*Revised 30th June 2021.*



*(Indicate actual name of the school)*

**PUBLIC SECONDARY SCHOOL**

ANNUAL REPORT AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED**

**30th June 20xx**

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

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# KEY SCHOOL INFORMATION AND MANAGEMENT

*[Customise the details in this section to suit your School]*

1. **Background information**

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

The school was registered in MM/YY under registration number xxx and is currently categorized as a XXX (*National, Extra County, county and Sub County*) public school established, owned or operated by the Government.

The school is a day/boarding school and had xxx number of students as at *30th June 20xx*. It has XX streams and XX teachers of which XX teachers are employed by the School Board Of Management.

1. **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 |   |  Chairman |  |
| 2 |   |  Secretary - Principal |  |
|  3 |   |  Member  |  |
| 4 |  | Member  |  |
| 5 |  | Member  |  |
| 6 |  | Member |  |
| 7 |  | Member |  |
| 8 |  | Member – Rep CEB |  |
| 9 |  | Member Rep Teachers |  |
| 10 |  | 3 Members - Sponsor |  |
| 11 |  | Member - Community |  |
| 12 |  | MemberSpecial Needs |  |
|  |  | Rep Students |  |

**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.
1. **Committees of the Board**

*Provide the names of the various committees of the Board established by the Board and the names of the committee members:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref:** | **Name of Committee** | **Names of Members** | **Designation** | **Number of meetings attended during the year** |
| **1** | **Executive Committee** |  |  |  |
| 2 | Audit Committee |   |  |  X out of XX |
| 3 | Finance,procurement and general purposes Committee |  |  |  |
| 4 | Academic Committee |   |  |   |
| 5 | Development Committee |   |  |   |
| 6 | Discipline and welfare Committee |   |  |   |
|  7 | Adhoc Committee (if any during the year) |   |  |   |

1. **School operation Management**

For the financial year ended *30th June 20xx* the School day-to-day management was under the following persons:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Designation** | **Name** | **TSC Number** |
| 1 | Principal |   |   |
| 2 | Deputy Principal |   |   |
|  3 | School Bursar |   |   |
|   |  |   |   |

**KEY SCHOOL INFORMATION AND MANAGEMENT (Continued)**

1. **Schools contacts**

Post Office Box: XXXXXXXX

Telephone: XXXXXXXX

E-mail: XXXXXXXX

Website: XXXXXXXX

Facebook:

Twitter:

1. **School Bankers**

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

1. Name of Bank: xxxxxxxx

Branch: xxxxxxxx

Account Number: xxxxxxxx

1. Name of Bank: xxxxxxxx

Branch: xxxxxxxx

Account Number: xxxxxxxx

1. MPESA Pay Bill No. xxxxxxxx attached to XX bank account

(Ensure all bank accounts operated by the school are disclosed and that all Pay Bill Numbers are also disclosed)

1. **Independent Auditors**

Office of the Auditor General

Anniversary Towers, University Way

P.O. Box 30084

GPO 00100

Nairobi, Kenya

#

# 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:

1. **Financial performance**:

*Under this section, the following information should be given:*

* *Surplus/ deficit for the year and a comparison of the same for the last three years*
* *Capitation grants from the Ministry of Education for the last three years*
* *Ratio of capitation grant per student over the last three years*
* *A three-year overview of growth of other income(s) earned by the school.*
* *A three-year overview of growth in expenditure of the school*
* *Movement of debtors and creditors of the school over the last three years*
* *Movement of cash and bank balances over the last three years*

 *Graphical presentation, ratios, tables, and pie charts should be used to show/ indicate trends*.

