**Temp B1: IPSAS Accrual Reporting Template for SCs and SAGAs**



QUARTERLY REPORT AND FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED**

**XXXX**

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

**INTRODUCTION TO THE QUARTERLY REPORTING TEMPLATES**

***Legal Framework***

In accordance with Section 83 of the PFM Act, all National Government Owned Entities should prepare a report for each quarter of the financial year in respect to their entity. The entities are required to submit quarterly reports to Cabinet Secretary responsible for the entity and the National Treasury in accordance with the formats prescribed by the Public Sector Accounting Standards Board of Kenya (PSASB-K) not later than fifteen days after the end of each quarter. The Public Sector Accounting Standards Board of Kenya approved the templates for quarterly reporting by National Government Entities on 25 February 2016.

**Contents of the Quarterly reports**

The quarterly reports should contain financial and non-financial information as stipulated under Section 83 2 (a) and (b) and should be in the form that complies with the standards prescribed and published by the Public Sector Accounting Standards Board of Kenya (PSASB-K) from time to time.

The quarterly reporting template is structured as per the below summarized format:

|  |  |
| --- | --- |
| **Section** | **Comments** |
| Key Entity Information & Management | *Under this section the entity should summarize key entity information as it appears in the annual financial report. Information such as entity’s principal activities, contacts, bankers, board members, board committees, key management should be included here.* |
| Management Discussions and Analysis | *This is the section that summarises most of the non-financial information. This include overview of the entity performance compared with the budget, brief of the entity’s strategic plan, challenges and opportunities in executing the entity’s plan, compliance and governance issues at a very high level brief. This part has Section A to F.* |
| Statement of responsibilities | *Under this section, the officers responsible for preparing the financial statements should sign and take responsibility for the information included in the quarterly report.* |
| Statement of Financial Performance | *Per each quarter the entity should summarize the performance based on the breakdown of the notes. The figures should be populated in the excel notes tab which will automatically transfers the amount to the Statement of Financial Performance on a quarterly basis.* |
| Statement of Financial Position | *Per each quarter the entity should summarize the performance based on the breakdown of the notes. The figures should be populated in the excel notes tab which will automatically transfers the amount to the Statement of Financial Position on a quarterly basis. The statement of financial position must balance.* |
| Statement of Cash Flows | *This should be completed on a quarterly basis and at the beginning of every quarter, the cash and cash equivalent at the closing of each quarter should be brought forward.* |
| Statement of Comparison of Budget and Actual Amounts | *Based on the budget per quarter, actual figures should be populated such that at the end of each quarter, there will be a comparison of budget cumulative and actual cumulative. Variances above 10% must be explained.* |
| Notes to the Quarterly Financial Statements | *The notes are structured in such a way that they will be populated on a quarterly basis to feed in to the statement of financial performance and position. Notes that are not relevant should be deleted and any inclusion of an item not included in the template is acceptable.* |

**INTRODUCTION TO THE QUARTERLY REPORTING TEMPLATES (Continued)**

**Responsibility for submission of the Quarterly reports**

1. The board of directors and the chief executives of the respective entities should ensure the compliance with the requirements of this template.
2. The chief executives should ensure compliance with the requirements of this template in order to avoid sanctions provided for in the Public Finance Management Act, 2012.
3. The quarterly reports should be submitted to the Office of the Cabinet Secretary responsible for the entity and Office of the Director Government Investments and Public Enterprises, The National Treasury with a soft copy forwarded through.

**National Treasury responsibility for the Quarterly reports**

In accordance with Section 83 (5) of the Public Financial Management Act, 2012, the National Treasury shall not later than forty five days after the end of each quarter:

1. Consolidate the quarterly reports and submit them to the National Assembly with copies of the reports to the Controller of Budget, Auditor-General and the Commission on Revenue Allocation; and
2. Publish and publicize the reports.

**In addition to the above introduction to the quarterly reports template, the following should be noted when completing the template:**

1. *The template should be completed by all National Government Owned Entities.*
2. *Financial and non-financial performance of the entity must be included per quarter.*
3. *The template is available in excel spread sheet for the financial information.*
4. *Quarterly reporting should be done not later than* ***fifteen days*** *after the end of each quarter.*
5. *The financial amounts should be rounded to nearest shilling.*
6. *The quarterly report should be signed by the responsible officers as authorised by the board of directors or equivalent authoritative arm.*
7. *The notes should be customized to fit the nature of the entity and anything not relevant deleted.*
8. *The comparative amounts for all the statements and notes should be as per the prior year audited amounts.*

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# KEY ENTITY INFORMATION AND MANAGEMENT

1. **Background information**

The *entity* was formed on … by merging the Ministry of … and the Ministry of.... At cabinet level, the *entity* is represented by the Cabinet Secretary for …, who is responsible for the general policy and strategic direction of the *entity*.

1. **Principal Activities**

The principal activity/mission of the *entity* is to …

1. **Entity Headquarters**

P.O. Box XXXXX

XXX Building/House/Plaza

XXX Avenue/Road/Highway

Nairobi, KENYA

1. **Entity Contacts**

Telephone :( 254) XXXXXXXX

E-mail: XXXXXXXX.go.ke

Website: [www.go.ke](http://www.go.ke)

1. **Entity Bankers**
2. Central Bank of Kenya

Haile Selassie Avenue

P.O. Box 60000

City Square 00200

Nairobi, Kenya

1. Kenya Commercial Bank

…

...

