVERNMENT ENTITIES

Description		2016-2017 Kshs	2015 - 2016 Kshs
Normal allocation			
	829578	4,094,827.60	2,000,000.00
	855155	59,136,488.00	11,098,120.00
	855718	36,853,449.00	45,490,601.00
			10,000,000.00
			48,000,000.00
TOTAL		100,084,765	116,588,721

2. PROCEEDS FROM SALE OF ASSETS

2.PROCEEDS FROM SALE OF ASSETS		2016-2017 KSHS	2015-2016 KSHS
3510202	Receipts from the Sale of Buildings	-	-
3510601	Receipts from the Sale of Vehicles and Transport Equipment	-	-
3510801	Receipts from the Sale Plant Machinery and Equipment	-	-
3510803	Receipts from the Sale of office and general equipment	-	-
TOTALS			

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3. OTHER RECEIPTS

3 OTHER RECEIPTS 1400000	Description	2016 - 2017 Kshs	2015 - 2016 Kshs
1410107	Interest Received	-	-
1410405	Rents	-	-
1420601	Sale of tender documents	99,000.00	-
1450207	Other Receipts Not Classified Elsewhere (specify)	-	147,000.00
	Total	99,000	147,000

4. COMPENSATION OF EMPLOYEES

2110000	Description	2016 - 2017 Kshs	2015 - 2016 Kshs
2110201	Basic wages of contractual employees	1,138,568	1,524,649
2110202	Basic wages of casual labour	-	-
	Personal allowances paid as part of salary	-	-
2110301	House allowance	155,200	-
2110314	Transport allowance	224,000	-
2110320	Leave allowance	-	-
2110320	Employer contribution to NSSF	11,200	-
2110326	Other personnel payments	-	-
2710120	gratuity	226,607	-
	Total	1,744,375	1,524,649

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5. USE OF GOODS AND SERVICES

2200000	Description	2016 - 2017 Kshs	2015 - 2016 Kshs
2210100	Utilities, supplies and services	233,003	35,725
2210104	Office rent	-	-
2210200	Communication, supplies and services	-	25,000
2210300	Domestic travel and subsistence	-	402,310
2210500	Printing, advertising and information supplies & services	1,045,600	-
2210600	Rentals of produced assets	-	-
2210700	Training expenses	-	487,670
2210802	Other committee expenses	3,176,066	2,306,961
2210809	Committee allowance	4,033,750	3,148,500
2210800	Hospitality supplies and services	-	30,020
2210900	Insurance costs	-	-
2211000	Specialised materials and services	-	-
2211100	Office and general supplies and services	375,115	170,040
2211200	Fuel, oil & lubricants	300,000	432,433
2211300	Other operating expenses	-	57,000
2220100	Routine maintenance vehicles and other transport equipment	541,000	502,142
2220200	Routine maintenance other assets	-	-
	Total	9,704,534	7,165,368

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6 TRANSFER TO OTHER GOVERNMENT ENTITIES

2630200	Description	2016 - 2017 Kshs	2015 - 2016 Kshs
2630204	Transfers to primary schools	48,680,428	18,839,811
2630205	Transfers to secondary schools	26,950,000	13,400,000
2630206	Transfers to Tertiary institutions	4,000,000	10,000,000
	TOTAL	79,630,427.67	42,239,811

7 OTHER GRANTS AND TRANSFERS

2640000	Description	2016 - 2017 Kshs	2015 - 2016 Kshs
2640101	Bursary -Secondary	13,667,700	162,300
2640102	Bursary -Tertiary	11,102,700	684,500
2640104	Bursary-Special schools	-	-
2640105	Mocks & CAI	-	322,344
2640504	water	300,000	4,900,000
2640505	Agriculture (food security)	-	-
2640506	Electricity projects	-	-
2640507	Security	34,090,000	6,000,000
2640508	Roads	-	-
2640509	Sports	463,250	-
2640510	Environment	252,000	493,300
2640510	Emergency Projects (specify)	5,542,500	2,213,000
	Total	65,418,150	14,775,444

8 ACQUISITION OF ASSETS

3100000	<u>Non-Financial Assets</u>	2016 - 2017 Kshs	2015 - 2016 Kshs
3110102	Purchase of Buildings	-	-
3110202	Construction of Buildings	-	1,800,000
3110302	Refurbishment of Buildings	1,000,000	-
3110701	Purchase of Vehicles	-	-
3110704	Purchase of Bicycles & Motorcycles	-	-

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3110801	Overhaul of Vehicles	-	-
3111001	Purchase of Office furniture and fittings	-	-
3111002	Purchase of computers ,printers and other IT equipments	-	5,000,000
3111005	Purchase of photocopier	-	-
3111009	Purchase of other office equipments	-	-
3111112	Purchase of soft ware	-	-
3130101	Acquisition of Land	-	-
	Total	1,000,000	6,800,000

