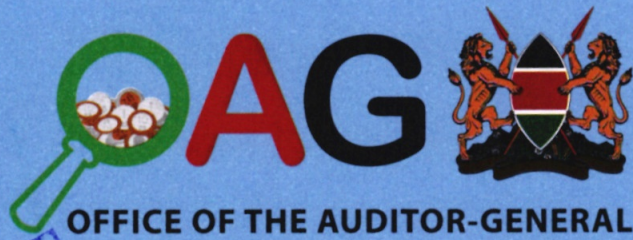


REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL

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LIBRARY

REPORT

OF

THE AUDITOR-GENERAL

ON

**ST. ANNE'S SECONDARY
SCHOOL - LIOKI**

**FOR THE YEAR
ENDED 30 JUNE, 2021**


THE NATIONAL ASSEMBLY
PAPERS LAID

DATE: 19 NOV 2024

DAY:

TUESDAY

KIAMBU COUNTY

TABLED

BY:

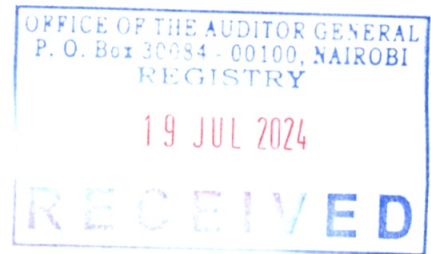
HON. OWEN BAYA

DEPUTY MAJORITY LEADER

CLERK AT
THE TABLE:

INZOFU MWALE

Revised 30th June 2021.



ST. ANNE'S SECONDARY SCHOOL - LIOKI

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED
30th June 2021

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

ST. ANNE'S SECONDARY SCHOOL LIOKI
Annual Report and Financial Statements
For the year ended 30th June 2021

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I. KEY SCHOOL INFORMATION AND MANAGEMENT

(a) Background information

The school is domiciled in Kenya and its operations are governed under the Basic Education Act, 2013. It is located in KIAMBU County, KIAMBU Sub-County

The school was registered in January 2020 under registration number 22500300636 and is currently categorized as a, Extra County, public school established, owned or operated by the Government.

The school is a **boarding** school and had **935** numbers of students as at *30th June 2021* It has **4** streams and **31** teachers of which **4** teachers are employed by the School Board Of Management.

(b) School Board of Management - Board Members

The School Board of Management established under Section 55 of the Basic Education Act, 2013; is composed of the following members:

Ref:	Name of Board Member	Designation	Date of appointment
1	JAMES MUCHAI	Chairman	4THMARCH 2019
2	EDITH GITONGA	Secretary - Principal	4THMARCH 2019
3	JOSEPH NGIGE MUNGAI	Member	4THMARCH 2019
4	MARTIN THINJI MURAYA	Member	4THMARCH 2019
5	REV. GODFREY MBURU	Member	4THMARCH 2019
6	SAMUEL GICHAMBA	Member	4THMARCH 2019
7	FR. FELIX KALILA	Member	4THMARCH 2019
8	PATRICK MWAI	Member – Rep CEB	4THMARCH 2019
9	ROSEMARY NJUGUNA	Member Rep Teachers	4THMARCH 2019
	JAMES MUCHAI SAMUEL NDUNGU HANNAH KANGARA	3 Members - Sponsor	4THMARCH 2019
10	HANNAH KANGARA		
11	AGNES NGENDO WANYOIKE	Member - Community	4THMARCH 2019
12	GEORGE GICHIMU	Member Special Needs	4THMARCH 2019
13	HOPE SUSAN WANJERI	Rep Students	4THMARCH 2019

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

The function of the School Board of Management include:

- Promote the best interests of the School and ensure its development.
- Promote quality education for all pupils in accordance with the standards set under the Basic Education Act, 2013
- Ensure and assure the provision of proper and adequate facilities for the School
- Manage the School's affairs in accordance with the rules and regulations governing occupational safety and health.
- Advise the County Education Board on the staffing needs of the School.
- Determine cases of pupils discipline and make reports to the CEB
- Prepare comprehensive termly report on all areas of its mandate and submit the report to CEB
- Administer and manage the resources of the School
- Receive, collect and account for any funds accruing to the institution in accordance with Article 226 (1) (a) of the Constitution of Kenya, Section 81 of the Public Finance Management Act, 2012 and the Fourth Schedule para 21 and 23 of the Basic Education Act, 2013.

(c) Committees of the Board

Re f:	Name of Committee	Names of Members	Designation	Number of meetings attended during the year
1	Executive Committee			3 TIMES
		JAMES MUCHAI	CHAIRMAN	
		ANTONY WACHIRA	PA CHAIRMAN	
		EDITH GITONGA	SECRETARY	
		SAMUEL MAINA	MEMBER	
	DR. HANNAH KANGARA	MEMBER		
2	Audit Committee			3 TIMES
		JAMES MUCHAI	CHAIRMAN	
		ANTONY WACHIRA	PA CHAIRMAN	
		EDITH GITONGA	SECRETARY	
		SAMUEL MAINA	MEMBER	
	DR. HANNAH KANGARA	MEMBER		
3	Finance, procurement and general purposes Committee			3 TIMES
		JAMES MUCHAI	CHAIRMAN	
		ANTONY WACHIRA	PA CHAIRMAN	
		EDITH GITONGA	SECRETARY	
		SAMUEL MAINA	MEMBER	
	DR. HANNAH KANGARA	MEMBER		
4	Academic Committee			2 TIMES
		DR.HANNAH KANGARA	CHAIR PERSON	
		ANTONY WACHIRA	PA CHAIRMAN	

ST. ANNE'S SECONDARY SCHOOL LIOKI
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For the year ended 30th June 2021

		AGNES NGENDO	MEMBER	
		SALOME GATHONI	MEMBER	
		EUNICE KINYANJUI	MEMBER	
		EDITH GITONGA	PRINCIPAL	
		ALICE CHEGE	D/PRINCIPAL	
5	Development Committee			4 times
		GEORGE GICHIMU	CHAIR PERSON	
		ANTONY WACHIRA	PA CHAIRMAN	
		PATRICK MWAI	MEMBER	
		SAMUEL GICHAMBA	MEMBER	
		EDITH GITONGA	MEMBER	
		ALICE CHEGE	MEMBER	
6	Discipline and welfare Committ			1 TIMES
		MARTIN THINJI	CHAIR PERSON	
		SAMUEL MAINA	MEMBER	
		AGNES NGENDO	MEMBER	
		EDITH GITONGA	PRINCIPAL	
		ALICE CHEGE	D/PRINCIPAL	
7	Adhoc Committee (if any during the year)			N/A

(d) School operation Management

For the financial year ended 30th June 2021 the School day-to-day management was under the following persons:

Ref:	Designation	Name	TSC Number
1	Principal	EDITH N, GITONGA	246137
2	Deputy Principal	ALICE CHEGE	352849
3	School Bursar	MARY WAMBUI MUNGAI	PAY ROLL NO. 14

KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)

(e) Schools contacts

Post Office Box: 00900 270 KIAMBU
Telephone: 0715600463
E-mail: stlioki@yahoo.com
stlioki@gmail.com
Website: on process
Facebook:
Twitter:

(f) School Bankers

The following school operated **5** number of bank accounts in the following banks: (Ensure all accounts including CDF accounts are included)

