REPUBLIC OF KENYA

# OFFICE OF THE AUDITOR-GENERAL

# REPORT

# OF

# THE AUDITOR-GENERAL

# ON

# THE FINANCIAL STATEMENTS OF COUNTY ASSEMBLY OF TRANS-NZOIA

# FOR THE YEAR ENDED 30 JUNE 2017

OFFICE OF THE AUDITOR GENERAL
ELDORET HUB
15 FEB 2018
RECEIVED
P. O. Box 2774 - 30100, ELDORET

# COUNTY ASSEMBLY OF TRANS-NZOIA

# REPORTS AND FINANCIAL STATEMENTS

# FOR THE FINANCIAL YEAR ENDED JUNE 30TH, 2017

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

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## I. KEY COUNTY ASSEMBLY OF TRANS NZOIA INFORMATION AND MANAGEMENT

### (a) Background information

The County Assembly is constituted as per the constitution of Kenya and is headed by the Speaker, who is responsible for the general policy and strategic direction of the County assembly.

### (b) Key Management

The *County Assembly's* day-to-day management is under the following key organs:

| No. | Designation | Name |
|---|---|---|
| 1. | County Assembly Speaker | Joshua Mutoto Werunga |
| 2. | County Assembly Clerk | Ainea Obare Indakwa |
| 3. | Principal Finance Officer | CPA Moses Wanjala Lupao I.C.P.A.K NO. 8315 |

### (c) Fiduciary Management

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

| No. | Designation | Name |
|---|---|---|
| 1. | Clerk of the assembly | Ainea Obare Indakwa |
| 2. | Principal Finance Officer | CPA Moses Wanjala Lupao I.C.P.A.K NO. 8315 |

### (d) Fiduciary Oversight Arrangements

*INTERNAL AUDIT*

*The internal audit office is generally to safeguard the assets and liabilities of the county Assembly by making the regulatory execution of the daily financial transactions visa vis Policy (budget/plan) of the county assembly.*

*FINANCE DEPARTMENT*

*The finance office ensures proper planning and financial management for the county Assembly.*

*BUDGET OFFICE*

*This office assists in budget preparation and analysis and ensures proper implementation of the county assembly budget.*

**(e) Trans Nzoia County Assembly**

County Assembly Building/House/Plaza
County Assembly Road/Highway
P.O. Box 4221-30200
KITALE, KENYA

### (f) Trans Nzoia County Assembly Contacts

Telephone: **054-31380/31617**
E-mail: transnzoiacountyassembly@gmail.com
Website: www.transnzoiaassembly.go.ke

### (g) Trans Nzoia County Assembly Bankers

1. Central Bank of Kenya-County Revenue Fund
   Account No. 1000171596
   Haile Selassie Avenue
   P.O. Box 60000
   City Square 00200
   Nairobi, Kenya

2. Central Bank of Kenya-Recurrent
   Account No. **1000240695**
   Nairobi-Kenya

3. Kenya Commercial Bank
   Account No. 1179096592
   Kitale-Kenya

4. Family Bank-Imprest Account
   Account No. 093000034860
   Kitale-Kenya

### (h) Independent Auditors

Auditor General
Kenya National Audit Office
Anniversary Towers, University Way
P.O. Box 30084
GOP 00100
Nairobi, Kenya

### (i) Principal Legal Adviser

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

## II. FORWARD BY THE CLERK OF THE ASSEMBLY

The County assembly of Trans Nzoia had a total budget of **Ksh. 583,257,554** for the financial year 2016/2017, which consisted of recurrent budget of **Ksh.534, 271,010** and development budget of **Ksh. 48,986,544**

The total exchequer release for the recurrent budget was **Ksh 534,270,936** representing 100 % of the approved recurrent budget estimates. However, the assembly development budget of **Ksh. 48,986,544** was not utilized by end of financial year because the projects to be implemented were not captured in the county annual development plan. To ensure that there is value for money, the county assembly had to re-budget the same projects in the current budget of FY2017/2018.

In the beginning, the county assembly had challenges on the use of IFMIS system, right now a good number of our staff has been trained on the use of IFMIS system and now there is good use of the same.

**Sign**

**Clerk of the County Assembly**

## STATEMENT OF MANAGEMENT RESPONSIBILITIES

The Clerk of the County Assembly is responsible for the preparation and presentation of the County Assembly's financial statements, which give a true and fair view of the state of affairs of the County Assembly for the year ended on 30th June, 2017. This responsibility includes: (i) maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the County Assembly; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the County Assembly; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Clerk accepts responsibility for the County Assembly'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 Clerk is of the opinion that the County Assembly's financial statements give a true and fair view of the state of the County Assembly's transactions for the year ended 30th June 2017, and of its financial position as at that date. The Clerk further confirms the completeness of the accounting records maintained for the County Assembly which have been relied upon in the preparation of the its financial statements as well as the adequacy of the systems of internal financial control.

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

### Approval of the financial statements

The County Assembly financial statements were amended, approved and signed by the Clerk of the County Assembly on 13th February, 2018.