9. OTHER PAYMENTS

	2016 - 2017 Kshs	2015 - 2016 Kshs
Retention Strategic plan		
Bank Charges		107,445
TOTAL	-	107,445

10A: Bank Balances (cash book bank balance)

Name of Bank, Account No. & currency	2016- 2017 Kshs	2015 - 2016 Kshs
<i>EQUITY BANK, NGONG BRANCH/ A/C NO .0730261636510</i>	212,085	57,487,807
Total	212,085	57,487,807

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – KAJIADO

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10B: CASH IN HAND)

10B: CASH IN HAND)

	2016 - 2017 Kshs (30/6/2017)	2015 - 2016 Kshs (30/6/2016)
Location 1	-	758,000
Location 2	-	-
Location 3	-	-
Other receipts (specify)	-	-
Total	-	758,000.00

*[Provide cash count certificates
for each]*

11. OUTSTANDING IMPRESTS

Name of Officer	Date imprest taken	Amount Taken Kshs	Amount Taken Kshs	Outstanding imprest
Jane Wairimu	03.11.16 and 28.10.16	720,000.00		720,000.00
	TOTAL			720,000

12. RETENTION

	2016 - 2017 Kshs	2015 - 2016 Kshs
Supplier 1	-	-
Supplier 2	-	-
Supplier 3	-	-
Total	-	-

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13. BALANCES BROUGHT FORWARD

	2016 - 2017 Kshs	2015- 2016 Kshs
Bank accounts	57,487,807	13,533,583
Cash in hand		
Imprest	758,000	
Total	58,245,807	13,533,583

14. PRIOR YEAR ADJUSTMENTS

	2016- 2017 Kshs	2015 - 2016 Kshs
Bank accounts		591,220.00
Cash in hand		-
Imprest		-
Total		- 591,220

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

15. OTHER IMPORTANT DISCLOSURES

15.1: PENDING ACCOUNTS PAYABLE (See Annex 1)

	2015- 2016	2014 - 2015
	Kshs	Kshs
Construction of buildings	xxx	xxx
Construction of civil works	xxx	xxx
Supply of goods	xxx	xxx
Supply of services	xxx	xxx
	xxx	xxx

15.2: PENDING STAFF PAYABLES (See Annex 2)

	Kshs	Kshs
Senior management	xxx	xxx
Middle management	xxx	xxx
Unionisable employees	xxx	xxx
Others (specify)	xxx	xxx
	xxx	xxx

15.3: OTHER PENDING PAYABLES (See Annex 3)

	Kshs	Kshs
Amounts due to other Government entities (see attached list)	xxx	xxx
Amounts due to other grants and other transfers (see attached list)	xxx	xxx
Others (specify)	xxx	xxx
	xxx	xxx

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
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ANNEX 2 - ANALYSIS OF PENDING STAFF PAYABLES

Name of Staff	Job Group	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2015	Outstanding Balance 2014	Comments
		A	b	c	d	a-c	
Senior Management							
1.							
2.							
3.							
	Sub-Total						
Middle Management							
4.							
5.							
6.							
	Sub-Total						
Unionisable Employees							
7.							
8.							
9.							
	Sub-Total						
Others (specify)							
10.							
11.							
12.							
	Sub-Total						
	Grand Total						

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ANNEX 3 - ANALYSIS OF OTHER PENDING PAYABLES

Name	Brief Transaction Description	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2015	Outstanding Balance 2014	Comments
		a	b	c	d	a-c	
Amounts due to other Government entities							
1.							
2.							
3.							
	Sub-Total						
Amounts due to other grants and other transfers							
4.							
5.							
6.							
	Sub-Total						
	Sub-Total						
Others (specify)							
7.							
8.							
9.							
	Sub-Total						
	Grand Total						

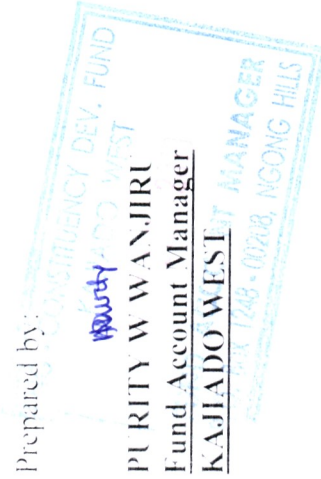
NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND- KAJIADO WEST
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ANNEX 4 – SUMMARY OF FIXED ASSET REGISTER

Asset class	Historical Cost (Kshs) 2016/17	Historical Cost (Kshs) 2015/16
Land		
Buildings and structures		
Transport equipment		
Office equipment, furniture and fittings		
ICT Equipment, Software and Other ICT Assets		
Other Machinery and Equipment		
Heritage and cultural assets		
Intangible assets		
Total		

Prepared by:


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