1. Name of Bank: KENYA COMMERCIAL BANK
Branch: KIAMBU
Account Number - 1101959460 – SCHOOL FUND ACCOUNT
- 1101960639 – TUITION GRANT ACCOUNT
- 1125584386 – DEVELOPMENT ACCOUNT

2. Name of Bank: EQUITY BANK LTD
Branch: KIAMBU
Account Number: 0640291737194 - OPERATIONS GRANT ACCOUNT
- 0640273404817 - INFRASTRUCTURE ACCOUNT

3. MPESA Pay Bill No. - **BUSSINESS NO. 522123**
- ACCOUNT NO. **85239K** attached to
- **KCB bank account 1101959460**

(g) Independent Auditors

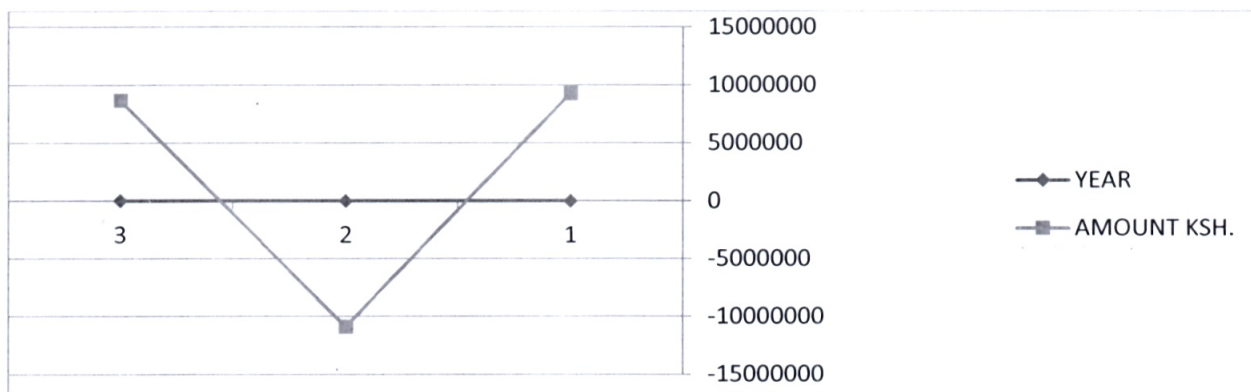
Office of the Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GPO 00100
Nairobi, Kenya

II. SUMMARY REPORT OF PERFORMANCE OF THE SCHOOL

The following is a summary report of the performance of the school against the set performance evaluation criteria:

a)(i) SURPLUS/DEFICIT YEAR 2019-2021

YEAR	AMOUNT KSH.
2019	9,279,175
2020	(10,891,086)
2021	8,674,104

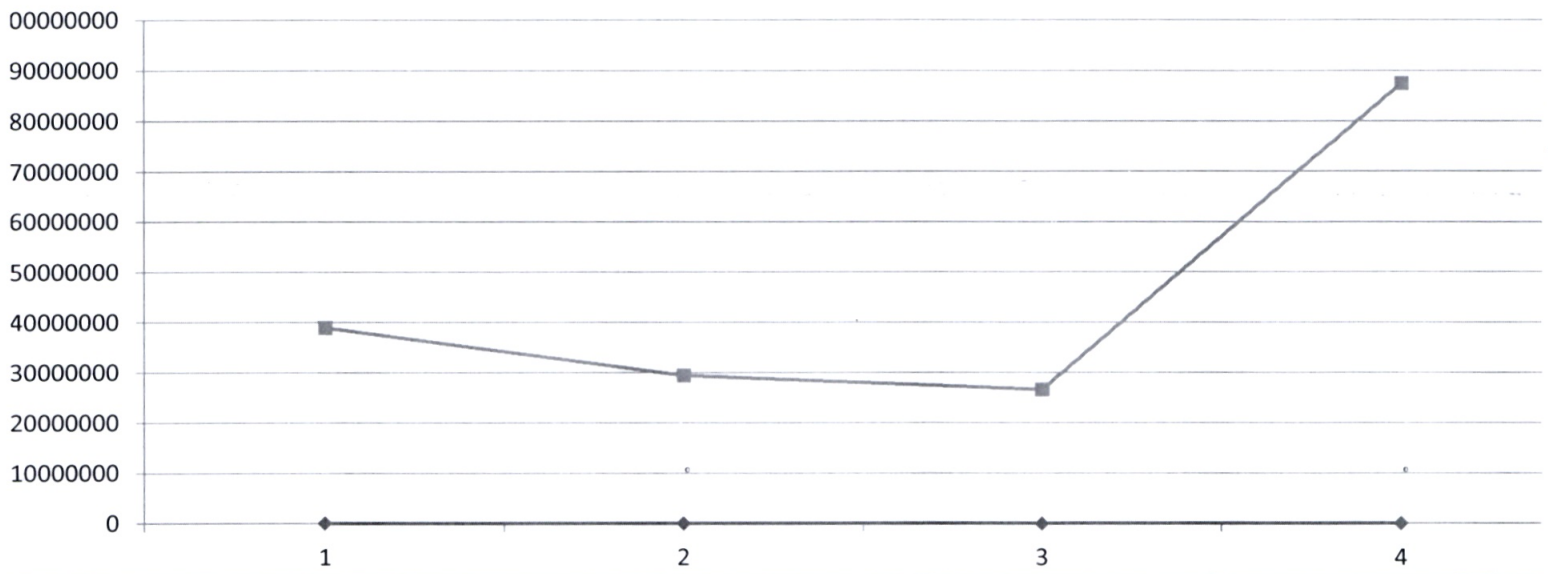


(ii & iii) CAPITATION GRANTS/ RATIO PER STUDENT FROM THE MINISTRY OF EDUCATION FOR LAST 3 YEARS

YEAR	AMOUNT KSH.	ENROLLMENT	RATIO PER STUDENT
2020	12,473,048	893	1:13,967
2021	7,019,787	935	1: 7,508
2022	18,895,574	1,106	1:17,084