1. **Teacher Student ratio**:

*Include the teacher to student ratio, number of teachers recruited and posted to the school within the year, number of teachers that were transferred/ retired during the period as well as number of teachers employed by TSC, and number employed by BOM. One may also include how many teachers the school has for each subject in order to indicate shortage/ allocation of resources.*

1. **Mean score in the *20XX* KCSE**:

*Give performance of the school for each over the last three years. Include the number of students that have since transitioned to institutions of higher learning. Include the mean score and comment on improvement or otherwise as compared to the school’s set score.*

1. **Number of Candidates in the 20XX KCSE:**

*Tabulate the number of candidates sitting for KCSE over the last three years.*

1. **Capacity of the school**:

*Indicate the number of students in the school vis a vie the facilities like the dormitories, the dining hall, the laboratories, toilets and other amenities. This information will provide useful details for the Ministry of Education.*

1. **Development projects carried out by the school:**

*Development projects carried out in the year and ongoing projects including a disclosure of project fund sources in a tabular format*

***Sign***

***School Principal***

#

# 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 *(Name of School)* 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, 20XX, and of the school’s financial position as at that date.

**Name:**  xxxxxxxxxxx

**Designation:** Chairman, School Board of Management

**Sign:**  xxxxxxxxxxx

**Date:**  dd/mm/yy

**Name:**  xxxxxxxxxxx

**Designation:** School Principal& Secretary to Board of Management

**Sign:**  xxxxxxxxxxx

**Date:**  dd/mm/yy

**Name:**  xxxxxxxxxxx

**Designation:** Bursar/ Finance Officer

**Sign:**  xxxxxxxxxxx

**Date:**  dd/mm/yy

# REPORT OF THE INDEPENDENT AUDITORS ON THE ANNUAL FINANCIAL STATEMENTS OF (*specify school name*) SCHOOL OF THE YEAR ENDING 30TH JUNE 2021

***To be attached***

# STATEMENT OF RECEIPTS AND PAYMENTS PERIOD TO 30TH JUNE 20XX

| **DESCRIPTION OF VOTE HEAD** | **Note** | **2020-2021** | **2019-2020** |
| --- | --- | --- | --- |
|  |  | **Kshs** | **Kshs** |
| **RECEIPTS** |  |  |  |
| Capitation grants for tuition | **1** | Xxx | xxx |
| Capitation grants for operations | **2** | Xxx | xxx |
| School Fund Income- Parents’ Contributions | **3** | Xxx | xxx |
| School Fund Income- Other receipts | **4** | Xxx | xxx |
| Proceeds from borrowings |  | Xxx | xxx |
| **TOTAL RECEIPTS** |  | **XXX** | **XXX** |
|  |  |  |  |
| **PAYMENTS** |  |  |  |
| Payments for Tuition | **5** | Xxx | xxx |
| Payments for operations | **6** | Xxx | xxx |
| Boarding and school fund payments | **7** | Xxx | xxx |
| **TOTAL PAYMENTS** |  | **XXX** | **XXX** |
|  |  |  |  |
| **SURPLUS/DEFICIT**  |  | **XXX** | **XXX** |
|  |  |  |  |

The school financial statements were approved on \_\_\_\_\_\_\_\_\_\_\_ 20XX and signed by:

**Sign: Sign Sign**

**Name Name Name**

**Chair BOM School Principal/ Bursar/**

 **Secretary to BOM Finance Officer**

**Date xxxx Date Date**

# STATEMENT OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES AS AT 30TH JUNE 20XX

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note** | **2020-2021** | **2019-2020** |
|  |  | **Kshs** | **Kshs** |
| **FINANCIAL ASSETS** |  |  |  |
|  |  |  |  |
| **Cash and Cash Equivalents** |  |  |  |
| Bank Balances | 8 | xxx | xxx |
| Cash Balances | 9 | xxx | xxx |
| Short term Investment | 10 | xxx | xxx |
| **Total Cash and cash equivalent** |  | **Xxx** | **Xxx** |
|  |  |  |  |
| Account’s receivables | 10 | xxx | xxx |
|  |  |  |  |
| **TOTAL FINANCIAL ASSETS** |  | **Xxx** | **Xxx** |
|  |  |  |  |
| **FINANCIAL LIABILITIES** |  |  |  |
|  |  |  |  |
| Accounts Payables | 11 | Xxx | xxx |
|  |  |  |  |
| **NET FINANCIAL ASSETS** |  | **XXX** | **XXX** |
|  |  |  |  |
| **REPRESENTED BY**  |  |  |  |
|  |  |  |  |
| **Accumulated Fund b/fwd** | 12 | xxx | xxx |
| **Surplus/Deficit for the year** |  | xxx | xxx |
|  |  |  |  |
| **NET FINANCIAL POSSITION** |  | **XXX** | **XXX** |
|  |  |  | *-* |