…

1. **Independent Auditors**

Auditor General

Kenya National Audit Office

Anniversary Towers, University Way

P.O. Box 30084

GOP 00100

Nairobi, Kenya

**I KEY ENTITY INFORMATION AND MANAGEMENT (Continued)**

1. **Principal Legal Adviser**

The Attorney General

State Law Office

Harambee Avenue

P.O. Box 40112 City Square 00200

Nairobi, Kenya

1. **Board Members** *(it should be as they appear in the annual financial statements)*

|  |  |
| --- | --- |
| Insert each Director’s passport-size photo and name, and key profession/academic qualifications | Provide a concise description of each Director’s date of birth, key qualifications and work experience |
| 1. Director 1 |  |
| 1. Director 2 |  |
| 1. Director 3 |  |
| 1. Director 4 |  |
| 1. Etc. |  |

1. **Board Committees** *(it should be as they appear in the annual financial statements)*

|  |  |
| --- | --- |
| Name of the Committee | Members |
| Finance and Audit Committee | 1.  2. |
| Governance and Ethics Committee | 1.  2. |
| Any other Committee | 1.  2. |

**I KEY ENTITY INFORMATION AND MANAGEMENT (Continued)**

1. **Key Management** *(it should be as they appear in the annual financial statements and should be key personnel of the entity involved in Key decision making and running of the entity)*

|  |  |
| --- | --- |
| Name of the Staff | Responsibility |
| Xxxxx | Chief Executive Officer/ Managing Director |
| Xxxxxx |  |
| Xxxxxx |  |

# STATEMENT OF RESPONSIBILITIES

Section 83 of the Public Finance Management Act, 2012 requires an Accounting Officer for a National Government owned Entity to prepare a report for each quarter of the financial year in respect of the entity.

In preparing a quarterly report for a National Government Entity, the Accounting Officer shall ensure that the report:

(a) Contains information on the financial and non-financial performance of the entity; and

(b) Is in a form that complies with the standards prescribed and published by the Public Sector Accounting Standards Board of Kenya from time to time.

In addition, not later than fifteen days after the end of each quarter, the Accounting Officer shall submit the quarterly report to the Cabinet Secretary responsible for the entity and the National Treasury. The Cabinet Secretary responsible for an entity shall forward a copy of the report to the Cabinet Secretary and Controller of Budget.

In the case of an entity that is a state corporation, the Accounting Officer for the corporation shall submit the quarterly report to the Cabinet Secretary responsible for the corporation who shall, upon approving it, forward a copy to the Cabinet Secretary.

**Approval of the quarterly financial statements**

The *entity’s* quarterly financial statements have been prepared in accordance with Section 83 of the PFM Act and were approved by the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2016 and signed on its behalf by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Director

*(The signatories titles should be in line with the entities structure ie some may have different titles not necessarily the director)*

# III. MANAGEMENT DISCUSSION AND ANALYSIS

**SECTION A**

|  |
| --- |
| **The entity’s operational and financial performance** |
| *(Per quarter the entity should provide an overview of performance as per its mandate in tandem with the National Government strategic objectives and policies. These include key performance indicators, observations with respect to the financial statements, profits, earnings, cash flows and whether or not past performance may be indicative of future results)*  *(In addition, under this section the entity should capture information pertaining to growth & strategy – touching on industry trends, financial flexibility, etc; challenges and opportunities – touching on key events, demands on the entity’s principal activities etc).* |

**SECTION B**

|  |
| --- |
| **Entity’s compliance with statutory requirements** |
| *(An entity should clearly indicate the extent of compliance and whether there are any major non-compliance that may expose the entity to potential contingent liabilities. Ongoing or potential court cases and defaults should be summarized here clearly indicating the total exposure).* |

**SECTION C**

|  |
| --- |
| **Key projects and investment decisions the entity is planning/implementing** |
| *(The entity should include here in the viability of such projects and how they are facilitating the entity in delivery of its mandate in line with the National Government strategic objectives and policies).*  *(The entity should also indicate how the projects and investments decisions are being financed ie are they being financed by equity/debt, internal generated revenue, grants from Government and Development partners, borrowings. A statement on sustainability of the same should be included).* |

**III. MANAGEMENT DISCUSSION AND ANALYSIS (Continued)**

**SECTION D**

|  |
| --- |
| **Major risks facing the entity** |
| *(The entity should include under this section the key risks facing the entity ranging from Operational Risks, Market Risks, Capital Risk, Credit risks, Liquidity risks etc). This should be emanating from the entity’s risk management framework.* |

**SECTION E**

|  |
| --- |
| **Material arrears in statutory/financial obligations** |
| *(This should include but not limited to items such as loan default, pending bills, tax default, outstanding staff & pension obligations/actuarial deficit on pension schemes, non payment of dividends & loan redemption to the National Exchequer etc).* |

**SECTION F**

|  |
| --- |
| **The entity’s financial probity and serious governance issues** |
| *(Under this section the entity should indicate whether there are any major financial improbity as reported by internal audit/Board audit committee, external auditors, or other National Government Agencies providing oversight; and if there are serious governance issues among the Board or member of the Board and top management including conflict of interest.)* |