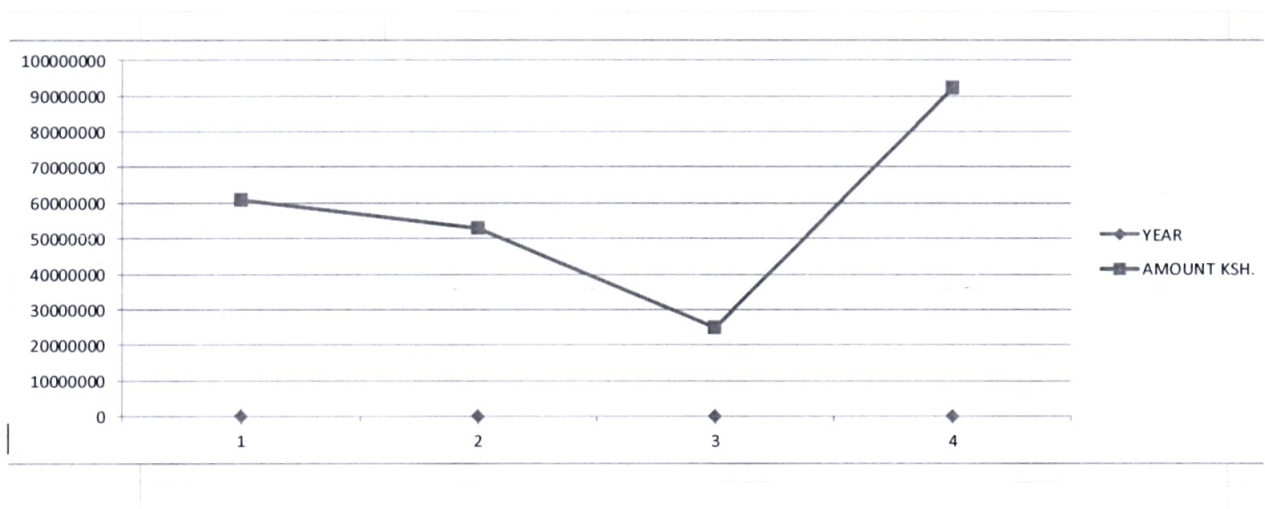
(iv) 3 YEARS OVERVIEW OF GROWTH OF OTHER INCOMES EARNED BY THE SCHOOL

YEAR	AMOUNT (KSH.)
2019	38,927,098
2020	29,382,522
2021	26,543,441
2022	87,476,151



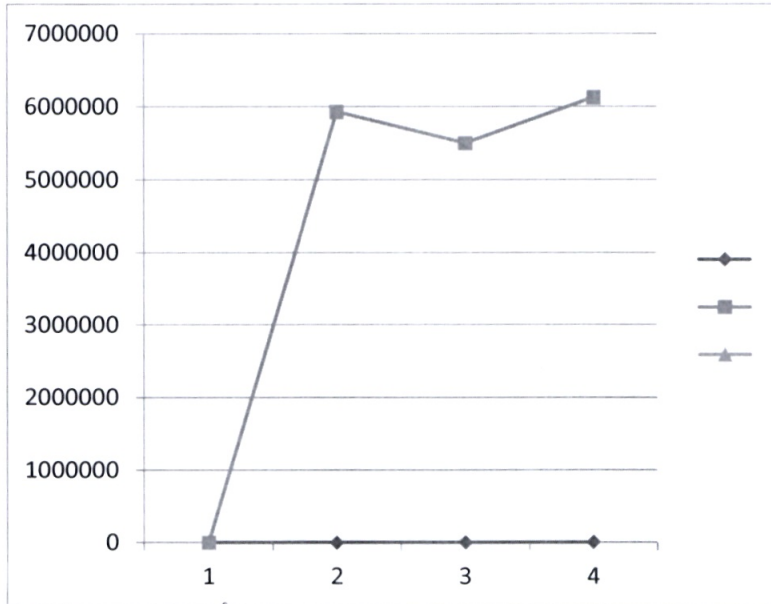
v) YEARS OVERVIEW OF GROWTH IN EXPENDITURE OF THE SCHOOL

YEAR	AMOUNT KSH.
2019	60,825,305
2020	52,746,656
2021	24,889,124
2022	92,290,921



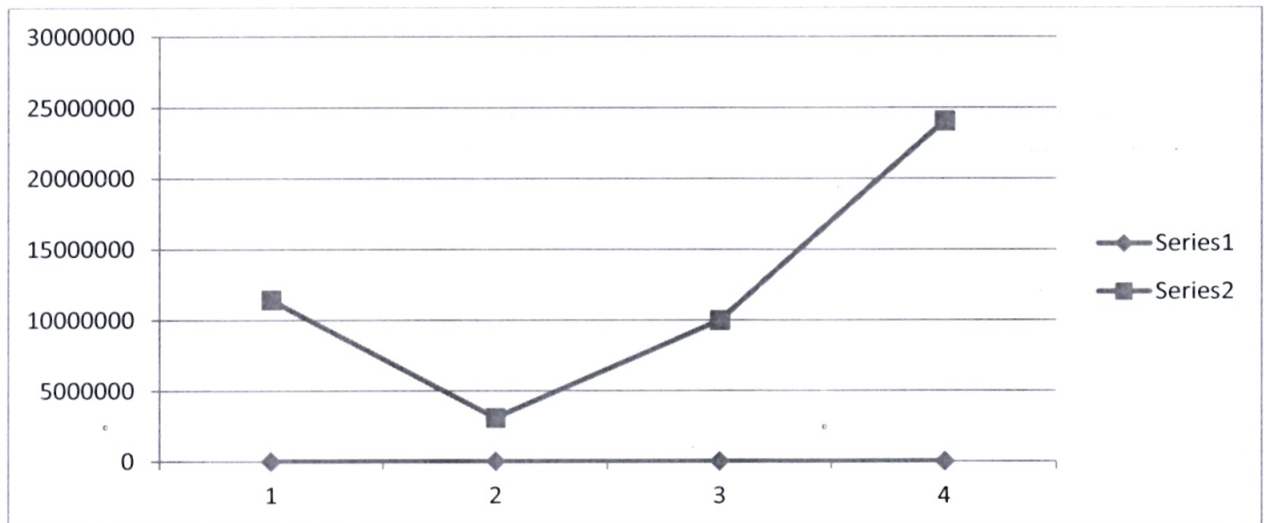
(vi) MOVEMENT OF DEBTORS AND CREDITORS OF THE SCHOOL OVER LAST 3 YRS

YEAR	DEBTORS	CREDITORS
2019	5,929,681	1642828.!
2020	5,501,294	1906869.!
2021	6,125,988	1906869.!
2022	8,516,824	5024657.!



(vii) MOVEMENT OF CASH AND BANK BALANCES OVER THE LAST 3 YRS

YEAR	AMOUNT KSH.
2019	11,427,127
2020	3,061,236
2021	9,977,596
2022	24,059,756



ST. ANNE'S SECONDARY SCHOOL LIOKI
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For the year ended 30th June 2021

b)Teacher student ratio

<i>year</i>	<i>No. of teachers</i>	<i>No. of students</i>	<i>ratio</i>	<i>Teachers recruited & posted</i>	<i>Teachers transferred/retired</i>	<i>Bom teachers</i>
2021	35	935	1:27	11	none	4
2022	42	1106	1:26	2	3	4

C&d) MEAN SCORE & NO. OF KCSE CANDIDATES YEAR 2019-2022

YEAR	ENTRY	A	A-	B+	B	B-	C+	C	C-	D+	D	MEAN SCORE	TRANSITION TO UNIVERSITY
2022	194	0	10	13	46	40	45	32	8	0	0	7.840	154
2021	224	0	3	19	39	46	47	46	22	1	1	7.401	154
2020	195	1	18	21	45	50	36	20	4	0	0	8.292	171
2019	212	0	10	26	47	42	42	29	8	7	1	7.867	167

e) Capacity of the school

<i>year</i>	<i>No. of students</i>	<i>dormitories</i>	<i>Dining hall</i>	<i>laboratory</i>	<i>toilets</i>	<i>water</i>	<i>Staff quarters</i>
2020	893	adequate	none	adequate	adequate	inadequate	inadequate
2021	935	adequate	none	adequate	adequate	inadequate	inadequate

ST. ANNE'S SECONDARY SCHOOL LIOKI

Annual Report and Financial Statements

For the year ended 30th June 2021

a) Development projects carried out by the school:

S. NO.	PROJECT	SOURCE OF FUNDING	STAUUS OF PROJECT
1	4 CLASSROOMS	MIF/PARENTS	COMPLETED
2	CBC CLASSROOM	GOVERMENT	COMPLETED
3	PERIMETER WALL	PARENTS	COMPLETED
4			
5			
6			

Sign



MRS. EDITH NJUE

School Principal

III. STATEMENT OF SCHOOL MANAGEMENT RESPONSIBILITY

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

Schedule 4 (Section 23) of the Education Act, 2013 requires the Board of Management of a public institution of basic education to be keep all proper books and records of accounts of the income, expenditure and assets of the institution.