The School’s financial statements were approved on \_\_\_\_\_\_\_\_\_\_\_ 20XX and signed by:

**Name:** xxxxxxxxxxx

*Chairman, BoM*

**Sign:** xxxxxxxxxxx

**Date:** dd/mm/yy

**Name:** xxxxxxxxxxx

*School Principal/Secretary to BoM*

**Sign:** xxxxxxxxxxx

**Date:** dd/mm/yy

**Name:** xxxxxxxxxxx

*Bursar/Finance*

**Sign:** xxxxxxxxxxx

**Date:** dd/mm/yy

# STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 30TH JUNE 20XX

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2020-2021** | **2019-2020** |
|  |  | **Kshs** | **Kshs** |
| **Receipts for operating income** |  |  |  |
| Capitation grants for tuition | **1** | xxx | xxx |
| Capitation grants for operations | **2** | xxx | xxx |
| School fund income- Parents contributions/ fees | **3** | xxx | xxx |
| School fund income- other receipts | **4** | xxx | xxx |
| **Total receipts** |  | **xxx** | **xxx** |
| **Payments**  |  |  |  |
| Payments for Tuition |  | xxx | xxx |
| Payments for operations |  | xxx | xxx |
| Boarding and school fund payments |  | xxx | xxx |
| **Total payments** |  | **xxx** | **xxx** |
| **Net cash flow from operating activities** |  | **xxx** | **xxx** |
|  |  |  |  |
| **CASHFLOW FROM INVESTING ACTIVITIES** |  |  |  |
| Proceeds from Sale of Assets |  | xxx | xxx |
| Acquisition of Assets |  | (xxx) | (xxx) |
| Proceeds from investments |  | xxx | xxx |
| Purchase of investments |  | (xxx) | (xxx) |
| **Net cash flows from Investing Activities** |  | **xxx** | **xxx** |
| **CASHFLOW FROM BORROWING ACTIVITIES** |  |  |  |
| Proceeds from borrowings/ loans |  | xxx | xxx |
| Repayment of principal borrowings |  | xxx | xxx |
| **Net cash flow from financing activities** |  | **xxx** | **xxx** |
| **NET INCREASE IN CASH AND CASH EQUIVALENTS** |  | **xxx** | **xxx** |
| **Cash and cash equivalent at BEGINNING of the year** |  | **xxx** | **xxx** |
| **Cash and cash equivalent at END of the year** |  | **xxx** | **xxx** |

*The above presentation of cash flow statement uses the direct method of cash flow presentation which is encouraged under IPSAS. Schools’ should therefore adopt the direct method of cashflow as recommended by PSASB.*