**Clerk of the County Assembly**

# REPUBLIC OF KENYA

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E-mail: oag@oagkenya.go.ke
Website: www.oagkenya.go.ke

P.O. Box 30084-00100
NAIROBI

# OFFICE OF THE AUDITOR-GENERAL

## REPORT OF THE AUDITOR-GENERAL ON COUNTY ASSEMBLY OF TRANS-NZOIA FOR THE YEAR ENDED 30 JUNE 2017

REPORT ON THE FINANCIAL STATEMENTS

### Disclaimer Opinion

I have audited the accompanying financial statements of County Assembly of Trans-Nzoia set out on pages 1 to 18, which comprise the statement of financial assets as at 30 June 2017, the statement of receipts and payments, statement of cash flows and summary statement of appropriation for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act,2015.

I do not express an opinion on the accompanying financial statements. Because of the significance of the matters described in the Basis for Disclaimer of Opinion section of my report, I have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, I do not express an audit opinion on the financial statements

In addition, as required by Article 229(6) of the Constitution, based on the procedures performed, I confirm that public money has not been applied lawfully and in an effective way.

### Basis for Disclaimer of Opinion

### 1.0 Accuracy of Financial Statements

### 1.1 Payments

The statement of receipts and payments reflects total payments of Kshs.539,867,200 for the year ended 30 June 2017 which is at variance with the IFMIS payment report details amount of Kshs.552,280,435, resulting in a variance of Kshs.12,413,235 between the two sets of records which has not been explained or reconciled. Consequently, the accuracy and completeness of the total payment of Kshs.539,867,200 for the year ended 30 June 2017 could not be confirmed.

### 1.2 Statement of Cash Flow

The statement of cash flow reflects net increase in cash and cash equivalent of Kshs.5,596,264 instead of a decrease of Kshs.5,596,264. In the circumstances, the net increase of cash and cash equivalent figure of Kshs.5,596,264 for the year ended 30 June 2017 could not be confirmed.

### 1.3 Summary Statement of Appropriation - Recurrent and Development Combined

The summary statement of appropriation - recurrent and development combined reflects final budget for use of goods and services and compensation of employees of Kshs.178,057,956 and 353,333,054 which varies with respective budget figures of Kshs.164,735,206 and Kshs.366,655,804 resulting to a variance of Kshs.13,322,750 and Kshs.13,322,750 respectively. Management has not explained or reconciled the difference in the amounts. Further, the statement reflects a total adjustment figure of Kshs.133,685,198 which varies with the computed figure of Kshs.135,685,198 resulting to a variance of Kshs.2,000,000 which has also not been reconciled or explained.

### 1.4 Summary Statement of Appropriation- Recurrent

The summary statement of appropriation- recurrent reflects social security benefits actual on comparable basis of Kshs.5,128,178 which vary with the figure of Kshs.51,281,787 reflected in the statement of receipts and payments. The resultant variance of Kshs.46,153,609 has not been explained or reconciled. In the circumstances, the accuracy of social security benefits figure of Kshs.51, 281,787 for the year ended 30 June 2017 could not be confirmed.

### 1.5 Summary of Fixed Assets Register

Annex 4 in respect of summary of fixed assets register for the year ended 30 June 2017 reflects a figure of Kshs.1,204,780 in respect of assets acquired during the year under review. However, the summary does not include the opening balances. Under the circumstances, the accuracy and completeness of the summary of fixed assets register as at 30 June 2017 could not be confirmed.

### 1.6 Failure to Provide Trial Balance

The financial statements presented for audit review were not supported with a trial balance contrary to accepted accounting principles.

In the circumstance, it has not been possible to confirm the validity and accuracy of the balances contained in these financial statements.

## 2.0 Use of Goods and Services

### 2.1 Domestic Travel and Subsistence

Included in the use of goods figure of Kshs.172,367,620 reflected in the statement of receipts and payments is domestic travel and subsistence of Kshs.88,859,533 which include an expenditure of Kshs.4,747,080 in respect of training expenditure of Kshs.4,433,080 and hospitality services expenditure of Kshs.314,000. However, the procurement records such as tender advertisement, quotation, tender evaluation minutes, inspection and acceptance reports were not availed for audit verification. Further, the expenditure on training and hospitality is not related to domestic travel. No explanation was provided for not charging the expenditure to the relevant expenditure item.

Under the circumstances, the validity and propriety of Kshs.4,747,080 expenditure on domestic travel and subsistence for the year ended 30 June 2017 could not be confirmed.

### 2.2 Training Expenses

Included in the use of goods figure of Kshs.172,367,620 reflected in the statement of receipts and payments is training expenses of Kshs.8,500,000 which include an expenditure of Kshs.2,300,000 incurred on procurement of conference facilities and training services. However, procurement records such as quotation, evaluation minutes, inspection and acceptance reports and list of participants trained were not availed for audit verification.

Under the circumstances, the propriety of Kshs.2,300,000 expenditure on training expenses for the year ended 30 June 2017 could not be confirmed.

### 2.3 Insurance Expenditure

Included in the use of goods figure of Kshs.172,367,620 reflected in the statement of receipts and payments is insurance costs figure of Kshs.16,000,000 which includes Kshs.9,409,534 on County Assembly medical expenditure. However, supporting documents such as payment vouchers, policy/contract agreement detailing the terms and conditions of medical cover were not availed for audit verification.

Consequently, the validity, accuracy and propriety of insurance expenditure of Kshs.9,409,534 for the year ended 30 June 2017 could not be confirmed.