The Board of Management of *ST. ANNE'S SECONDARY SCHOOL LIOKI* accepts responsibility for the school'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 Board of Management is of the opinion that the school's financial statements give a true and fair view of the state of the school's transactions during the financial year ended 30th June, 2021 and of the school's financial position as at that date.

Name: JAMES MWAURA MUCHAI.
Designation: Chairman, School Board of Management



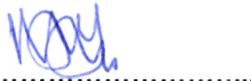
Sign :
Date : 18/07/2024

Name: EDITH NJERI NJUE
Designation: School Principal & Secretary to Board of Management



Sign :
DATE : 18/07/2024

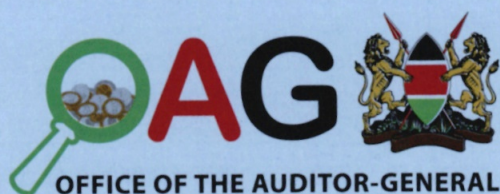
Name: MARY WAMBUI MUNGAI
Designation: Bursar/ Finance Officer



Sign :
Date : 18/07/2024

REPUBLIC OF KENYA

Telephone: +254-(20) 3214000
Email: info@oagkenya.go.ke
Website: www.oagkenya.go.ke



Enhancing Accountability

HEADQUARTERS
Anniversary Towers
Monrovia Street
P.O Box 30084-00100
NAIROBI

REPORT OF THE AUDITOR-GENERAL ON ST. ANNE'S SECONDARY SCHOOL LIOKI FOR THE YEAR ENDED 30 JUNE, 2021- KIAMBU COUNTY

PREAMBLE

I draw your attention to the contents of my report which is in three parts:

- A. Report on the Financial Statements that considers whether the financial statements are fairly presented in accordance with the applicable financial reporting framework, accounting standards and the relevant laws and regulations that have a direct effect on the financial statements.
- B. Report on Lawfulness and Effectiveness in Use of Public Resources which considers compliance with applicable laws, regulations, policies, gazette notices, circulars, guidelines and manuals and whether public resources are applied in a prudent, efficient, economic, transparent and accountable manner to ensure Government achieves value for money and that such funds are applied for the intended purpose.
- C. Report on Effectiveness of Internal Control, Risk Management and Governance which considers how the entity has instituted checks and balances to guide internal operations. This responds to the effectiveness of the governance structure, the risk management environment and the internal controls, developed and implemented by those charged with governance for orderly, efficient and effective operations of the entity.

An unmodified opinion does not necessarily mean that an entity has complied with all relevant laws and regulation and that its internal controls, risk management and governance systems are properly designed and were working effectively in the financial year under review.

The three parts of the report are aimed at addressing the statutory roles and responsibilities of the Auditor-General as provided by Article 229 of the Constitution, the Public Finance Management Act, 2012 and the Public Audit Act, 2015. The three parts of the report, when read together constitute the report of the Auditor-General.

REPORT ON THE FINANCIAL STATEMENTS

Qualified Opinion

I have audited the accompanying financial statements of St. Anne's Secondary School Lioki - Kiambu County set out on pages 1 to 18, which comprise of the statement of assets and liabilities as at 30 June, 2021, and the statement of receipts and payments, statement

of cash flows and the 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 effect of the matters described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of St. Anne's Lioki Secondary School - Kiambu County as at 30 June, 2021, and of 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 Basic Education Act, 2013 and the Public Finance Management Act, 2012.

Basis for Qualified Opinion

1. Variances in the financial statements

Review of the financial statements revealed the following variances;

- 1.1** Variances amounting to Kshs.2,095,352 between the cashflow statement and Notes to the financial statements were as follows:

Cashflow Statement Variances

Item	As per the Cashflow Statement (Kshs.)	As per the Notes to the Financial Statement (Kshs.)	Unexplained Variance (Kshs.)
School Fund Income- Parents/Contribution Fees - as per the Statement of Cashflows	26,287,800	26,118,600	169,200
School Fund Income - Other Receipts (as per the Statement of (Cashflows)	0	424,841	(424,841)
Payments for Tuition as per the Statement of Cashflows	1,099,636	937,697	161,939
Boarding School and Fund Payments as per the Statement of Cashflows	21,244,704	19,905,332	1,339,372

- 1.2** Variances amounting to Kshs.2,645,599 from comparison of Ledgers and the Notes to the financial statement were as follows:

Financial Statement Variances vs the General Ledger

Item	As per the Ledger (Kshs.)	As per the Notes to the Financial Statement (Kshs.)	Variance in (Kshs.)
Receipts			
Parents - Contributions (School Fund)			
Repairs and Maintenance	641,338	763,711	(122,373)
Local Transport and Travelling	1,539,397	1,677,938	(138,541)
Electricity and Water	877,942	1,021,729	(143,787)
Administration	944,265	1,105,271	(161,006)
P.A Fund	9,577,132	10,138,107	(560,975)
BES	8,101,432	9,050,822	(949,390)
Activity	73,723	106,742	(33,019)
KCSE Passport	2,710	10,160	(7,450)
Other Receipts - School Fund			
House Rent	94,000	89,500	4,500
Losses/Damages	200	13,964	(13,764)
University Forms	2,500	16,000	(13,500)
PAYMENTS			
Boarding and School Fund Payments			
Admin Costs	606,455	608,749	(2,294)
PA Donation	3,951,753	4,446,753	(495,000)

In the circumstances, the accuracy and completeness of the financial statements could not be confirmed.

2. Inaccuracies in Capitation Grants for Tuition

The statement of receipts and payments reflects capitation grants for tuition amounting to Kshs.861,344 as reflected in Note 1 to the financial statements. However, comparison of banks statements and the financial statements reflects an amount of Kshs.1,519,751 and Kshs.861,343 resulting to an unexplained variance of Kshs.658,407.

In the circumstances, the accuracy and completeness of capitation grants for tuition of Kshs.861,343 could not be confirmed.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs). I am independent of the St. Anne's Secondary School Lioki Management in accordance with ISSAI 130 on the 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, are of most significance in the audit of the financial statements. There were no key audit matters to report in the year under review.

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution and based on the audit procedures performed, except for the matter(s) described in the Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources section of my report, I confirm that nothing else has come to my attention to cause me to believe that public resources have not been applied lawfully and in an effective way.

Basis for Conclusion

1. Non-Compliance with Public Sector Accounting Standards Board (PSASB) Reporting Requirements

The financial statements presented for audit did not include all information provided in the format prescribed and published by the Public Sector Accounting Standards Board (PSASB) as follows;

- 1.1 The table of contents is misleading as it has not indicated the correct page number references. This is because of not including roman number pages in the table as required by the reporting template.
- 1.2 The statement of cashflows contains a column showing references for Notes to the financial statements and it has missing Note references for payments for tuition, payments for operations and boarding fund payments.
- 1.3 The statement of budgeted versus actual amounts has not disclosed Total budgeted receipts and Total budgeted expenditures for the year as required by the PSASB reporting template.