# STATEMENT OF BUDGETED VERSUS ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE 20XX

| **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 | xxx | xxx | xxx | xxx | xxx | X |
| Exercise books | xxx | xxx | xxx | xxx | xxx | X |
| Laboratory equipment | xxx | xxx | xxx | xxx | xxx | X |
| Internal exams | xxx | xxx | xxx | xxx | xxx | X |
| Teaching / learning materials | xxx | xxx | xxx | xxx | xxx | X |
| Chalks | xxx | xxx | xxx | xxx | xxx | X |
| Exams and assessment | xxx | xxx | xxx | xxx | xxx | X |
| Teachers guides | xxx | xxx | xxx | xxx | xxx | X |
|  |  |  |  |  |  |  |
| ***(2) CAPITATION GRANT ON OPERATIONS*** |  |  |  |  |  |  |
| Personnel emoluments | xxx | xxx | xxx | xxx | xxx | X |
| Repairs and maintenance | xxx | xxx | xxx | xxx | xxx | X |
| Local transport / travelling | xxx | xxx | xxx | xxx | xxx | X |
| Electricity and water | xxx | xxx | xxx | xxx | xxx | X |
| Medical | xxx | xxx | xxx | xxx | xxx | X |
| Administration costs | xxx | xxx | xxx | xxx | xxx | X |
| Activity | xxx | xxx | xxx | xxx | xxx | X |
| Gratuity | xxx | xxx | xxx | xxx | xxx | X |
| SMASSE | xxx | xxx | xxx | xxx | xxx | X |
| ***(3) FEES CHARGED ON PARENTS*** |  |  |  |  |  |  |
| Personnel emoluments | xxx | xxx | xxx | xxx | xxx | X |
| Repairs and maintenance | xxx | xxx | xxx | xxx | xxx | X |
| Local transport / travelling | xxx | xxx | Xxx | xxx | xxx | X |
| Electricity and water | xxx | xxx | Xxx | xxx | xxx | X |
| Medical | xxx | xxx | Xxx | xxx | xxx | X |
| Administration costs | xxx | xxx | Xxx | xxx | xxx | X |
| Activity | xxx | xxx | Xxx | xxx | xxx | X |
| SMASSE | xxx | xxx | Xxx | xxx | xxx | X |
| Fee on Boarding Equipment and Stores | xxx | xxx | Xxx | xxx | xxx | X |
| ***OTHER INCOME*** |  |  |  |  |  |  |
| Rent income  | xxx | xxx | Xxx | xxx | xxx | X |
| Income from farming activities | xxx | xxx | Xxx | xxx | xxx | X |
| Insurance compensation | xxx | xxx | Xxx | xxx | xxx | X |
| Income from Posho mill | xxx | xxx | Xxx | xxx | xxx | X |
| Income from Bus Hire | xxx | xxx | Xxx | xxx | xxx | X |
| Fee for hire of ground and equipment | xxx | xxx | Xxx | xxx | xxx | X |
| Interest income | xxx | xxx | Xxx | xxx | xxx | X |
| Income from any other investment | xxx | xxx | Xxx | xxx | xxx | X |
| **TOTAL INCOME** |  |  |  |  |  |  |
| ***(1) EXPENDITURE FOR TUITION*** |  |  |  |  |  |  |
| Textbooks and reference materials | xxx | xxx | Xxx | xxx | xxx | X |
| Exercise books | xxx | xxx | Xxx | xxx | xxx | X |
| Laboratory equipment | xxx | xxx | Xxx | xxx | xxx | X |
| Internal exams | xxx | xxx | Xxx | xxx | xxx | X |
| Teaching / learning materials | xxx | xxx | Xxx | xxx | xxx | x |
| Chalks | xxx | xxx | Xxx | xxx | xxx | x |
| Exams and assessment | xxx | xxx | Xxx | xxx | xxx | x |
| Teachers guides | xxx | xxx | Xxx | xxx | xxx | x |
| Administration costs | xxx | xxx | Xxx | xxx | xxx | x |
| Bank Charges | xxx | xxx | Xxx | xxx | xxx | x |
|  |  |  |  |  |  |  |
| ***(2) EXPENDITURE FOR OPERATIONS*** |  |  |  |  |  |  |
| Personnel emoluments | xxx | xxx | Xxx | xxx | xxx | x |
| Repairs, maintenance & improvements | xxx | xxx | Xxx | xxx | xxx | x |
| Local transport / travelling | xxx | xxx | Xxx | xxx | xxx | x |
| Electricity, water and conservancy  | xxx | xxx | Xxx | xxx | xxx | x |
| Medical | xxx | xxx | Xxx | xxx | xxx | x |
| Administration costs | xxx | xxx | Xxx | xxx | xxx | x |
| Activity Expenses | xxx | xxx | Xxx | xxx | xxx | x |
| Gratuity | xxx | xxx | Xxx | xxx | xxx | x |
| SMASSE | xxx | xxx | Xxx | xxx | xxx | x |
| ***(3) EXPENDITURE FOR SCHOOL FUND*** |  |  |  |  |  |  |
| Personnel emoluments | xxx | xxx | Xxx | xxx | xxx | x |
| Repairs, maintenance and improvements | xxx | xxx | Xxx | xxx | xxx | x |
| Local transport / travelling | xxx | xxx | Xxx | xxx | xxx | x |
| Electricity, water and conservancy | xxx | xxx | Xxx | xxx | xxx | x |
| Medical Expenses | xxx | xxx | Xxx | xxx | xxx | x |
| Administration costs | xxx | xxx | Xxx | xxx | xxx | x |
| Activity | xxx | xxx | Xxx | xxx | xxx | x |
| Gratuity | xxx | xxx | Xxx | xxx | xxx | x |
| Lunch programme | xxx | xxx | Xxx | xxx | xxx | x |
| Boarding Equipment and Stores | xxx | xxx | Xxx | xxx | xxx | x |
| Expenditure for Income Generating Activity | xxx | xxx | Xxx | xxx | xxx | x |
| Insurance costs | xxx | xxx | Xxx | xxx | xxx | x |
| Other expenses on investments | xxx | xxx | Xxx | xxx | xxx | x |
| Rent Expenses | xxx | xxx | Xxx | xxx | xxx | x |
| Bank Charges | xxx | xxx | Xxx | xxx | xxx | x |
| Loan Interest Repayment | xxx | xxx | Xxx | xxx | xxx | x |
| Loan Principal Repayment | xxx | xxx | Xxx | xxx | xxx | x |
| Acquisition of Assets | xxx | xxx | Xxx | xxx | xxx | x |
| **TOTALS** | **xxx** | **xxx** | **Xxx** | **xxx** | **xxx** | **x** |