# STATEMENT OF FINANCIAL PERFORMANCE

**For Quarter X ended xxx**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **QT 1** | **QT 2** | **QT 3** | **QT 4** | **Cumulative to date** | **Actual Audited** |
|  | **Note** | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Current year** | **Prior year** |
|  |  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| **Revenue from non-exchange transactions** |  | XXX | XXX | XXX | XXX | XXX | XXX |
| Property taxes revenue | 1 | XXX | XXX | XXX | XXX | XXX | XXX |
| Public contributions and donations | 2 | XXX | XXX | XXX | XXX | XXX | XXX |
| Fines, penalties and levies | 3 | XXX | XXX | XXX | XXX | XXX | XXX |
| Licenses and permits |  | XXX | XXX | XXX | XXX | XXX | XXX |
| Transfers from other governments | 4 | XXX | XXX | XXX | XXX | XXX | XXX |
|  |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Revenue from exchange transactions** |  |  |  |  |  |  |  |
| Rendering of services | 5 | XXX | XXX | XXX | XXX | XXX | XXX |
| Sale of goods | 6 | XXX | XXX | XXX | XXX | XXX | XXX |
| Rental revenue from facilities and equipment | 7 | XXX | XXX | XXX | XXX | XXX | XXX |
| Finance income-external investments | 8 | XXX | XXX | XXX | XXX | XXX | XXX |
| Finance income-outstanding receivables | 9 | XXX | XXX | XXX | XXX | XXX | XXX |
| Agency fees |  | XXX | XXX | XXX | XXX | XXX | XXX |
| Other income | 10 | XXX | XXX | XXX | XXX | XXX | XXX |
|  |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Total revenue** |  |  |  |  |  |  |  |
| **Expenses** |  |  |  |  |  |  |  |
| Goods and Services | 11 | XXX | XXX | XXX | XXX | XXX | XXX |
| Employee costs | 12 | XXX | XXX | XXX | XXX | XXX | XXX |
| Remuneration of directors | 13 | XXX | XXX | XXX | XXX | XXX | XXX |
| Depreciation and amortization expense | 14 | XXX | XXX | XXX | XXX | XXX | XXX |
| Repairs and maintenance | 15 | XXX | XXX | XXX | XXX | XXX | XXX |
| Contracted services | 16 | XXX | XXX | XXX | XXX | XXX | XXX |
| Grants and subsidies | 17 | XXX | XXX | XXX | XXX | XXX | XXX |
| General expenses | 18 | XXX | XXX | XXX | XXX | XXX | XXX |
| Finance costs | 19 | XXX | XXX | XXX | XXX | XXX | XXX |
| **Total expenses** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Other gains/(losses)** |  |  |  |  |  |  |  |
| Gain on sale of assets | 20 | XXX | XXX | XXX | XXX | XXX | XXX |
| Gain on foreign exchange transactions |  | XXX | XXX | XXX | XXX | XXX | XXX |
| Unrealized gain on fair value of investments | 21 | XXX | XXX | XXX | XXX | XXX | XXX |
| Impairment loss | 22 | XXX | XXX | XXX | XXX | XXX | XXX |
| **Surplus before Tax** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| Taxation | 23 | XXX | XXX | XXX | XXX | XXX | XXX |
| **Surplus for the period** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |  |

The notes set out on pages **xxx** to **xxx** form an integral part of the Quarterly Financial Statements.

# STATEMENT OF FINANCIAL POSITION

**AS AT XXX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **QT 1** | **QT 2** | **QT 3** | **QT 4** | **Actual Audited** |
|  | **Note** | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Prior year** |
| **Assets** |  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| **Current assets** |  |  |  |  |  |  |
| Cash and cash equivalents | 24 | XXX | XXX | XXX | XXX | XXX |
| Receivables from exchange transactions | 25 | XXX | XXX | XXX | XXX | XXX |
| Receivables from non-exchange transactions | 26 | XXX | XXX | XXX | XXX | XXX |
| Current portion of long-term receivables from exchange transactions |  | XXX | XXX | XXX | XXX | XXX |
| Inventories | 27 | XXX | XXX | XXX | XXX | XXX |
| Investments | 28 | XXX | XXX | XXX | XXX | XXX |
|  |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Non-current assets** |  |  |  |  |  |  |
| Property ,plant and equipment | 29 | XXX | XXX | XXX | XXX | XXX |
| Investments |  | XXX | XXX | XXX | XXX | XXX |
| Intangible assets | 30 | XXX | XXX | XXX | XXX | XXX |
| Investment property | 31 | XXX | XXX | XXX | XXX | XXX |
| Long term receivables from exchange transactions |  | XXX | XXX | XXX | XXX | XXX |
| **Total assets** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Liabilities** |  |  |  |  |  |  |
| **Current liabilities** |  |  |  |  |  |  |
| Trade and other payables from exchange transactions | 32 | XXX | XXX | XXX | XXX | XXX |
| Refundable deposits from customers | 33 | XXX | XXX | XXX | XXX | XXX |
| Finance lease obligation |  | XXX | XXX | XXX | XXX | XXX |
| Current portion of borrowings |  | XXX | XXX | XXX | XXX | XXX |
| Deferred income | 34 | XXX | XXX | XXX | XXX | XXX |
| Employee benefit obligation |  | XXX | XXX | XXX | XXX | XXX |
| Taxation |  | XXX | XXX | XXX | XXX | XXX |
|  |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Non-current liabilities** |  |  |  |  |  |  |
| Non-current employee benefit obligation |  | XXX | XXX | XXX | XXX | XXX |
| Borrowings | 35 | XXX | XXX | XXX | XXX | XXX |
| Service concession liability |  | XXX | XXX | XXX | XXX | XXX |
| Deferred tax liabilities |  | XXX | XXX | XXX | XXX | XXX |
| **Total liabilities** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Net assets** |  |  |  |  |  |  |
| Reserves |  | XXX | XXX | XXX | XXX | XXX |
| Accumulated surplus |  | XXX | XXX | XXX | XXX | XXX |
| Minority interest |  | XXX | XXX | XXX | XXX | XXX |
| **Total net assets and liabilities** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |

The Quarterly Financial Statements set out on pages xxx to xxx were signed on behalf of the Board of Directors by: Director General/C.E.O/M.D (*Should include title of head of entity*) Chairman of the Board

Date......................................... Date...............................