In the circumstances, Management was in breach of the PSASB guidelines. Further, lack relevant information may affect users' reliance on the financial statements for decision making.

2. Late Submission of Financial Statements for Audit

During the year under review, Management submitted the financial statements to the Auditor-General on 24 May, 2023 instead of the statutory deadline of 30 September 2021. This was contrary to the Ministry of Education circular Ref.MOE/DSAS/FIN/17/1/17 dated 19 August, 2021 which stated that the School's financial statements should be ready by 30 September, 2021 in compliance which Section 81 of the Public Finance Management Act, 2012 on preparation of the financial statements.

In the circumstances, Management was in breach of the law.

3. Direct Award of Contract without Following Due Process

The statement of receipts and payments reflects boarding and school fund payments of Kshs.19,905,332 as disclosed in Note 7 to the financial statements. Included in this component is Kshs.9,502,371 for boarding school equipment which further includes Kshs.295,300 paid for the supply of milk to the School. The tender was awarded without subjecting the supplier to a competitive process. No tender opening and evaluation committee was appointed and there was no contract that was signed by both parties contrary to Sections 46 and 82 of the Public Procurement and Disposals Act, 2015 that provides guidelines on evaluation and award of bidders.

In the circumstances, Management was in breach of law.

3. Long Outstanding Accounts Payables

The statement of financial assets and financial liabilities and as disclosed in Note 12 to the financial statements reflects payables balance of Kshs.1,906,870 However, included in the balance are trade payables balance of Kshs.231,648 which had been outstanding for more than three (3) years. This was contrary to Section 53 (8) of the Public Procurement and Asset Disposal Act, 2015 which states that 'an Accounting Officer shall not commence any procurement proceedings until satisfied that sufficient funds to meet the obligations of the resulting contract (s) are reflected in approved budget estimates.

In the circumstances, the School Management was in breach of the law and there is risk loss of public funds through litigations, interests and penalties.

The audit was conducted in accordance with ISSAI 4000. The standard requires that I comply with ethical requirements and plan and perform the audit to obtain assurance about whether the activities, financial transactions and information reflected in the financial statements comply, in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

REPORT ON THE EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015 and based on the audit procedures performed, except for the matters described in the Basis for Conclusion on the Effectiveness of Internal Controls, Risk Management and Governance section of my report, I confirm that nothing else has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

Basis for Conclusion

1. Lack of an Approved Human Resource Policy

The Management did not provide an approved human resource policy, procedure manual, staff establishment, scheme of service and salary structure for the financial year. In absence of the above, it is unclear how vacancies were identified and filled.

In the absence of a human resource policy the School's staff may lack basic guidelines and expectation on service delivery, compensation, career progression and personnel management.

2. Lack of Controls in the Use of Standing Imprest

The statement of financial assets and liabilities and Note 8 to the financial statements under review reflects cash and cash equivalents of Ksh.9,977,595. Review of cash books revealed the following withdrawals made for regular office use and are evidence that the School maintains a petty cash float system that is replenishment based:-

Date	Payment Voucher No.	Description	Amount (Kshs.)
26 January, 2021	1704	Cash Withdrawal for Office Use	456,000
12 January, 2021	1649	Cash Withdrawal for Office Use	520,000
26 October, 2021	2382	Cash Withdrawal for Office Use	200,000
08 February, 2021	1741	Cash Withdrawal for Office Use	200,000

It was, however, noted that the school has no policy in place that sets a maximum limit of standing imprest, minimum balance to be maintained as petty cash for urgency purposes and the custodian of standing imprest. The system also lacks necessary controls including having a petty cash book and regular cash checks.

In the absence of necessary controls, petty cash of the School is subject to misuse.

3. Inaccuracy of Student Enrollment Data

Examination of documents provided for audit revealed that on different dates there were discrepancies between the data with the County Director of Education or the National Education Management Information System (NEMIS) and the School records relating to the enrolment of students leading to over-funding and under-funding based on number of students as tabulated below:

Account Type	NEMIS Enrolled	Amount Disbursed (Kshs.)	Physical Count of Number of Students	Variance in Student	Under Funding/Over -Funding (Kshs.)
Operations	918	3,419,550.00	931	13	48,425.00
Tuition	918	918.00	931	13	13.00
Operations	909	3,088,372.95	931	22	74,746.10
Tuition	909	313,605.00	931	22	7,590.00
Operations	911	3,070,070.00	871	(40)	(134,800.00)
Tuition	911	547,738.75	871	(40)	(24,050.00)
Operations	910	2,544,360.00	883	(27)	(75,492.00)
Tuition	910	647,465.00	883	(27)	(19,210.50)

In the circumstances the basis used to award capitation to the school could not be confirmed.

The audit was conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs) 2315 and 2330. The standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal controls, risk management and overall governance were operating effectively, in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

Responsibilities of Management and Board of Management

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 maintaining effective internal controls as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error and for its assessment of the effectiveness of internal control, risk management and governance.

In preparing the financial statements, Management is responsible for assessing the School's ability to continue to sustain its services, disclosing, as applicable, matters related to sustainability of services and using the applicable basis of accounting unless Management is aware of the intention to terminate the school or to cease operations.

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

In addition to the responsibility for the preparation and presentation of the financial statements described above, Management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements comply with the authorities which govern them, and that public resources are applied in an effective way.

The Board of Management is responsible for overseeing the School's financial reporting process, reviewing the effectiveness of how Management monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the control environment.

Auditor-General's Responsibilities for the Audit

The audit objectives are to obtain reasonable assurance about whether the School's 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.

In addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them and that public resources are applied in an effective way, in accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal controls in order to give an assurance on the effectiveness of internal controls, risk management and overall governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal controls would not necessarily disclose all matters in the internal control that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in

amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal controls may not prevent or detect misstatements and instances of non-compliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the School's policies and procedures may deteriorate.

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 controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of applicable 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 school's ability to continue 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 School to cease to continue to sustain 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 business activities of the School to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

I communicate with Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls 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 Nancy Gathungu, CBS
AUDITOR-GENERAL

Nairobi

06 September, 2024

ST. ANNE'S SECONDARY SCHOOL LIOKI
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V. STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30TH JUNE 2021

DESCRIPTION OF VOTE HEAD	Note	2020 - 2021	2019 - 2020
			Kshs
RECEIPTS			
Capitation grants for tuition	1	861,343.75	1,714,318.00
Capitation grants for operations	2	6,158,442.95	10,758,730.00
School Fund Income- Parents' Contributions	3	26,118,600.00	24,772,066.00
School Fund Income- Other receipts	4	424,841.00	4,610,456.00
Proceeds from borrowings			
TOTAL RECEIPTS		33,563,227.70	41,855,570.00
PAYMENTS			
Payments for Tuition	5	937,697.00	1,845,053.05
Payments for operations	6	4,046,095.00	11,939,006.85
Boarding and school fund payments	7	19,905,332.00	38,962,595.80
TOTAL PAYMENTS		24,889,124.00	52,746,655.70
SURPLUS/DEFICIT		8,674,103.70	(10,891,085.70)

The school financial statements were approved on 18/07/2024 and signed by:

Sign: 

Name: CPA Anthony Wachira

Chair BOM

Date 18/07/2024.