### 2.4 Other Operating Expenses

Included in the use of goods figure of Kshs.172,367,620 reflected in the statement of receipts and payments for the year ended 30 June 2017 is other operating expenses balance of Kshs.15,800,000 out of which a total of Kshs.6,416,260 was incurred on

legal services, contracted guards and subscription to bodies. However, procurement records such as tender advertisements, evaluation and award committee minutes, invoices, and acknowlgement letters were not availed for audit verification. Further, payment vouchers in support of Kshs.1,000,000 expenditure were not availed for audit verification.

Under the circumstances, the validity, accuracy and propriety of other operating expenses of Kshs.6,416,260 for the year ended 30 June 2017 could not be confirmed.

### 3.0 Social Security Benefits

The statement of receipts and payments reflects social security benefits figure of Kshs.51,281,787 for the year ended 30 June 2017 against nil budget contrary to Regulation 53(1) of the Public Finance Management (County Governments) Regulations, 2015. Further, payment vouchers in support of this expenditure were not availed for audit verification.

Under the circumstances, the County Assembly is in breach of the law and the validity, accuracy and propriety of social benefits expenditure of Kshs.51,281,787 for the year ended 30 June 2017 could not be confirmed.

### 4.0 Bank Balances

### 4.1 Accuracy of Bank Balances

The statement of financial assets reflects bank balances figure of Kshs.486,392 which is at variance with the cash books overall overdraft of Kshs.1,497,623 resulting to a variance of Kshs.1,984,015 which has not been explained or reconciled. Further, the Internet Banking (Central Bank of Kenya Recurrent account) cash book, Family Bank cash book, Kenya Commercial Bank cash book have not been reviewed by a senior officer and were not closed at the end of the financial year .

Under the circumstances, the validity and accuracy of the cash and cash equivalent figure of Kshs.486,392 as at 30 June 2017 could not be confirmed.

### 4.2 Operation of KCB Salary Account

The County Assembly operates account Number 1179096592 at Kenya Commercial Bank Kitale Branch contrary to Section 82 of the Public Finance Management (County Governments) Regulations, 2015 which requires County Government entities to open bank accounts at the Central Bank of Kenya except for imprest bank accounts. Entities operating bank accounts outside this provision were required to comply with the regulation within 6 months from date of commencement of the regulations which was on 1 January 2016.

## 4.3 Bank Reconciliation Statements

### 4.3.1 Kenya Commercial Bank

Included in the bank balances figure of Kshs.486,392 reflected in the statement of financial assets is Kenya Commercial Bank balance of Kshs.163,105. A review of the bank reconciliation statements for the month of June 2017 revealed the following:

4.3.1.1 The bank reconciliation statement reflects un-presented cheques amounting to Kshs.5,323,210 which included stale cheques of Kshs.5,323,210 which had not been reversed in the cash book.

The bank reconciliation statement reflects payments in the bank statements not yet recorded in the cash book totaling to Kshs.3,434,228.20. However, no explanation has been provided for failure to update the cash book.

### 4.3.2 Central Bank - Internet Banking

Included in the bank balances figure of Kshs.486,392 reflected in the statement of financial assets is Central Bank (Internet Banking) Account balance of Kshs.150,000. A review of the bank reconciliation statements for the month of June 2017 revealed the following:

(a) The bank reconciliation statement reflects un-presented cheques amounting to Kshs.56,416,666.75 which include stale cheques of Kshs.33,529,097. However, the stale cheques have not been reversed in the cash book. Further, no evidence was provided for audit verification to confirm how unpresented cheques totalling to Kshs.22,887,570 were subsequently cleared.

(b) The bank reconciliation statement also reflects payments in cashbook not in bank statement of Kshs.56,416,667 which differs with the figure of Kshs.56,502,278 reflected in the supporting schedule resulting to a variance of Kshs.85,611 which has not been explained.

(c) The bank reconciliation statement further reflects payments in the bank statements not yet recorded in the cash book totaling Kshs.65,045,340.15. However, no explanation has been provided for failure to update the cash book.

(d) Bank confirmation certificate was not availed for audit review. The bank reconciliations statements reflects bank balance as per cash book of Kshs.6,075,645 which is at variance with cash book figure Kshs.577,026.65 resulting in unexplained variance of Kshs.5,498,618.35 which has not be explained.

#### 4.3.3 Family Bank Account

Included in the bank balances figure of Kshs486,392 reflected in the statement of financial assets is Family Bank balance of Kshs.173,287. However, the bank reconciliation reflected payments in the bank statements not yet recorded in the cash book totalling Kshs.7,083,725 which includes internal transfer- Loans fund figure of Kshs.3,186,474. However, no supporting documents were provided for audit review for the figure of Kshs.3,186,474 .

Under the circumstances, the validity, accuracy and existence of bank balance of Kshs.486,392 as at 30 June 2017 could not be confirmed.

### 5.0 Accounts Receivables- Outstanding Imprests

Included in the accounts receivables- outstanding imprests figure of Kshs.3,180,000 reflected in the statement of financial assets as at 30 June 2017 is long outstanding imprest of Kshs.2,100,000 which has not been surrendered or recovered from the defaulting officers on the due date. Further, available information revealed that officers were issued with more than one imprest totalling to Kshs.1,680,000 contrary to Section 93 of the Public Finance Management (County Governments) Regulations, 2015.

Under the circumstance the County Assembly is in breach of the law and the propriety of accounts receivables- outstanding imprests of Kshs.3,180,000 as at 30 June 2017 could not be confirmed.