# STATEMENT OF CASH FLOWSAS AT XXX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Note** | **Budget Current year** | **July-Sept Actual**  **QT 1** | **Oct- Dec Actual**  **QT 2** | **Jan- Mar Actual**  **QT 3** | **April- June Actual Audited** |
|  |  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
|  |  |  |  |  |  |  |
| **Cash and cash equivalents at the beginning of the quarter** | **24** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |
| **Cash flows from operating activities** |  |  |  |  |  |  |
| **Receipts** |  |  |  |  |  |  |
| Property taxes |  | XXX | XXX | XXX | XXX | XXX |
| Public contributions and donations |  | XXX | XXX | XXX | XXX | XXX |
| Fines ,penalties and levies |  | XXX | XXX | XXX | XXX | XXX |
| Licenses and permits |  | XXX | XXX | XXX | XXX | XXX |
| Government grants and subsidies |  | XXX | XXX | XXX | XXX | XXX |
| Rendering of services |  | XXX | XXX | XXX | XXX | XXX |
| Sale of goods |  | XXX | XXX | XXX | XXX | XXX |
| Finance income |  | XXX | XXX | XXX | XXX | XXX |
| Other income, rentals and agency fees |  | XXX | XXX | XXX | XXX | XXX |
|  |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Payments** |  |  |  |  |  |  |
| Compensation of employees |  | XXX | XXX | XXX | XXX | XXX |
| Goods and services |  | XXX | XXX | XXX | XXX | XXX |
| Finance cost |  | XXX | XXX | XXX | XXX | XXX |
| Rent paid |  | XXX | XXX | XXX | XXX | XXX |
| Taxation paid |  | XXX | XXX | XXX | XXX | XXX |
| Other payments |  | XXX | XXX | XXX | XXX | XXX |
| Grants and subsidies paid |  | XXX | XXX | XXX | XXX | XXX |
|  |  |  |  |  |  |  |
| **Net cash flows from operating activities** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |
| **Cash flows from investing activities** |  |  |  |  |  |  |
| Purchase of property, plant, equipment and intangible assets | 29 | XXX | XXX | XXX | XXX | XXX |
| Proceeds from sale of property, plant and Equipment |  | XXX | XXX | XXX | XXX | XXX |
| Decrease in non-current receivables |  | XXX | XXX | XXX | XXX | XXX |
| Increase in investments | 31 | XXX | XXX | XXX | XXX | XXX |
| **Net cash flows used in investing activities** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |
| **Cash flows from financing activities** |  |  |  |  |  |  |
| Proceeds from borrowings |  | XXX | XXX | XXX | XXX | XXX |
| Repayment of borrowings |  | XXX | XXX | XXX | XXX | XXX |
| Increase in deposits |  | XXX | XXX | XXX | XXX | XXX |
| **Net cash flows used in financing activities** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |
| **Net increase/(decrease) in cash and cash equivalents** |  | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Cash and cash equivalents at end of the quarter** | **24** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |

# STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS AS AT XXX

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget** | **Actual** |  | **Budget** | **Actual** |  | **Explanation of material variances** |
|  | **Per Quarter** | **Per Quarter** | **Variance** | **Cumulative to date** | **Cumulative to date** | **Variance** |  |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |  |
| **Revenue** |  |  |  |  |  |  |  |
| Property taxes | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Public contributions and donations | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Fines, penalties and levies | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Licenses and permits | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Government grants and subsidies | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Rendering of services | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Sale of goods | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Finance Income | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Gains on disposal, rental income and agency fees | XXX | XXX | XXX | XXX | XXX | XXX |  |
| **Total income** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |  |
| **Expenses** |  |  |  |  |  |  |  |
| Compensation of employees | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Goods and services | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Finance cost | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Rent paid | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Taxation paid | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Other payments | XXX | XXX | XXX | XXX | XXX | XXX |  |
| Grants and subsidies paid | XXX | XXX | XXX | XXX | XXX | XXX |  |
| **Total expenditure** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |  |
|  |  |  |  |  |  |  |  |
| **Surplus for the period** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |  |

NB: The explanation of material variances should include explanations of unused budget activities for the quarter. Explanations of material variances can be done on the face of this statement or notes to the quarterly financial statements.

# NOTES TO THE FINANCIAL STATEMENTS

*(The notes should be tailored to the entities operations and activities and any irrelevant not deleted)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sept** | **31 Dec** | **31Mar** | **30 Jun** | **Current year** | **Prior**  **year** |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
|  |  |  |  |  |  |  |
| 1. **Property taxes revenue** |  |  |  |  |  |  |
| **Actual** |  |  |  |  |  |  |
| **Taxable land and buildings** |  |  |  |  |  |  |
| Residential | xxx | xxx | xxx | xxx | xxx | Xxx |
| Commercial | xxx | xxx | xxx | xxx | xxx | Xxx |
| State | xxx | xxx | xxx | xxx | xxx | Xxx |
| Penalties | xxx | xxx | xxx | xxx | xxx | Xxx |
|  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
| Income forgone | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
| **Total property taxes revenue** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Public** **contributions** **and** **donations** |  |  |  |  |  |  |
| E.g, The Green Belt Movement | xxx | xxx | xxx | xxx | xxx | xxx |
| Other | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** **transfers** **and** **sponsorships** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Reconciliation** **of** **public** **contributions** **and** **donations** |  |  |  |  |  |  |
| **Balance** **unspent** **at** **beginning** **of** quarter | xxx | xxx | xxx | xxx | xxx | xxx |
| Current year receipts | xxx | xxx | xxx | xxx | xxx | xxx |
| Conditions met - transferred to revenue | xxx | xxx | xxx | xxx | xxx | xxx |
| **Conditions** **to** **be** **met** **-** **remain** **liabilities** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | **30 Sept** | **31 Dec** | **31Mar** | **30 Jun** | **Current year** | **Prior**  **year** |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
|  |  |  |  |  |  |  |
| 1. **Fines, penalties and levies** |  |  |  |  |  |  |
| Fuel levy | xxx | xxx | xxx | xxx | xxx | xxx |
| Fines | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Transfers from other governments** |  |  |  |  |  |  |
| **Unconditional** **grants** |  |  |  |  |  |  |
| Operational grant | xxx | xxx | Xxx | xxx | xxx | xxx |
| Other | xxx | xxx | Xxx | xxx | xxx | xxx |
|  | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |
| **Conditional** **grants** |  |  |  |  |  |  |
| National housing grant | xxx | xxx | Xxx | xxx | xxx | xxx |
| National infrastructure grant | xxx | xxx | Xxx | xxx | xxx | xxx |
| Provincial health grant | xxx | xxx | Xxx | xxx | xxx | xxx |
| Social services grant | xxx | xxx | Xxx | xxx | xxx | xxx |
| Basic services subsidy | xxx | xxx | Xxx | xxx | xxx | xxx |
| Transportation fund (international funding) | xxx | xxx | Xxx | xxx | xxx | xxx |
| Other organizational grants | xxx | xxx | Xxx | xxx | xxx | xxx |
| **Total** **government** **grants** **and** **subsidies** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**4b) Transfers from Ministries, Departments and Agencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Entity sending the grant** | **Amount recognized to Statement of Comprehensive Income** | **Amount deferred** | **Amount recognised in capital fund.** | **Total grant income during the quarter** | **Cumulative transfers to date** |
|  | **Sept** |  |
|  | **Shs** |  |
| Ministry of xxxxxxxx | xxxx | xxxxx | xxxxx | xxxx | xxxxx |
|  |  |  |  |  |  |
| **Total** |  |  |  | **Xxx** |  |