 *[Provide below a commentary on significant underutilization (below 90% of utilization) and any overutilization above 100%]*

1. *Xxxx*
2. *Xxxx*

# 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.

1. **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*.

1. **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.

1. **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)**

1. **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.

1. **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.

1. **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.

1. **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.

1. **Comparative figures**

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

1. **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 20XX.

# NOTES TO THE FINANCIAL STATEMENTS

1. CAPITATION GRANT FOR TUITION

|  | **2020-2021** | **2019-2020** |
| --- | --- | --- |
|  |  **Kshs**  |  **Kshs**  |
| Textbooks and reference materials | xxx | xxx |
| Exercise books | xxx | xxx |
| Laboratory equipment | xxx | xxx |
| Internal exams | xxx | xxx |
| Teaching / learning materials | xxx | xxx |
| Chalks | xxx | xxx |
| Exams and assessment | xxx | xxx |
| Teachers guides | xxx | xxx |
| **Total** | **xxx** | **xxx** |

1. CAPITATION GRANT FOR OPERATIONS

|  | **2020-2021** | **2019-2020** |
| --- | --- | --- |
|  |  **Kshs**  |  **Kshs**  |
| Personnel emoluments | xxx | xxx |
| Repairs and maintenance | xxx | xxx |
| Local transport / travelling | xxx | xxx |
| Electricity and water | xxx | xxx |
| Medical | xxx | xxx |
| Administration costs | xxx | xxx |
| Activity | xxx | xxx |
| **Total** | **xxx** | **xxx** |

1. PARENTS CONTRIBUTION/FEES - SCHOOL FUND ACCOUNT

|  | **2020-2021** | **2019-2020** |
| --- | --- | --- |
|  |  **Kshs**  |  **Kshs**  |
| Personnel emoluments | xxx | xxx |
| Repairs and maintenance | xxx | xxx |
| Local transport / travelling | xxx | xxx |
| Electricity and water | xxx | xxx |
| Medical | xxx | xxx |
| Administration costs | xxx | xxx |
| Activity | xxx | xxx |
| **Total** | **xxx** | **xxx** |