Sign 

Name: Edith Njue

School Principal/
Secretary to BOM

Date 18/07/2024

Sign 

Name: Mary Mungai

Bursar/
Finance Officer

Date 18/07/2024

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VI. STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 2021

	Note	2020-2021	2019-2020
		Kshs	Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	8	9,977,595.94	3,061,236.24
Cash Balances	9	1,395.00	603.00
Short term Investment	10	-	-
Total Cash and cash equivalent		9,978,990.94	3,061,839.24
Account's receivables	11	7,522,287.15	5,501,294.15
TOTAL FINANCIAL ASSETS		<u>17,501,278.09</u>	<u>8,563,133.39</u>
FINANCIAL LIABILITIES			
Accounts Payables	12	1,906,869.50	1,642,828.50
NET FINANCIAL ASSETS		<u>15,594,408.59</u>	<u>6,920,304.89</u>
REPRESENTED BY		<u>15,594,408.59</u>	<u>6,920,304.89</u>
Accumulated Fund b/fwd.	13	6,920,304.89	17,811,390.59
Surplus/Deficit for the year		8,674,103.70	(10,891,085.70)
NET FINANCIAL POSSITION		<u>15,594,408.59</u>	<u>6,920,304.89</u>

The School's financial statements were approved on 18/07/2024 and signed by:

Name: CPA Anthony Wachira
Chairman, BoM

Sign:

Date: 18/07/2024

Name: Edith Njue
School Principal/Secretary to BoM

Sign: 

Date: 18/07/2024

Name: Mary Mungai
Bursar/Finance

Sign: 

Date: 18/07/2024

VII. STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 2021

		2020-2021	2019-2020
		Kshs	Kshs
Receipts for operating income			
Capitation grants for tuition	1	861,343.75	1,714,318.00
Capitation grants for operations	2	6,158,442.95	10,758,730.00
School fund income- Parents contributions/ fees	3	26,2118,800.00	24,772,066.00
School fund income- other receipts	4		4,610,456.00
Total receipts		33,307,586.70	41,855,570.00
Payments			
Payments for Tuition		1,099,636.00	1,845,053.05
Payments for operations		4,046,095.00	11,939,006.85
Boarding and school fund payments		21,244,704.00	38,862,397.80
Total payments		26,390,435.00	52,646,457.70
Net cash flow from operating activities		6,917,151.70	(10,790,887.70)
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Assets		-	-
Acquisition of Assets			-
Proceeds from investments		-	-
Purchase of investments			
Net cash flows from Investing Activities			
CASHFLOW FROM BORROWING ACTIVITIES			
Proceeds from borrowings/ loans			
Repayment of principal borrowings			
Net cash flow from financing activities			
NET INCREASE IN CASH AND CASH EQUIVALENTS		6,917,151.70	(10,790,887.70)
Cash and cash equivalent at BEGINNING of the year		3,061,839.24	13,852,726.94
Cash and cash equivalent at END of the year		9,978,990.94	3,061,839.24

VIII. STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 2021

Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
	Kshs	Kshs			Kshs	Kshs
RECEIPTS						
(1) CAPITATION GRANT ON TUITION						
Textbooks and reference materials	-	-	-	-	-	-
Exercise books	-	-	-	-	-	-
Laboratory equipment	-	-	-	-	-	-
Internal exams	-	-	-	-	-	-
Teaching / learning materials	1,833,720.00		1,833,720.00	861,343.75	972,376.25	47%
Chalks	-	-	-	-	-	-
Exams and assessment	-	-	-	-	-	-
Teachers guides	-	-	-	-	-	-
						-
(2) CAPITATION GRANT ON OPERATIONS						
Personnel emoluments	1,372,635.00		1,372,635.00	981,402.95	391,232.05	70%
Repairs and maintenance	2,212,500.00		2,212,500.00	3,184,500.00	(972,000.00)	144%
Local transport / travelling	1,039,875.00		1,039,875.00	743,483.00	296,392.00	71%
Electricity and water	915,090.00		915,090.00	654,267.00	260,823.00	71%
Medical					-	-

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Receipt/expenses Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilization Difference	% of Utilization
	a	b	c=a+b	d	e=c-d	f=d/c %
	Kshs	Kshs			Kshs	Kshs
Administration costs	831,900.00		831,900.00	594,790.00	237,110.00	71%
Activity	885,000.00		885,000.00	-	885,000.00	0%
Gratuity	-	-	-	-	-	-
SMASSE	-	-	-	-	-	-
(3) FEES CHARGED ON PARENTS						

Personnel emoluments	4,583,820.00	-	4,583,820.00	1,967,587.00	2,616,233.00	
Repairs and maintenance	2,282,600.00	-	2,282,600.00	648,043.00	1,634,557.00	
Local transport / travelling	3,452,210.00	-	3,452,210.00	1,539,397.00	1,912,813.00	
Electricity and water	3,007,510.00	-	3,007,510.00	877,942.00	2,129,568.00	
Medical		-	-	-	-	
Administration costs	2,755,695.00	-	2,755,695.00	944,265.00	1,811,430.00	
Activity	474,925.00	-	474,925.00	73,723.00	401,202.00	
SMASSE		-	-	-	-	
Fee on Boarding Equipment and Stores	25,450,420.00	-	25,450,420.00	8,101,432.00	17,348,988.00	

i. Less than 90% was due to covid-19 where there was no learning thus no fee payments.

IX. SIGNIFICANT ACCOUNTING POLICIES

The principal 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 and applicable government legislations and regulations. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

This cash basis of accounting has been supplemented with accounting for; a) receivables that include imprest, salary advances and other receivables and b) payables that include deposits and retentions and payables from operations.

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the *school* and all values are rounded to the nearest Kenya Shilling (Kshs). The accounting policies adopted have been consistently applied to all the years presented.

2. Recognition of receipts and payments

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

3. In-kind contributions

In-kind contributions are donations that are made to the *school* 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 *school* includes such value in the statement of receipts and payments both as a receipt and as a payment 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 various financial institutions at the end of the financial year.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Accounts Receivable

For the purposes of these financial statements, imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year are treated as receivables. This is in recognition of the government practice where the imprest payments are recognized as expenditure when fully accounted for by the imprest or AIE holders. This is an enhancement to the cash accounting policy. Other accounts receivables are disclosed in the financial statements.

6. Accounts Payable

For the purposes of these financial statements, deposits and retentions held on behalf of third parties have been recognized as accounts payables. This is in recognition of the government practice of retaining a portion of contracted services and works pending fulfilment of obligations by the contractor and to hold deposits on behalf of third parties. This is an enhancement to the cash accounting policy adopted by National Government Ministries and agencies. Other liabilities including pending bills are disclosed in the financial statements. 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.

7. Non-current assets

Non-current assets are expensed at the time of acquisition while disposal proceeds are recognized as receipts at the time of disposal. However, the acquisitions and disposals are reflected in the school fixed asset register a summary of which is provided as a memorandum to these financial statements.

8. 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 *school's* budget was approved by the School Board of Management. A comparison of the actual performance against the comparable budget for the financial year under review has been included in the financial statements.