*(Ensure that the amount recorded above as having been received from the Ministry fully reconciles to the amount recorded by the sending entity Ministry. An acknowledgement note/receipt should be raised in favour of the sending Ministry).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sept** | **31 Dec** | **31 Mar** | **30 June** | **Current year** | **Prior period** |
| 1. **Rendering of services** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| e.g, Waste management (solid waste) | Xxx | Xxx | Xxx | Xxx | xxx | xxx |
| e.g, Waste management (sewerage and sanitation) | Xxx | Xxx | Xxx | Xxx | xxx | xxx |
| Other | Xxx | Xxx | Xxx | Xxx | xxx | xxx |
| **Total** **revenue** **from** **the** **rendering** **of** **services** | **Xxx** | **Xxx** | **Xxx** | **Xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Sale of goods** | Xxx | xxx | Xxx | Xxx | xxx | xxx |
| Sale of electricity | Xxx | xxx | Xxx | Xxx | xxx | xxx |
| Sale of water | Xxx | xxx | Xxx | Xxx | xxx | xxx |
| **Total** **revenue** **from** **the** **sale** **of** **goods** | **Xxx** | **xxx** | **Xxx** | **Xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual  Audited |
|  | 30 Sept | 31 Dec | 31Mar | 30 Jun | Current year | Prior  year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Rental revenue from facilities and equipment** |  |  |  |  |  |  |
| Straight-lined operating lease receipts | xxx | xxx | Xxx | xxx | xxx | xxx |
| Contingent rentals | xxx | xxx | Xxx | xxx | xxx | xxx |
| **Total** **rentals** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Finance income - external investments** |  |  |  |  |  |  |
| Cash investments and fixed deposits | xxx | xxx | Xxx | xxx | xxx | xxx |
| **Total** **finance** **income** **–** **external** **investments** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Finance income - outstanding receivables** |  |  |  |  |  |  |
| Service, water and electricity debtors | xxx | xxx | Xxx | xxx | xxx | xxx |
| **Total receivables finance** **income** **–** **outstanding** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Other income** | xxx | xxx | Xxx | xxx | xxx | xxx |
| Insurance recoveries | xxx | xxx | Xxx | xxx | xxx | xxx |
| Bulk infrastructure levies | xxx | xxx | Xxx | xxx | xxx | xxx |
| Infrastructure improvement fee | xxx | xxx | Xxx | xxx | xxx | xxx |
| Other income | xxx | xxx | Xxx | xxx | xxx | xxx |
| Services concession income | xxx | xxx | Xxx | xxx | xxx | xxx |
| Skills development levy | xxx | xxx | Xxx | xxx | xxx | xxx |
| **Total** **other** **income** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sep** | **31 Dec** | **31 Mar** | **30 June** | **Current year** | **Prior year** |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| 1. **Goods and Services** |  |  |  |  |  |  |
| Electricity | xxx | xxx | Xxx | xxx | xxx | Xxx |
| Water | xxx | xxx | Xxx | xxx | xxx | Xxx |
| **Total** **good and services** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Employee costs** |  |  |  |  |  |  |
| Salaries and wages | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Employee related costs - contributions to pensions and medical aids | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Travel, motor car, accommodation, subsistence and other allowances | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Housing benefits and allowances | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Overtime payments | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Performance and other bonuses | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Social contributions | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Expenditure recharged to capital projects | Xxx | xxx | xxx | xxx | xxx | Xxx |
| **Employee** **costs** | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