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

1. OTHER RECEIPTS – SCHOOL FUND ACCOUNT

|  |  |  |
| --- | --- | --- |
|  | **2020-2021** | **2019-2020** |
|  |  **Kshs**  |  **Kshs**  |
| Fee on Boarding Equipment and Stores | Xxx | xxx |
| Rent income  | Xxx | xxx |
| Income from farming activities | Xxx | xxx |
| Insurance compensation | Xxx | xxx |
| Income from Posho mill | Xxx | xxx |
| Income from Bus Hire | Xxx | xxx |
| Fee for hire of ground and equipment | Xxx | xxx |
| Income from grants and donations\* | xxx | xxx |
| Interest income | Xxx | xxx |
| Dividends income | xxx | xxx |
| **Total** | **Xxx** | **xxx** |

(Include an explanation on the kind and source of grants/ donations received by the school.)

1. PAYMENTS FOR TUITION

|  |  |  |
| --- | --- | --- |
|  | **2020-2021** | **2019-2020** |
|  |  **Kshs**  |  **Kshs**  |
| Textbooks and reference materials | xxx | xxx |
| Exercise books | xxx | xxx |
| Laboratory equipment | xxx | xxx |
| Internal exams | xxx | xxx |
| Teaching / learning materials | xxx | xxx |
| Chalks | xxx | xxx |
| Exams and assessment | xxx | xxx |
| Teachers guides | xxx | xxx |
| Administration Costs | xxx | xxx |
| Bank Charges | xxx | xxx |
| **Total** | **Xxx** | **xxx** |

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

1. PAYMENTS FOR OPERATIONS

|  |  |  |
| --- | --- | --- |
|  | **2020-2021** | **2019-2020** |
|  |  **Kshs**  |  **Kshs**  |
| Personnel emoluments | xxx | xxx |
| Service Gratuity | xxx | xxx |
| Administration Cost | xxx | xxx |
| Repairs and maintenance & improvements | xxx | xxx |
| Local transport / travelling | xxx | xxx |
| Electricity and water | xxx | xxx |
| Medical | xxx | xxx |
| Activity Expenses | xxx | xxx |
| SMASSE | xxx | xxx |
| Insurance Cost | xxx | xxx |
| Bank Charges | xxx | xxx |
| Acquisition of Assets | xxx | xxx |
| **TOTAL** | **xxx** | **xxx** |

1. BOARDING AND SCHOOL FUND PAYMENTS

|  |  |  |
| --- | --- | --- |
|  | **2020-2021** | **2019-2020** |
|  |  **Kshs**  |  **Kshs**  |
| Personnel emoluments | xxx | xxx |
| Service Gratuity | xxx | xxx |
| Repairs and maintenance & Improvements | xxx | xxx |
| Local transport / travelling | xxx | xxx |
| Electricity and water | xxx | xxx |
| Medical Expenses | xxx | xxx |
| Administration costs | xxx | xxx |
| Lunch Programme | xxx | xxx |
| Bank Charges | xxx | xxx |
| Expenses on Income Generating Activities | xxx | xxx |
| Fee on Boarding Equipment and Stores | xxx | xxx |
| Rent Expenses | xxx | xxx |
| Insurance Cost (Life Property) | xxx | xxx |
| Loan Principal repayment | xxx | xxx |
| Loan Interest repayment | xxx | xxx |
| Acquisition of Assets | xxx | xxx |
| **TOTAL** | **xxx** | **xxx** |

*Expenses on income generating activities\*\* should include all costs relating to the school earnings on other receipts as recorded in note 4. These costs should include farm maintenance, posho mill maintenance, ground maintenance and costs incurred during hire of school bus among others.*

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

1. BANK ACCOUNTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bank, Account No. & currency** | **Bank Account Number** | **2020-2021** | **2019-2020** |
|   |  |  **Kshs**  |  **Kshs**  |
| Tuition Account |  | xxx | xxx |
| Operations Account |  | xxx | xxx |
| School Fund Account/Boarding |  | xxx | xxx |
| Savings Account |  | xxx | xxx |
| Parent Association Development Account |  | xxx | xxx |
| Income generating activities Account |  | xxx | xxx |
| Infrastructural Account |  |  |  |
| **Total** |  | **xxx** | **xxx** |