### 6.0 Budget Control and Performance

## 6.1 Budget Absorption

During the year under review, the County Assembly of Trans-Nzoia had a total budget of Kshs.583,257,554 comprising development budget of Kshs.48,986,544 and recurrent budget of Kshs.534,271,010. Further, the total budget reflected overall under absorption of Kshs.43,390,354 or 7% as summarized below:

| Item | Budgeted Allocation 2016/2017 | Actual 2016/2017 | Under/(Over) Absorption | Absorption Rate % |
|---|---|---|---|---|
| Development | 48,986,544 | 0 | 48,986,544 | 0% |
| Recurrent | 534,271,010 | 539,867,200 | (5,596,190) | 101% |
| **Total** | **583,257,554** | **539,867,200** | **43,390,354** | 93% |

The under absorption of approved budget is an indication of activities in the annual work plan not implemented by the County Assembly which is likely to have negative effect on goods and service delivery by the County Assembly. There is need for the

management to re-look at its budgetary mechanism with a view to focus on priority areas that enhance service delivery to the residents of Trans-Nzoia County.

## 6.2 Development Budget

During the year under review, the County Assembly of Trans-Nzoia allocated Kshs.48,986,544 for development projects but did not incur any expenditure on the vote therefore resulting in under expenditure of Kshs.48,986,544 or 100% of the budget. Failure to utilize Kshs.48,986,544 of the budget means that the objectives of the budget were not achieved. This must have hampered service delivery to the residents of Trans-Nzoia County due to lack of prerequisite infrastructure.

## 6.3 Recurrent Budget

The table below shows the budget performance analysis out of the recurrent budget of Kshs.534,271,010.

| Item | Budgeted (Kshs) | Actual Expenditure (Kshs) | Under/(Over) Absorption (Kshs) | Absorption Rate % |
|---|---|---|---|---|
| Compensation of Employees | 353,333,054 | 315,013,013 | 38,320,041 | 89% |
| Use of goods and services | 178,057,956 | 172,367,620 | 5,690,336 | 97% |
| Social Security Benefits | 0 | 51,281,787 | (51,281,787) | |
| Acquisition of assets | 2,880,000 | 1,204,780 | 1,675,220 | 42% |
| **Total** | **534,271,010** | **539,867,200** | **(5,596,190)** | **101%** |

From the above analysis, it is evident that the County Assembly incurred an expenditure of Kshs.51,281,787 without budget on Social Security Benefits. The County Assembly is therefore in breach of the law.

## 7.0 Internal Audit Function

A review of the Internal Audit Department revealed that the County Assembly of Trans-Nzoia has established an internal audit unit to oversee the governance mechanism and promote transparency and accountability in the management of resources of the County Assembly. However, the Internal Audit Unit has only one staff member and hence lacks sufficient number of competent, properly trained and experienced auditors with the minimum qualifications set by the County Assembly. This is contrary to the provisions of Section 155(2) of the Public Finance Management (County Governments) Regulations,

2015 which stipulates that an accounting officer shall ensure that the internal audit unit was facilitated with sufficient authority to promote independence and ensure broad internal coverage, and adequate consideration of audit reports.

Further, the Assembly did not have in place a service charter prepared and approved as required.

**8.0 Audit Committee**

The County Assembly of Trans-Nzoia has not established an audit committee contrary to Section 167(1) of the Public Finance Management (County Governments) Regulations, 2015 which requires each county government entity to establish an audit committee. The County Assembly is therefore in breach of the law.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

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

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

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

Those charged with governance are responsible for overseeing the County Assembly's financial reporting process.

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

My responsibility is to conduct an audit of the County Assembly's financial statements in accordance with International Standards of Supreme Audit Institutions (ISSAs) 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. However, because of the matters described in the Basis for Disclaimer of Opinion section of my report, I was not able to obtain sufficient

appropriate audit evidence to provide a basis for an audit opinion on these financial statements.

I am independent of County Assembly of Trans-Nzoia in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya.

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

**Nairobi**

**16 July 2018**

**COUNTY ASSEMBLY OF TRANS-NZOIA**
**Reports and Financial Statements**
**For the year ended June 30, 2017**

## III. STATEMENT OF RECEIPTS AND PAYMENTS

| | Note | 2016-2017 Kshs | 2015-2016 Kshs |
|---|---|---|---|
| **RECEIPTS** | | | |
| Transfers from the County Treasury/Exchequer Releases | 1 | 534,270,936 | 298,268,690 |
| Proceeds from Sale of Assets | 2 | - | - |
| Other Receipts (Personnel Emoluments-advances & Imprest) | 3 | - | 10,099,455.65 |
| **TOTAL RECEIPTS** | | **534,270,936** | **308,368,145.65** |
| **PAYMENTS** | | | |
| Compensation of Employees | 4 | 315,013,013 | 218,268,690 |
| Use of goods and services | 5 | 172,367,620 | 80,000,000 |
| Subsidies | 6 | - | - |
| Transfers to Other Government Entities | 7 | - | - |
| Other grants and transfers | 8 | - | - |
| Social Security Benefits-Gratuity | 9 | 51,281,787 | - |
| Acquisition of Assets | 10 | 1,204,780 | - |
| Finance Costs | 11 | - | 15,749 |
| Other Payments | 12 | - | - |
| **TOTAL PAYMENTS** | | **539,867,200** | **298,284,439** |
| **SURPLUS/DEFICIT** | | **(5,596,264)** | **10,083,706.65** |