***(Note:*** *Employee**benefits are those paid through the payroll. If travel and other allowances are a reimbursement of in the line of duty, they should be disclosed under general expenses).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sep | 31 Dec | 31 Mar | 30 June | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Remuneration of directors** |  |  |  |  |  |  |
| Chairman's Honoraria | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Directors emoluments | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Other allowances | Xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total director emoluments** | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sep | 31 Dec | 31 Mar | 30 June | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Depreciation and amortization expense** |  |  |  |  |  |  |
| Property, plant and equipment | xxx | xxx | xxx | xxx | xxx | Xxx |
| Intangible assets | xxx | xxx | xxx | xxx | xxx | Xxx |
| Investment property carried at cost | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **depreciation** **and** **amortization** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Repairs and maintenance** |  |  |  |  |  |  |
| Property | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Investment property – earning rentals | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Equipment | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Vehicles | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Other | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Total** **repairs** **and** **maintenance** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Contracted services** |  |  |  |  |  |  |
| Actuarial valuations | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Investment valuations | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Property valuations | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Total** **contracted** **services** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Grants and subsidies** |  |  |  |  |  |  |
| Community development | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Education initiatives and programs | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Social development | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Community trust | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Sporting bodies | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Total** **grants** **and** **subsidies** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sept** | **31 Dec** | **31 Mar** | **30 June** | **Current year** | **Prior year** |
| 1. **General expenses** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| Advertising | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Admin fees | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Audit fees | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Conferences and delegations | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Consulting fees | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Consumables | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Electricity | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Fuel and oil | xxx | xxx | xxx | xxx | xxx | Xxx |
| Insurance | xxx | xxx | xxx | xxx | xxx | Xxx |
| Legal expenses | xxx | xxx | xxx | xxx | xxx | Xxx |
| Licenses and permits | xxx | xxx | xxx | xxx | xxx | Xxx |
| Chemicals | xxx | xxx | xxx | xxx | xxx | Xxx |
| Water purification cost | xxx | xxx | xxx | xxx | xxx | Xxx |
| Postage | xxx | xxx | xxx | xxx | xxx | Xxx |
| Printing and stationery | xxx | xxx | xxx | xxx | xxx | Xxx |
| Hire charges | xxx | xxx | xxx | xxx | xxx | Xxx |
| Rental | xxx | xxx | xxx | xxx | xxx | Xxx |
| Security costs | xxx | xxx | xxx | xxx | xxx | Xxx |
| Sewage treatment costs | xxx | xxx | xxx | xxx | xxx | Xxx |
| Skills development levies | xxx | xxx | xxx | xxx | xxx | Xxx |
| Inventory scrapping | xxx | xxx | xxx | xxx | xxx | Xxx |
| Telecommunication | xxx | xxx | xxx | xxx | xxx | Xxx |
| Training | xxx | xxx | xxx | xxx | xxx | Xxx |
| Other | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **general** **expenses** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Finance costs** |  |  |  |  |  |  |
| Borrowings (amortized cost)\*\* | xxx | xxx | xxx | xxx | xxx | Xxx |
| Finance leases (amortized cost) | xxx | xxx | xxx | xxx | xxx | Xxx |
| Unwinding of discount | xxx | xxx | xxx | xxx | xxx | Xxx |
| Bank overdrafts | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **finance** **costs** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

**\***Borrowing costs relate to interest expense relating to acquisition of non- current assets that does not qualify for

Capitalisation under the PPE.

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sep | 31 Dec | 31 Mar | 30 June | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Gain on sale of assets** | xxx | xxx | xxx | xxx | xxx | Xxx |
| Property, plant and equipment | xxx | xxx | xxx | xxx | xxx | Xxx |
| Other assets | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **gain** **on** **sale** **of** **assets** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Unrealized gain on fair value of investments** |  |  |  |  |  |  |
| Investments at fair value | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Total** **unrealized** **gain** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Impairment loss** |  |  |  |  |  |  |
| Property, plant and equipment | xxx | xxx | xxx | Xxx | xxx | Xxx |
| Intangible assets | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Total** **impairment** **loss** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Taxation** |  |  |  |  |  |  |
| **Current** **income** **tax:** |  |  |  |  |  |  |
| Current income tax charge | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Deferred** **tax:** |  |  |  |  |  |  |
| Relating to original and reversal of temporary differences | xxx | xxx | xxx | Xxx | xxx | Xxx |
| **Income tax expense reported in the statement of financial performance** | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Cash and cash equivalents** |  |  |  |  |  |  |
| Current account | xxx | xxx | xxx | xxx | xxx | Xxx |
| On - call deposits | xxx | xxx | xxx | xxx | xxx | Xxx |
| Fixed deposits account | xxx | xxx | xxx | xxx | xxx | Xxx |
| Staff car loan/ mortgage | xxx | xxx | xxx | xxx | xxx | Xxx |
| Others(specify) | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **cash** **and** **cash** **equivalents** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

1. **(a) Detailed analysis of the cash and cash equivalents**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | QT 1 | QT 2 | QT 3 | QT 4 | **Actual Audited** |
| **Financial institution** | **Account number** | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Prior year** |
|  |  | **Shs 000** | **Shs 000** | **Shs 000** | **Shs 000** | **Shs 000** |
| 1. **Current account** |  |  |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx | xxx | Xxx |
| Equity Bank, et |  | xxx | xxx | xxx | xxx | Xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **On - call deposits** |  |  |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx | xxx | Xxx |
| Equity Bank - etc |  | xxx | xxx | xxx | xxx | Xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **Fixed deposits account** |  |  |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx | xxx | Xxx |
| Bank B |  | xxx | xxx | xxx | xxx | Xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **Staff car loan/ mortgage** |  |  |  |  |  |  |
| Kenya Commercial bank |  | xxx | xxx | xxx | xxx | Xxx |
| Bank B |  | xxx | xxx | xxx | xxx | Xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **Others(specify)** |  | xxx | xxx | xxx | xxx | Xxx |
| Cash in transit |  | xxx | xxx | xxx | xxx | Xxx |
| cash in hand |  | xxx | xxx | xxx | xxx | Xxx |
| M pesa |  | xxx | xxx | xxx | xxx | Xxx |
| **Sub- total** |  | **xxx** | **xxx** | **xxx** | **Xxx** | **Xxx** |
| **Grand total** |  | **xxx** | **xxx** | **xxx** | **Xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Current year** | **Prior year** |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| **25 Receivables from**  **exchange transactions** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Current** **receivables** |  |  |  |  |  |  |
| Service ,water and electricity debtors | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Other exchange debtors | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Less: impairment allowance | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
| **Total** **current** **receivables** | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
| **Non-current** **receivables** |  |  |  |  |  |  |
| Sporting bodies | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Public organizations | Xxx | xxx | xxx | xxx | xxx | Xxx |
| Less: impairment allowance | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
|  | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
| Current portion transferred to current receivables | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
| **Total** **non-current** **receivables** | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |
| **Total** **receivables** | **Xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **26.Receivables from non- exchange contracts** |  |  |  |  |  |  |
| **Current** **receivables** |  |  |  |  |  |  |
| Property tax debtors | xxx | xxx | xxx | Xxx | Xxx | xxx |
| Other debtors (non-exchange transactions) | xxx | xxx | xxx | Xxx | Xxx | xxx |
| Less: impairment allowance | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) | (xxx) |
| **Total** **current** **receivables** | **xxx** | **xxx** | **xxx** | **Xxx** | **Xxx** | **xxx** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **0-30 days** | **60-90 days** | **90-120 days** | **Over 1 year old** | **Total** |
|  | **Shs '000** | **Shs'000** | **Shs'000** | **Shs '000** | **Shs'000** |
| **26 (a) Receivables in**  **arrears** |  |  |  |  |  |
| Trade receivables | xxx | xxx | xxx | xxx | xxx |
| Student receivables | xxx | xxx | xxx | xxx | xxx |
| Staff receivables | xxx | xxx | xxx | xxx | xxx |
| Others(specify) | xxx | xxx | xxx | xxx | xxx |
|  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**Note**: The total column of individual receivables in arrears should tie to the respective elements in note 25 and 26