9. Comparative figures

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

10. 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 30th June 2021

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X. NOTES TO THE FINANCIAL STATEMENTS

1 CAPITATION GRANT FOR TUITION

	2020-2021	2019-2020
	Kshs	Kshs
Text books		
Exercise books		
Laboratory equipment and apparatus		
Teaching/learning materials	861,343.75	1,714,318.00
chalks		
Internal exams		
Reference books		
TOTAL	<u>861,343.75</u>	<u>1,714,318.00</u>

2 CAPITATION GRANT FOR OPERATIONS

	2020-2021	2019-2020
Personnel emoluments	981,402.95	2,307,464.00
Repairs and maintenance	3,184,500.00	3,692,000.00
Local transport / travelling	743,483.00	768,675.00
Electricity and water	654,267.00	1,563,881.00
Covid		459,000.00
Administration costs	594,790.00	1,413,910.00
Activity		184,600.00
		369,200.00
Total	6,158,442.95	10,758,730.00

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3 PARENTS CONTRIBUTIONS

	2020-2021	2019-2020
Personnel emoluments	2,209,670.00	1,525,041.00
Repairs and maintenance	763,111.00	1,177,404.00
Local transport / travelling	1,677,938.00	1,230,220.00
Electricity and water	1,021,729.00	2,068,036.00
medical	-	2,400.00
Administration costs	1,105,271.00	1,292,247.00
Activity	106,742.00	143,987.00
p.a fund	10,138,107.00	3,743,633.00.00
Homescience/computer	35,050.00	67,000.00
Boarding equipment and stores	9,050,822.00	13,522,098.00
kcsepassport	10,160.00	
Total	26,118,600	24,772,066.00

NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 OTHER RECEIPTS – SCHOOL FUND ACCOUNT

	2020-2021	2019-2020
	Kshs	Kshs
Hire ground and school bus	0.00	
House rent	89,500.00	167,900.00
BURSARY KITTY	136,500.00	-
development	0.00	
Losses/Damages	13,964.00	21,363.00
UNIVERSITY FORMS	2500.00	-
PA-donations, school van project	0.00	-
Uniform	168,877.00	4,421,193.00
CLUBS MOVTS	0.00	
Total	424,841.00	4,610,456.00

5 PAYMENTS FOR TUITION

	2020-2021	2019-2020
	Kshs	Kshs
Textbooks and reference materials		
Exercise books		
Laboratory equipment		
Internal exams		
Teaching / learning materials	936,989.00	1,844,555.00
Sundry creditors	161,939.00	
Exams and assessment		
Teachers guides		
Administration Costs		
Bank Charges	708.00	498.05
Total	1,099,636.00	1,845,053.05

NOTES TO THE FINANCIAL STATEMENTS (Continued)

6 PAYMENTS FOR OPERATIONS

	2020-2021	2019-2020
	Kshs	Kshs
Personal Emoluments	1,311,728.00	3,980,186.00
Service Gratuity		-
Administration Cost	552,800.00	600,387.00
Repairs and maintenance & improvements		
Local transport / travelling	33,210.00	679,585.00
Electricity and water	642,030.00	1,693,420.00
Medical		315,746.00
Activity Expenses		1,007,960.00
SMASSE		-
covid		188,447.00
Bank Charges	3,300.00	9,130.00
Acquisition of asset	1,503,027.00	3,464,145.85
TOTAL	<u>4,046,095.00</u>	<u>11,939,006.85</u>

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7 BOARDING AND SCHOOL FUND PAYMENTS

	2020-2021	2019-2020
	Kshs	Kshs
BES	9,502,371.00	9,098,236.00
RMI	367,212.00	418,815.00
EWC	2,039,648.00	1,574,560.00
LT@T	1,256,526.00	858,871.00
ACTIVITY	164,050.00	264,170.00
ADMIN COSTS	608,749.00	769,240.80
Personal emolument	993,244.00	1,120,400.00
H/SC/COMP	43,830.00	59,140.00
MEDICAL		
House rent	11,000.00	17,000.00
BURSARY KITTY	50,000.00	-
P.A fund & Infrastructure grant	4,446,753.00	2,406,980.00
Bank charges		2,782.00
UNIVERSITY FORM	3,000.00	-
Fee on Boarding Equipment and Stores	0.00	-
Uniform	121,785.00	4,435,835.00
Medical & Insurance Cost (Life Property)	297,164.00	-
Covid	0.00	138,745.00
Development	0.00	17,793,861.00
K.c.s.e passport		3,960.00
Acquisition of Assets	0.00	
TOTAL	19,905,332.00	38,962,595.80

NOTES TO THE FINANCIAL STATEMENTS (Continued)

8 BANK ACCOUNTS

Name of Bank, Account No. & currency	Bank Account Number	2020-2021	2019-2020
		Kshs	Kshs
Tuition Account		17,446.25	255,738.50
Operations Account		1,321,206.34	890,331.39
School Fund Account/Boarding		6,109,357.15	1,067,053.15
Parent Association Development Account		117,095.45	117,095.45
Savings Account		103,320.65	103,320.65
Infrastructural Account		2,309,170.10	627,697.10
Income generating activities Account		0.00	-
Total		9,977,595.94	3,061,236.24

9 CASH IN HAND

Description	2020-2021	2019-2020
	Kshs	Kshs
Tuition Account	-	
Operation Account	-	
School Fund account	1,395.00	603.00
Total	1,395.00	603.00

10 SHORT TERM INVESTMENTS

Description	2020-2021	2019-2020
	Kshs	Kshs
Cooperative shares	-	-
Treasury Bills	-	-
Fixed deposit	-	-
Equity stock	-	-
Other investments	-	-
Total	-	-

NOTES TO THE FINANCIAL STATEMENTS (Continued)

11 ACCOUNTS RECEIVABLE

Description	2020-2021	2019-2020
	Kshs	Kshs
Fees arrears	7,446,287.15	5,501,294.15
Other non-fees receivables		
Salary advances	76,000.00	-
Imprest	-	-
Total	7,522,287.15	5,501,294.15

[Include an ageing of the fees / non fees arrears below]

Description	2020-2021	2019-2020
	Kshs	Kshs
Fees arrears for current year	2,093,424.00	267,504.00
Fees arrears for the previous year	119,073.00	138,024.00
Fees arrears for prior periods (over two years)	5,233,790.15	5,095,766.15
Total	7,446,287.15	5,501,294.15

12 ACCOUNTS PAYABLE

Description	2020-2021	2019-2020
	Kshs	Kshs
Trade creditors (See ageing below and appendix 1)	231,647.50	1,216,708.50
Prepaid fees	1,675,222.00	265,275.00
Retention monies	-	160,507.00
Clubs and Societies	-	338.00
Caution Money	-	-
Pocket Money	-	-
Total	1,906,869.50	1,642,828.50

[Include an ageing of the creditor's arrears below]

Description	2020-2021	2019-2020
	Kshs	Kshs
Trade creditors for current year		893,650.00
Trade creditors for the previous year	-	-
LESS PAYMENTS	-	
Trade creditors for prior periods (over two years)	231,647.50	323,058.50
Total	231,647.50	1,216,708.50

NOTES TO THE FINANCIAL STATEMENTS (Continued)

13 FUND BALANCE BROUGHT FORWARD

Description	2020-2021	2019-2020
	Kshs	Kshs
Bank balances	9,977,595.94	3,061,236.24
Cash balances	1,395	603.00
Short Term Investments		
Receivables	7,522,287.15	5,501,294.15
Payables	(1,906,869.50)	(1,642,828.50)
Total	15,594,408.59	6,920,304.89

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Other important disclosure notes

IPSAS 1 encourages an entity to disclose accrual related information in relation to an entity's assets and liabilities. The notes outlined below are disclosure notes in relation to the school's non-financial assets and liabilities.