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were amended and approved on 13th February 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA LUPAO MOSES WANJALA 8315
**Principal Finance Officer – County Assembly**

## IV. STATEMENT OF FINANCIAL ASSETS

| | Note | 2016/17 Kshs | 2015/16 Kshs |
|---|---|---|---|
| **FINANCIAL ASSETS** | | | |
| **Cash and Cash Equivalents** | | | |
| Bank Balances | 13A | 486,392 | 35,393.65 |
| Cash Balances | 13B | - | - |
| **Total Cash and cash equivalents** | | **486,392** | **35,393.65** |
| Accounts receivables – Outstanding Imprests | 14A | 3,180,000 | 10,048,313.00 |
| -Staff Advances | 14 B | 821,050 | |
| **TOTAL FINANCIAL ASSETS** | | **4,487,442** | **10,083,706.65** |
| **FINANCIAL LIABILITIES** | | | |
| Accounts Payables – Deposits and retentions | 15 | - | - |
| **NET FINANCIAL ASSETS** | | **4,487,442** | **10,083,706.65** |
| **REPRESENTED BY** | | | |
| **Fund balance b/fwd** | 16 | 10,083,706 | - |
| **Surplus/Deficit for the year** | | (5,596,264) | 10,083,706.65 |
| **NET FINANCIAL POSITION** | | **4,487,442** | **10,083,706.65** |

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were amended and approved on 13th February 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA LUPAO MOSES WANJALA 8315
**Principal Finance Officer – County Assembly**

## V. STATEMENT OF CASHFLOW

| | NOTE | 2016/17 Kshs | 2015/16 Kshs |
|---|---|---|---|
| **CASH FLOW FROM OPERATING ACTIVITIES** | | | |
| **Receipts from operating income** | | | |
| Transfers from the County Treasury/Exchequer Releases | 1 | 534,270,936 | 298,268,690 |
| Other Receipts | 3 | - | 10,099,455.65 |
| **Payments for operating expenses** | | | |
| Compensation of Employees | 4 | 315,013,013 | 218,268,690 |
| Use of goods and services | 5 | 172,367,620 | 80,000,000 |
| Subsidies | 6 | - | - |
| Transfers to Other Government Entities | 7 | - | - |
| Other grants and transfers | 8 | - | - |
| Social Security Benefits-Gratuity | 9 | 51,281,787 | - |
| Finance Costs | 11 | - | 15,749 |
| Other Payments | 12 | - | - |
| **Adjusted for:** | | | |
| Adjustments during the year | | - | - |
| **Net cash flows from operating activities** | | **(4,391,484)** | **10,083,706.65** |
| **CASHFLOW FROM INVESTING ACTIVITIES** | | | |
| Proceeds from Sale of Assets | 2 | - | - |
| Acquisition of Assets | 10 | 1,204,780 | - |
| **Net cash flows from investing activities** | | **1,204,780** | - |
| **NET INCREASE IN CASH AND CASH EQUIVALENT** | | **5,596,264** | **10,083,706.65** |
| **Cash and cash equivalent at BEGINNING of the Year** | | **10,083,706** | - |
| **Cash and cash equivalent at END of the Year** | | **4,487,442** | **10,083,706.65** |
| **As per statement of assets** | | **4,487,442** | **10,083,706.65** |

The explanatory notes to these financial statements form an integral part of the financial statements. The financial statements were amended and approved on 13th February 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA LUPAO MOSES WANJALA 8315
**Principal Finance Officer – County Assembly**

## VI. SUMMARY STATEMENTOF APPROPRIATION: RECURRENT AND DEVELOPMENT COMBINED

| Receipt/Expense Item | Original Budget | Adjustments | Final Budget | Actual on Comparable Basis | Difference in Budget utilization | % of Utilisation difference to final budget |
|---|---|---|---|---|---|---|
| | Kshs | Kshs | c=a+b | e=d-c | | Kshs |
| **RECEIPTS** | | | | | | |
| Transfers from the County Treasury/Exchequer Releases | 716,942,752 | **133,685,198** | 583,257,554 | 534,270,936 | 48,986,618 | 92% |
| Proceeds from Sale of Assets | - | - | - | - | | - |
| Other Receipts | - | - | - | - | | - |
| **TOTAL** | 716,942,752 | **133,685,198** | 583,257,554 | **534,270,936** | **48,986,270** | **100%** |
| **PAYMENTS** | | | | | | |
| Compensation of Employees | 366,655,804 | (13,322,750) | 353,333,054 | 315,013,013 | 38,320,041 | 89% |
| Use of goods and services | 163,735,206 | 14,322,750 | 178,057,956 | 172,367,620 | 5,690,336 | 97% |
| Subsidies | | | | | | |
| Transfers to Other Government Entities | - | - | - | - | | - |
| Other grants and transfers | - | - | - | - | | - |
| Social Security Benefits | - | - | - | 51,281,787 | (51,281,787) | 0% |
| Acquisition of Assets | 186,551,742 | 134,685,198 | 51,866,544 | 1,204,780 | 50,661,764 | 2% |
| Finance Costs | - | - | - | | | - |
| Other Payments | | | | | | |
| **TOTAL** | **716,942,752** | **133,685,198** | **583,257,554** | **539,867,200** | **43,390,354** | **93%** |