1. CASH IN HAND

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Tuition Account | xxx | xxx |
| Operation Account | xxx | xxx |
| School Fund account | xxx | xxx |
| **Total** | **Xxx** | **xxx** |

1. SHORT TERM INVESTMENTS

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

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

1. ACCOUNTS RECEIVABLE

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Fees arrears  | xxx | Xxx |
| Other non-fees receivables | xxx | xxx |
| Salary advances | xxx | xxx |
| Imprest | xxx | xxx |
| **Total** | **xxx** | **xxx** |

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

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Fees arrears for current year | Xxx | Xxx |
| Fees arrears for the previous year | Xxx | Xxx |
| Fees arrears for prior periods (over two years) | xxx | Xxx |
| **Total** | **xxxx** | **Xxx** |

1. ACCOUNTS PAYABLE

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Trade creditors (See ageing below and appendix 1) | xxx | xxx |
| Prepaid fees | xxx | xxx |
| Retention monies | xxx | xxx |
| **Total** | **xxxx** | **xxx** |

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

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Trade creditors for current year | xxx | xxx |
| Trade creditors for the previous year | xxx | xxx |
| Trade creditors for prior periods (over two years) | xxx | xxx |
| **Total** | **xxxx** | **xxx** |

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

1. FUND BALANCE BROUGHT FORWARD

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|   |  **Kshs**  |  **Kshs**  |
| Bank balances | xxx | xxx |
| Cash balances | xxx | xxx |
| Short Term Investments  | xxx | xxx |
| Receivables | xxx | xxx |
| Payables | xxx | xxx |
| **Total** | **xxxx** | **xxx** |

**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.

1. Non-current Liabilities Summary

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

1. Biological assets

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Numbers** | **2020-2021** | **2019-2020** |
|   |  |  **Kshs**  |  **Kshs**  |
| Cattle |  | xxx | xxx |
| Goats |  | xxx | xxx |
| Trees |  | xxx | xxx |
| Coffee or tea plantation |  | xxx | Xxx |
| Poultry  |  | xxx | xxx |
| **Total** |  | **xxx** | **xxx** |

1. Borrowings

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|  | **KShs** | **KShs**  |
| 1. **Borrowings**
 |  |  |
| Borrowing at beginning of the year | xxx | xxx |
| Borrowings during the year | xxx | xxx |
| Repayments of during the year | (xxx) | (xxx) |
| **Balance at end of the year** | **xxx** | **xxx** |

**Other important disclosure notes**

1. Stock/ Inventory

|  |  |  |
| --- | --- | --- |
| **Description** | **2020-2021** | **2019-2020** |
|  | **KShs** | **KShs**  |
| 1. **Borrowings**
 |  |  |
| Stock/ inventory at beginning of the year | xxx | xxx |
| Stock/ inventory purchased during the year | xxx | xxx |
| Stock/ inventory issued during the year | (xxx) | (xxx) |
| **Balance at end of the year** | **xxx** | **xxx** |

1. 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)*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Supply of goods** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Supply of services** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

ANNEX 2 – SUMMARY OF FIXED ASSETS REGISTER

| **Asset class** | **Date purchased** | **Location** | **Historical Cost b/f** **(Kshs)****1st July 20xx** | **Additions during the year****(Kshs)** | **Disposals during the year** **(Kshs)** | **Historical Cost c/f** **(Kshs)****30th June 20xx** |
| --- | --- | --- | --- | --- | --- | --- |
| Land 1 |  |  |  |  |  |  |
| Land 2 |  |  |  |  |  |  |
| Buildings and structures |  |  |  |  |  |  |
| Motor vehicles |  |  |  |  |  |  |
| 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- soft ware |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |

(The School should ensure that a detailed fixed assets register is maintained).