14 Non-current Liabilities Summary

Description	2020-2021	2019-2020
	Kshs	Kshs
Bank loan(s)	-	-
Outstanding Leases	-	-
Hire purchase	-	-
Gratuity and leave provision	-	-
Total	-	-

15 Biological assets

Description	Numbers	2020-2021	2019-2020
		Kshs	Kshs
Cattle		-	-
Goats		-	-
Trees		10	10
Coffee or tea plantation		-	-
Poultry		-	-
Total		-	-

16 Borrowings

Description	2020-2021	2019-2020
	KShs	KShs
a) Borrowings		
Borrowing at beginning of the year	-	-
Borrowings during the year	-	-
Repayments of during the year	-	-
Balance at end of the year	-	-

Other important disclosure notes

17 Stock/ Inventory

Description	2020-2021	2019-2020
	KShs	KShs
b) Borrowings		
Stock/ inventory at beginning of the year	-	-
Stock/ inventory purchased during the year	-	-
Stock/ inventory issued during the year	-	-
Balance at end of the year	-	-

18 PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS

The following is the summary of issues raised by the external auditor, and management comments that were provided to the auditor.

Ref No.	Issue / Observations from Auditor	Management comments	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)

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ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 20XX	Outstanding Balance 20XX-1	Comments
	a	b	c	d=a-c		
	Kshs	Kshs	Kshs	Kshs	Kshs	
Construction of buildings						
1.						
2.						
3.						
Sub-Total						
Supply of goods						
4.						
5.						
6.						
Sub-Total						
Supply of services						
7.						
8.						
9.						
Sub-Total						
Grand Total						

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ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

Asset class	Date purchased	Location	Historical Cost b/f (Kshs) 1 st July 2021	Additions during the year (Kshs)	Disposals during the year (Kshs)	Historical Cost c/f (Kshs) 30 th June 2021
Land 1						
Land 2						
Buildings and structures						
Motor vehicles						
BUS: KAR 974L – ISUZU 52 PAX	2005	KIAMBU		NONE	NONE	1,970,000.00
SCHOOL VAN: KAQ 191R –TOYOTA HILUX 14PAX	2008	KIAMBU		NONE	NONE	550,000.00
Office equipment, furniture and fittings						
ICT Equipment, and Other ICT Assets						
Tools and apparatus						
Textbooks						
Other Machinery and Equipment						
Heritage and cultural assets						
Intangible assets- software: SCHOOL PROGRAMME JBS	2018	SCHOOL		NONE	NONE	
Total						

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KITCHEN FOODSTUFF STOCK BALANCE AS AT 30TH JUNE 2021

ITEM	BALANCE	Amount ksh.
MAIZE FLOUR	12 BAGS	31200
RICE	42 BAGS	100800
SUGAR	12 BAGS	66000
MAIZE	10 BAGS	35000
COOKING OIL	8 J-CANS	36800
BEANS	17 BAGS	127500
TEA LEAVES	3 CARTONS	13500
COCOA	6 CASES	43800
TOMATO PASTE	2 CARTONS	5000
CROMA	6 CARTONS	14500
SALT	12 BALES	7800
Total		481,100

KITCHEN EQUIPMENT

	ITEM	PIECES	Amount ksh.
1	Sufurias	7 big – 3 small	53000
2	Steel buckets	23	34500
3	Boilers	6 big (2 small)	1440000
4	Tea urns (staff)	2	36000
5	Vegetable cutter	1	50000
6	Gas cooker	1	67500
7	Gas cylinder	1	15000
8	Weighing machine	1	10000
9	Students' tea urns	3	54000
10	Cupboard	1	6000

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TOOLS AND APPARATUS

1. PHYSICS LAB

	<u>ITEM</u>	<u>PIECES</u>	<u>Amount ksh.</u>
1	Ammeters	128	102400
2	Voltmeters	96	76800
3	Galvanometers	99	79200
4	Mili Ammeters	68	54400
5	Ball & Ring apparatus	10	4000
6	Bi- metallic strips	13	5200
7	Bar & Gauge	9	3600
8	Pendulum bobs	50	1000
9	Jockeys	70	7000
10	Multimeters	28	70000
11	Pulleys	18	7200
12	Newton discs	3	2100
13.	Ray boxes	5	25000
14.	Eureka cans	15	6000
15.	Calorimeters	6	5400
16.	Full meter rules	160	4800
17.	Half meter rules	70	14000
18.	Pin hole cameras	6	3000
19	Acceleration trolleys	4	4000
20	Ticker –tape timer	1	3000
21	Gold Leaf Electroscope	10	6500
22	Rheostats	30	30000
22	Variable resistors	80	32000
23	Cell holders - single)	80	8000
24	Cell holders - double	80	8000

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25	Micrometer screw gauge	35	17500
26	Vernier calipers	50	2000
27	Spring balances	52	4200
28	G- clamps	40	20000
29	Centrifuge	2	1000
30	Lens holder	80	8000
31	White screen	85	7650
32	Ripple tank	1	13000
33	Tuning fork	12	600
34	Slinky springs	4	2400
35	Immersion heater	2	4000
36	Demonstration transformer	1	1000
37	Acid accumulators	4	12000
	Weights		
	10g	40	280
	20g	195	17550
	50g	320	51200
	100g	133	33250

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2. CHEMISTRY LAB

	ITEMS	PIECES	Amount ksh.
1	Bunsen burners	35	12250
2	Portable burners	28	28000
3	Fire extinguishers	4	40000
4	Weighing balances	5	120000
5	Water bath	1	25000

3. BIOLOGY LAB

	ITEMS	PIECES	Amount ksh.
1	Human skeleton	1	10000
2	Organ Models	8	7200
3	Metallic Quadrats	11	16500
4	Microscopes	22	154000

4. OFFICE EQUIPMENT

	ITEMS	DATE OF PURCHASE	ESTIMATED COST	PIECES
1	Principal's desk (executive)			@ set
2	Teachers' desks	14/7/21	5,800/=	@ set
3	Internet Gateway	8/3/2022	24,000/=	1
4	Printer (Kyocera)	9/2/2021	21,500/=	1
5	Printer (Ecosys 3INI)	22/6/2021	250,000/=	1

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5. FURNITURE AND FITTINGS

	ITEMS	DATE OF PURCHASE	ESTIMATED COST (@)	PIECES
1	Desks and chairs (students)		5500@SET	940
2	Bedside Lockers	4/8/2021	8,700/=	70
3	Beds	31/3/2022	15,000/=	120
4	Beds	26/4/2022	12,250/=	70
5	Office chairs	9/2/2022	18,500	2
6	Office chairs	9/2/2022	18,000/=	1
7	Service Charter Boards	8/2/2021	20,000/=	2

6. ICT EQUIPMENT AND OTHER ASSETS

	ITEMS	ESTIMATED COST	PIECES
1	Computer Desks	18,000/=	6
2	" "	18,000/=	2
3	Router	4,000/=	2
4	Desktop computers/CPU	30,000/=	5
5	CCTV CAMERAS	32000	64
6	TV SETS	60,000	5

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7. OTHER MACHINERY AND EQUIPMENT

	ITEMS	ESTIMATED COST	PIECES
1.	White Boards	420000	20
2.	Sewing Machines	270000	15
3.	Generator	1374070	1
4.	Lawn mower	42000	1