The County assembly of Trans Nzoia financial statements was amended and approved on 10th January, 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA MOSES WANJALA LUPAO 8315
**Principal Finance Officer – County Assembly**

## VII. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT

| Receipt/Expense Item | Original Budget | Adjustments | Final Budget | Actual on Comparable Basis | Difference in Budget utilization | % of Utilisation difference to final budget |
|---|---|---|---|---|---|---|
| | Kshs | Kshs | c=a+b | e=d-c | | Kshs |
| **RECEIPTS** | | | | | | |
| Transfers from the County Treasury/Exchequer Releases | 534,271,010 | - | 534,271,010 | 534,270,936 | 73 | 100% |
| Proceeds from Sale of Assets | - | - | - | - | | - |
| Other Receipts | - | - | - | | | - |
| **TOTAL** | **534,271,010** | - | **534,271,010** | **534,270,936** | **73** | **100%** |
| **PAYMENTS** | | | | | | |
| Compensation of Employees | 366,655,804 | (13,322,750) | 353,333,054 | 315,013,013 | 38,320,041 | 89% |
| Use of goods and services | 163,735,206 | 14,322,750 | 178,057,956 | 172,367,620 | 5,690,336 | 97% |
| Subsidies | - | - | - | - | | - |
| Transfers to Other Government Entities | - | - | - | - | | - |
| Other grants and transfers | - | - | - | - | | - |
| Social Security Benefits | - | - | - | 51,281,78 | (51,281,78) | - |
| Acquisition of Assets | 3,880,000 | ( 1,000,000) | 2,880,000 | 1,204,780 | 1,675,220 | 42% |
| Finance Costs | - | - | - | | | - |
| Other Payments | | - | - | - | | - |
| **TOTAL** | **534,271,010** | - | **534,271,010** | **539,867,200** | **(5,596,190)** | **101%** |

The County assembly of Trans Nzoia financial statement were amended and approved on 13th February, 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA LUPAO MOSES WANJALA 8315
**Principal Finance Officer – County Assembly**

## VIII. STATEMENT OF COMPARISON OF BUDGET & ACTUAL AMOUNTS: DEVELOPMENT

| Receipt/Expense Item | Original Budget | Adjustments | Final Budget | Actual on Comparable Basis | Difference in Budget utilization | % of Utilisation difference to final budget |
|---|---|---|---|---|---|---|
| | Kshs | Kshs | c=a+b | e=d-c | | Kshs |
| **RECEIPTS** | | | | | | |
| Exchequer Releases | 182,671,742 | (133,685,198) | 48,986,544 | - | 48,986,544 | - |
| Proceeds from Sale of Assets | - | - | - | - | | - |
| Other Receipts | - | - | - | - | | - |
| **TOTAL** | **182,671,742** | **(133,585,1980)** | **48,986,544** | - | 48,986,544 | - |
| **PAYMENTS** | | | | | | |
| Compensation of Employees | - | - | - | - | | - |
| Use of goods and services | - | - | - | - | | - |
| Subsidies | - | - | - | - | | - |
| Transfers to Other Government Entities | - | - | - | - | | - |
| Other grants and transfers | - | - | - | - | | - |
| Social Security Benefits | - | - | - | - | | - |
| Acquisition of Assets | 182,671,742 | (133,685,198) | 48,986,544 | - | 48,986,544 | - |
| Finance Costs | - | - | - | - | | - |
| Other Payments | - | - | - | - | | - |
| **TOTAL** | **182,671,742** | **( 133,685,198)** | **48,986,544** | - | 48,986,544 | - |

The County assembly of Trans Nzoia financial statements were amended and approved on 13th February, 2018 and signed by:

AINEA O. INDAKWA
**Clerk of the County Assembly**

CPA LUPAO MOSES WANJALA 8315
**Principal Finance Officer– County Assembly**

## IX. SIGNIFICANT ACCOUNTING POLICIES

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

1. **Statement of compliance and basis of preparation**
The financial statements have been prepared in accordance with and comply with International Public-Sector Accounting Standards (IPSAS) with particular emphasis on Cash Basis Financial Reporting under the Cash Basis of Accounting 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.

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

The financial statements have been prepared on the cash basis following the Government's standard chart of accounts.

2. **Recognition of receipts and payments**
The *County assembly* recognises all receipts from the various sources when the event occurs and the related cash has actually been received by the *county assembly*. In addition, the *county assembly* recognises all payments when the event occurs and the related cash has actually been paid out by the *county assembly*.

3. **In-kind contributions**
In-kind contributions are donations that are made to the *county assembly* 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 *county assembly* includes such value in the statement of receipts and payments both as revenue and as an expense in equal and opposite amounts; otherwise, the contribution is not recorded.

4. **Cash and cash equivalents**
Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include amounts held at the Central Bank of Kenya and at various commercial banks at the end of the financial year.

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 is 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 has 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.

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 entity fixed asset register a summary of which is provided as a memorandum to these financial statements.

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

9. **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 *entity's* budget was approved as required by Law and as detailed in the Government of Kenya Budget Printed Estimates. A high-level assessment of the *entity's* actual performance against the comparable budget for the financial year under review has been included in an annex to these financial statements.

10. **Comparative figures**
This is the first time the County Assembly is preparing its full year financial statements. Being a first-time adopter, there are no comparative amounts for the previous year.