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sept | 31 Dec | 31 Mar | 30 Jun | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Inventories** |  |  |  |  |  |  |
| Consumable stores | xxx | xxx | xxx | xxx | Xxx | Xxx |
| Medical supplies | xxx | xxx | xxx | xxx | Xxx | Xxx |
| Spare parts and meters | xxx | xxx | xxx | xxx | Xxx | Xxx |
| Water for distribution | xxx | xxx | xxx | xxx | Xxx | Xxx |
| Other goods held for resale | xxx | xxx | xxx | xxx | Xxx | Xxx |
| Catering | xxx | xxx | xxx | xxx | Xxx | Xxx |
| **Total** **inventories** **at** **the** **lower** **of** **cost** **and** **net** **realizable** **value** | **xxx** | **xxx** | **xxx** | **xxx** | **Xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Investments** |  |  |  |  |  |  |
| 1. **Investment in Treasury bills and bonds** |  |  |  |  |  |  |
| **Financial institution** |  |  |  |  |  |  |
| CBK | xxx | xxx | Xxx | xxx | xxx | Xxx |
| CBK | xxx | xxx | Xxx | xxx | xxx | Xxx |
| **Sub- total** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **Investment with Financial Institutions/ Banks** |  |  |  |  |  |  |
| Bank x | xxx | xxx | Xxx | xxx | xxx | Xxx |
| Bank y | xxx | xxx | Xxx | xxx | xxx | Xxx |
| **Sub- total** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **Xxx** |
|  |  |  |  |  |  |  |
| 1. **Equity investments (specify)** |  |  |  |  |  |  |
| Equity/ shares | xxx | xxx | Xxx | xxx | xxx | Xxx |
|  |  |  |  |  |  |  |
| **Sub- total** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **Xxx** |
| **Grand total** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **Xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**28 (a) Shareholding in other entities**

For investments in equity share listed under note 28 (c) above, list down the equity investments under the following categories:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of entity where investment is held** | **No of shares** | | | **Nominal value of shares** | **Fair value of shares** | **Fair value of shares** |
|  | **Direct shareholding** | **Indirect shareholding** | **Effective shareholding** |  | **Current year** | **Prior year** |
|  | **%** | **%** | **%** | **Shs** | **Shs** | **Shs** |
|  |  |  |  |  |  |  |
| Entity A | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity B | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity C | xxx | xxx | xxx | xxx | xxx | xxx |
| Entity D | xxx | xxx | xxx | xxx | xxx | xxx |
|  | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Land and**  **Buildings** | **Motor vehicles** | **Furniture and fittings** | **Computers** | **Other** | **Plant and**  **equipment** | **Capital**  **Work in progress** | **Total** |
| 1. **Property, plant and equipment** |  |  |  |  |  |  |  |  |
| **Cost** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| At 1July 2014 | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| Additions | XXX | XXX | XXX | **-** | **XXX** | **-** | **XXX** | **XXX** |
| Disposals | (XXX) | (XXX) | **-** | **-** | (XXX) | **-** | (XXX) | **(XXX)** |
| Transfers/adjustments | XXX | (XXX) | **XXX** | (XXX) | (XXX) | **-** | **XXX** | **(XXX)** |
| **At June 2015** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| Additions | XXX | XXX | XXX | - | XXX | XXX | XXX | **XXX** |
| Disposals | (XXX) | - | - | - | (XXX) | - | (XXX) | **(XXX)** |
| Transfer/adjustments | (XXX) | XXX | XXX | (XXX) | (XXX) | - | XXX | **(XXX)** |
| **At end of the quarter** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Depreciation and impairment** |  |  |  |  |  |  |  |  |
| At 1July 2013 | (XXX) | (XXX) | (XXX) | (XXX) | (XXX) | - | (XXX) | **(XXX)** |
| Depreciation | (XXX) | (XXX) | (XXX) | (XXX) | (XXX) | - | (XXX) | **(XXX)** |
| Impairment | (XXX) | - | - | - | (XXX) | - | - | **(XXX)** |
| **At30 June2015** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| Depreciation | (XXX) | (XXX) | (XXX) | - | (XXX) | (XXX) | (XXX) | **(XXX)** |
| Disposals | XXX | - | - | - | XXX | - | XXX | **XXX** |
| Impairment | (XXX) | (XXX) | - | - | (XXX) | - | - | **(XXX)** |
| Transfer/adjustment | XXX | (XXX) | (XXX) | XXX | (XXX) | - | (XXX) | **XXX** |
| **At end of quarter** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **Net book values** |  |  |  |  |  |  |  |  |
| **At end of quarter** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
| **At30 June2015** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |  |  |