11. **Subsequent events**
Events subsequent to submission of the financial year end financial statements to the National Treasury and other stakeholders with a significant impact on the financial statements may be adjusted with the concurrence of National Treasury.

## X. NOTES TO THE FINANCIAL STATEMENTS

### 1 Transfers from the County Treasury/Exchequer Releases

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Total Exchequer Releases for quarter 1 | 89,045,156 | - |
| Total Exchequer Releases for quarter 2 | 178,090,312 | - |
| Total Exchequer Releases for quarter 3 | 133,567,734 | 132,824,966 |
| Total Exchequer Releases for quarter 4 | 133,567,734 | 165,443,724 |
| **Cumulative Amount** | **534,270,936** | **298,268,690** |

### 2 PROCEEDS FROM SALE OF ASSETS

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Receipts from the Sale of Buildings | - | - |
| Receipts from the Sale of Vehicles and Transport Equipment | - | - |
| Receipts from the Sale Plant Machinery and Equipment | - | - |
| Receipts from Sale of Certified Seeds and Breeding Stock | - | - |
| Receipts from the Sale of Strategic Reserves Stocks | - | - |
| Receipts from the Sale of Inventories, Stocks and Commodities | - | - |
| Disposal and Sales of Non-Produced Assets | - | - |
| Receipts from the Sale of Strategic Reserves Stocks | - | - |
| **Total** | - | - |

### 3 OTHER RECEIPTS

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Other Receipts I-sale of tender documents | | 100,000.00 |
| Other Receipts II | | 9,999,455.65 |
| Other Receipts III | - | - |
| Other Receipts IV | - | - |
| Other Receipts | - | - |
| **Total** | | **10,099,455.65** |

## 4 COMPENSATION OF EMPLOYEES

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Basic salaries of permanent employees | 183,908,649 | 104,518,894.00 |
| Basic wages of temporary employees | - | 763,200.00 |
| Personal allowances paid as part of salary | 123,685,714 | 90,500,216.00 |
| Personal allowances paid as reimbursements | 2,461,600 | 1,025,000.00 |
| Personal allowances provided in kind | - | - |
| Pension and other social security contributions | - | 21,461,380.00 |
| Compulsory national social security schemes | - | - |
| Compulsory national health insurance schemes | - | - |
| Social benefit schemes outside government | - | - |
| Other personnel payments | 4,957,050 | - |
| **Total** | **315,013,013** | **218,268,690.00** |

## 5 USE OF GOODS AND SERVICES

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Utilities, supplies and services | 725,893 | 800,000 |
| Communication, supplies and services | 51,840 | 500,000 |
| Domestic travel and subsistence | 88,859,533 | 18,772,468 |
| Foreign travel and subsistence | 2,894,620 | 7,000,000 |
| Printing, advertising and information supplies & services | 10,354,920 | 4,150,000 |
| Rentals of produced assets | 13,042,950 | 6,000,000 |
| Training expenses | 8,500,000 | 7,500,000 |
| Hospitality supplies and services | 11,000,000 | 4,535,762 |
| Insurance costs | 16,000,000 | 6,000,000 |
| Specialized materials and services | 650,000 | 10,300,000 |
| Office and general supplies and services | 2,450,000 | 2,091,770 |
| Other operating expenses | 15,800,000 | 10,350,000 |
| Routine maintenance – vehicles and other transport equipment | 462,112 | 1,000,000 |
| Routine maintenance – other assets | 918,752 | 1,000,000 |
| Fuel and Lubricants | 657,000 | |
| **Total** | **172,367,620** | **80,000,000** |

*NOTES TO THE FINANCIAL STATEMENTS (Continued)*

6. **SUBSIDIES**

| Description | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| | - | - |
| | - | - |

## 7. TRANSFERS TO OTHER GOVERNMENT ENTITIES

| Description | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Transfers to National Government entities | | |
| See attached list | - | - |
| | | |
| Transfers to Counties | | |
| (insert name of budget agency) | - | - |
| (insert name of budget agency) | - | - |
| | | |
| **TOTAL** | - | - |

## 8 OTHER GRANTS AND TRANSFERS

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Scholarships and other educational benefits | - | - |
| Emergency relief and refugee assistance | - | - |
| Subsidies to small businesses, cooperatives, and self employed | - | - |
| Other current transfers, grants | - | - |
| Other capital grants and transfers | - | - |
| **Total** | - | - |

## 9 SOCIAL SECURITY BENEFITS

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Government pension and retirement benefits-Gratuity | 51,281,787 | - |
| Social security benefits in cash and in kind | - | - |
| Employer Social Benefits in cash and in kind | - | - |
| **Total** | 51,281,787 | - |

*NOTES TO THE FINANCIAL STATEMENTS (Continued)*

**10 ACQUISITION OF ASSETS**

| **Non-Financial Assets** | **2016/17** | **2015/16** |
|---|---|---|
| | **Kshs** | **Kshs** |
| Purchase of Buildings | - | - |
| Construction of Buildings | - | - |
| Refurbishment of Buildings | - | - |
| Construction of Roads | - | - |
| Construction and Civil Works | - | - |
| Overhaul and Refurbishment of Construction and Civil Works | - | - |
| Purchase of Vehicles and Other Transport Equipment | - | - |
| Overhaul of Vehicles and Other Transport Equipment | - | - |
| Purchase of Household Furniture and Institutional Equipment | - | - |
| Purchase of Office Furniture and General Equipment | 1,204,780 | - |
| Purchase of ICT Equipment, Software and Other ICT Assets | - | - |
| Purchase of Specialised Plant, Equipment and Machinery | - | - |
| Rehabilitation and Renovation of Plant, Machinery and Equip. | - | - |
| Purchase of Certified Seeds, Breeding Stock and Live Animals | - | - |
| Research, Studies, Project Preparation, Design & Supervision | - | |
| Rehabilitation of Civil Works | - | |
| Acquisition of Strategic Stocks and commodities | - | |
| Acquisition of Land | - | |
| Acquisition of Intangible Assets | - | |
| **Financial Assets** | - | |
| Domestic Public Non-Financial Enterprises | - | |
| Domestic Public Financial Institutions | - | |
| Foreign financial Institutions operating Abroad | - | |
| Other Foreign Enterprises | - | |
| Foreign Payables - From Previous Years | - | |
| | | |
| **Total** | **1,204,780** | |

## 11 FINANCE COST

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Bank Charges | | 15,749 |
| Exchange Rate Losses | - | - |
| Other Finance Cost | - | - |
| **Total** | | **15,749** |

## 12 Other Payments

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| | | - |
| | - | - |
| | - | - |
| | | |
| **Total** | - | - |

*NOTES TO THE FINANCIAL STATEMENTS (Continued)*

### 13A BANK ACCOUNTS

| Name of Bank, Account No. & Currency | Indicated whether recurrent or development | 2016/17 | 2015/16 |
|---|---|---|---|
| | | Kshs | Kshs |
| *Family Bank, A/c no. 093000034860,Kes* | Recurrent Account | 173,287 | 19,877.00 |
| *Kenya Commercial Bank, A/c no. 1179096592,Kes* | Recurrent Account | 163,105 | 5,845.50 |
| *Central Bank of Kenya, A/c no. 1000240695,Kes* | Recurrent Account | 150,000 | 9,671.15 |
| | | | |
| **Total** | | **486,392** | **35,393.65** |

### 13B CASH IN HAND

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Cash in Hand – Held in domestic currency | - | |
| Cash in Hand – Held in foreign currency | - | |
| **Total** | - | |

**Cash in hand should be analysed as follows:**

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Location 1 | | |
| Location 2 | | |
| Location 3 | | |
| **Total** | - | - |

### 14 ACCOUNTS RECEIVABLE
### 14A: GOVERNMENT IMPRESTS

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Government Imprests | 3,180,000 | 969,000 |
| **Total** | **3,180,000** | **969,000** |

| **14B: STAFF ADVANCES** | **2016/17** | **2015/16** |
|---|---|---|
| Staff Advances | 821,050 | 9,079,313 |
| **Total** | **821,050** | **9,079,313** |

**See Annex 6 for a detailed analysis of the outstanding imprests.*

*NOTES TO THE FINANCIAL STATEMENTS (Continued)*

## 15 ACCOUNTS PAYABLE

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Deposits and Retentions | - | - |
| **Total** | - | - |

## 16 FUND BALANCE BROUGHT FORWARD

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Bank accounts | 35,393 | - |
| Cash in hand | - | - |
| Accounts Receivables | 10,048,313 | - |
| Accounts Payables | - | - |
| **Total** | **10,083,706** | - |

## 17. OTHER IMPORTANT DISCLOSURES

### 17.1: PENDING ACCOUNTS PAYABLE (See Annex 1)

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Construction of buildings | - | - |
| Construction of civil works | - | - |
| Supply of goods | 2,736,021 | - |
| Supply of services | 2,863,979 | - |
| **Total** | **5,600,000** | - |

### 17.2: PENDING STAFF PAYABLES (See Annex 2)

| | 2016/17 | 2015/16 |
|---|---|---|
| **Name of Staff** | Kshs | Kshs |
| | - | - |
| | - | - |
| **Total** | - | - |

### 17.3: OTHER PENDING PAYABLES (See Annex 3)

| | 2016/17 | 2015/16 |
|---|---|---|
| | Kshs | Kshs |
| Amounts due to National Government entities | - | - |
| Amounts due to County Government entities | - | - |
| Amounts due to third parties | - | - |
| **Total** | - | - |

## ANNEX 4 – SUMMARY OF FIXED ASSET REGISTER

| Asset class | Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|
| Land | | | | |
| Buildings and structures | | | | |
| Transport equipment | | | | |
| Office equipment, furniture and fittings | | | | 1,083,980 |
| ICT Equipment, Software and Other ICT Assets | | | | 120,800 |
| Other Machinery and Equipment | | | | |
| Heritage and cultural assets | | | | |
| Intangible assets | | | | |
| **Total** | | | | 1,204,780.00 |

## ANNEX 5 – ANALYSIS OF OUTSTANDING IMPREST

***Government Imprest Holders***

| *Name of Officer or Institution* | *Date Imprest Taken* | *Amount Taken* | *Amount Surrendered* | *Balance* |
|---|---|---|---|---|
| | | *Kshs* | *Kshs* | *Kshs* |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| *Name of Officer or Institution* | dd/mm/yy | Xxx | Xxx | Xxx |
| ***Total*** | | | | **Xxx** |

## ANNEX 6 – BANK RECONCILIATION/FO 30 REPORT

*(Attach FO 30 Reports from IFMIS)*