**NB:** Document any other class of assets in your organisation under the class heading’ others.

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | **Cumulative to date** | **Actual Audited** |
|  | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Current year** | **Prior year** |
|  | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** | **Shs** |
| 1. **Intangible assets-software** |  |  |  |  |  |  |
| **Cost** |  |  |  |  |  |  |
| **At beginning of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions | xxx | xxx | xxx | xxx | xxx | xxx |
| **At end of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions–internal development | xxx | xxx | xxx | xxx | xxx | xxx |
| **At end of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **Amortization and impairment** |  |  |  |  |  |  |
| **At beginning of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Amortization | xxx | xxx | xxx | xxx | xxx | xxx |
| **At end of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Impairment loss | xxx | xxx | xxx | xxx | xxx | xxx |
| **At end of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| **NBV** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Investment property** |  |  |  |  |  |  |
| **At beginning of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |
| Additions | xxx | xxx | xxx | xxx | xxx | xxx |
| Depreciation | xxx | xxx | xxx | xxx | xxx | xxx |
| **At end of quarter** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Trade and other payables from exchange transactions** |  |  |  |  |  |  |
| Trade payables | xxx | xxx | xxx | xxx | xxx | xxx |
| Payments received in advance | xxx | xxx | xxx | xxx | xxx | xxx |
| Employee advances | xxx | xxx | xxx | xxx | xxx | xxx |
| Third-party payments | xxx | xxx | xxx | xxx | xxx | xxx |
| Other payables | xxx | xxx | xxx | xxx | xxx | xxx |
| **Total** **trade** **and** **other** **payables** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sept | 31 Dec | 31 Mar | 30 Jun | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| 1. **Refundable deposits from customers** |  |  |  |  |  |  |
| Consumer deposits | xxx | xxx |  | xxx | xxx | Xxx |
| Other deposits | xxx | xxx |  | xxx | xxx | Xxx |
| **Total** **deposits** | **xxx** | **xxx** |  | **xxx** | **xxx** | **Xxx** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Deferred income** |  |  |  |  |  |  |
| National government | xxx | xxx | xxx | xxx | xxx | Xxx |
| International funders | xxx | xxx | xxx | xxx | xxx | Xxx |
| Public contributions and donations | xxx | xxx | xxx | xxx | xxx | Xxx |
| **Total** **deferred** **income** | xxx | xxx | xxx | xxx | xxx | Xxx |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Borrowings** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Balance at beginning of the period | XXX | XXX | XXX | XXX | XXX | XXX |
| External borrowings during the year | XXX | XXX | XXX | XXX | XXX | XXX |
| Domestic borrowings during the year | XXX | XXX | XXX | XXX | XXX | XXX |
| Repayments of external borrowings during the period | XXX | XXX | XXX | XXX | XXX | XXX |
| Repayments of domestics borrowings during the period | XXX | XXX | XXX | XXX | XXX | XXX |
|  |  |  |  |  |  |  |
| Balance at end of the period | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |
| The analyses of both external and domestic borrowings are as follows: |  |  |  |  |  |  |

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QT 1 | QT 2 | QT 3 | QT 4 | Cumulative to date | Actual Audited |
|  | 30 Sept | 31 Dec | 31 Mar | 30 Jun | Current year | Prior year |
|  | Shs | Shs | Shs | Shs | Shs | Shs |
| **35. Borrowings**  **(Continued)** |  |  |  |  |  |  |
| **External Borrowings** |  |  |  |  |  |  |
| Dollar denominated loan from ‘A’ | XXX | XXX | XXX | XXX | XXX | XXX |
| Sterling Pound denominated loan from ‘B’ | XXX | XXX | XXX | XXX | XXX | XXX |
| Euro denominated loan from ‘C’ | XXX | XXX | XXX | XXX | XXX | XXX |
|  | XXX | XXX | XXX | XXX | XXX | XXX |
|  |  |  |  |  |  |  |
| **Domestic Borrowings** |  |  |  |  |  |  |
| Kenya Shilling loan from KCB | XXX | XXX | XXX | XXX | XXX | XXX |
| Kenya Shilling loan from Barclays Bank | XXX | XXX | XXX | XXX | XXX | XXX |
| Kenya Shilling loan from Consolidated Bank | XXX | XXX | XXX | XXX | XXX | XXX |
|  |  |  |  |  |  |  |
| Total balance at end of the period | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** | **XXX** |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Arrears/ Financial Obligations/ Contingent liabilities** | | | | | | |
| **Material arrears in statutory/financial obligations/contingent liability:** | | | | | | |
| **As At:** | | **30 Sept** | **31 Dec** | **31 Mar** | **30 Jun** | **Prior Year** |
| **Loan Arrears:** | Principal |  |  |  |  |  |
| Interest |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Statutory Obligations:** | NSSF |  |  |  |  |  |
| NHIF |  |  |  |  |  |
| PAYE. |  |  |  |  |  |
| Corporate Tax. |  |  |  |  |  |
| Pension. |  |  |  |  |  |
|  | Pending bills |  |  |  |  |  |

NB: This is a disclosure note and hence may not necessarily tie into the primary financial statements

**VIII. NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**37. Projects**

Projects implemented by the State Corporation/ SAGA Funded by development partners

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project title** | **Project Number** | **Donor** | **Period/ duration** | **Donor commitment** | **Separate donor reporting required as per the donor agreement (Yes/No)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

**38. Status of Projects completion**

*(Summarise the status of project completion at the end of each quarter, ie total costs incurred, stage which the project is etc)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project** | **Total project Cost** | **Total expended to date** | **Completion % to date** | **Budget** | **Actual per quarter** | **Sources** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |