



NATIONAL GOVERNMENT ENTITY
(Indicate actual name of the Entity)

REPORTS AND FINANCIAL STATEMENTS

**FOR THE FINANCIAL YEAR ENDED
JUNE 30, 2014**

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

NATIONAL GOVERNMENT ENTITY - (*indicate actual name of the entity*)
Reports and Financial Statements
For the year ended June 30, 2014 (Kshs'000)

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NATIONAL GOVERNMENT ENTITY - (Indicate actual name of the entity)
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I. KEY ENTITY INFORMATION AND MANAGEMENT

[Customise the details in this section to suit your entity]

(a) 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*.

(b) Key Management

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

-;
- ...;
- ...; and
- ...

(c) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 20XX and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Accounting Officer	-
2.	Xx	-
3.	Xx	-
4.	Xx	-

(d) Fiduciary Oversight Arrangements

Here, provide a high-level description of the key fiduciary oversight arrangements covering (say):

- *Audit and finance committee activities*
- *Parliamentary committee activities*
- *Development partner oversight activities*
- *Other oversight activities*

(e) Entity Headquarters

P.O. Box XXXXX
XXX Building/House/Plaza
XXX Avenue/Road/Highway
Nairobi, KENYA

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(f) Entity Contacts

Telephone: (254) XXXXXXXX
E-mail: XXXXXXXX.go.ke
Website: www.go.ke

(g) Entity Bankers

1. Central Bank of Kenya
Haile Selassie Avenue
P.O. Box 60000
City Square 00200
Nairobi, Kenya
2. Kenya Commercial Bank
...
...
...

(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 CABINET SECRETARY

[Put the forward note by the CABINET SECRETARY of the parent ministry under which your entity falls]

Include among others the following:

- Mention in summary the budget performance against actual amounts for current year based on economic classification and programmes,
- Detail key achievements for the entity,
- List emerging issues related to the entity,
- List the implementation challenges and recommended way forward.

Sign

Cabinet Secretary

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III. STATEMENT OF ENTITY MANAGEMENT RESPONSIBILITIES

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

The Accounting Officer in charge of the (*indicate actual name of the entity*) is responsible for the preparation and presentation of the *entity's* financial statements, which give a true and fair view of the state of affairs of the *entity* for and as at the end of the financial year (period) ended on June 30, 20XX. 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 entity; (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 *entity*; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Accounting Officer in charge of the (*name of the entity*) accepts responsibility for the *entity's* financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS). The Accounting Officer is of the opinion that the *entity's* financial statements give a true and fair view of the state of *entity's* transactions during the financial year ended June 30, 20XX, and of the *entity's* financial position as at that date. The Accounting Officer charge of the (*name of the entity*) further confirms the completeness of the accounting records maintained for the *entity*, which have been relied upon in the preparation of the *entity's* financial statements as well as the adequacy of the systems of internal financial control.

The Accounting Officer in charge of the (*name of the entity*) confirms that the entity has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable), and that the entity's funds received during the year under audit were used for the eligible purposes for which they were intended and were properly accounted for. Further the Accounting Officer confirms that the *entity'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 *entity's* financial statements were approved and signed by the Accounting Officer on _____ 2014.

Principal Secretary

Principal Accounts Controller

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IV. REPORT OF THE INDEPENDENT AUDITORS ON THE ENTITY (specify entity name)

We have audited the accompanying (consolidated) financial statements of *(name of entity)* for the year ended June 30, 20XX, which comprise: (i) a statement of receipts and payments; (ii) a statement of financial assets and liabilities; (iii) a statement of comparative budget and actual amounts; (iv) a statement of pending bills as at June 30, 20XX; and (v) a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

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

Auditors' responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with the International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the *entity's* preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at June 30, 20XX, and its receipts and payments, as well as cash flows for the year then ended in accordance with International Public Sector Accounting Standards.

Auditor General

Date

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V. STATEMENT OF RECEIPTS AND PAYMENTS

	Note	2013-2014 Kshs	2012-2013 Kshs
RECEIPTS			
Tax Receipts	1	xxx	xxx
Social Security Contributions	2	xxx	xxx
Proceeds from Domestic and Foreign Grants	3	xxx	xxx
Exchequer releases	4	xxx	xxx
Transfers from Other Government Entities	5	xxx	xxx
Proceeds from Domestic Borrowings	6	xxx	xxx
Proceeds from Foreign Borrowings	7	xxx	xxx
Proceeds from Sale of Assets	8	xxx	xxx
Reimbursements and Refunds	9	xxx	xxx
Returns of Equity Holdings	10	xxx	xxx
Other Receipts	11	xxx	xxx
TOTAL RECEIPTS		xxx	xxx
PAYMENTS			
Compensation of Employees	12	xxx	xxx
Use of goods and services	13	xxx	xxx
Interest payments	14	xxx	xxx
Subsidies	15	xxx	xxx
Transfers to Other Government Units	16	xxx	xxx
Other grants and transfers	17	xxx	xxx
Social Security Benefits	18	xxx	xxx
Acquisition of Assets	19	xxx	xxx
Finance Costs, including Loan Interest	20	xxx	xxx
Repayment of principal on Domestic and Foreign borrowing	21	xxx	xxx
Other Payments	22	xxx	xxx
TOTAL PAYMENTS		xxx	xxx
SURPLUS/DEFICIT		xxx	xxx

The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The entity financial statements were approved on _____ 2014 and signed by:

Principal Secretary

Principal Accounts Controller

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VI. STATEMENT OF ASSETS

	Note	2013-2014 Kshs	2012-2013 Kshs
FINANCIAL ASSETS			
Cash and Cash Equivalents			
Bank Balances	23A	Xxx	xxx
Cash Balances	23B	Xxx	xxx
Cash Equivalents	23C	Xxx	xxx
Outstanding Imprests	23D	Xxx	xxx
TOTAL FINANCIAL ASSETS		Xxx	xxx
REPRESENTED BY			
Fund balance b/fwd	24	Xxx	xxx
Surplus/Deficit for the year		Xxx	xxx
Prior year adjustments	25	Xxx	xxx
NET FINANCIAL POSSITION		Xxx	xxx

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Principal Secretary

Principal Accounts Controller

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VII. STATEMENT OF CASHFLOW

Receipts for operating income

Tax Revenues	1	XXX	XXX
Social Security Contributions	2	XXX	XXX
Proceeds from Domestic and Foreign Grants	3	XXX	XXX
Exchequer Releases	4	XXX	XXX
Transfers from Other Government Entities	5	XXX	XXX
Reimbursements and Refunds	9	XXX	XXX
Returns of Equity Holdings	10	XXX	XXX
Other Revenues	11	XXX	XXX

Payments for operating expenses

Compensation of Employees	12	XXX	XXX
Use of goods and services	13	XXX	XXX
Interest payments	14	XXX	XXX
Subsidies	15	XXX	XXX
Transfers to Other Government Units	16	XXX	XXX
Other grants and transfers	17	XXX	XXX
Social Security Benefits	18	XXX	XXX
Finance Costs, including Loan Interest	20	XXX	XXX
Other Expenses	22	XXX	XXX

Adjusted for:

Adjustments during the year		XXX	XXX
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Net cash flow from operating activities

XXX XXX

CASHFLOW FROM INVESTING ACTIVITIES

Proceeds from Sale of Assets	8	XXX	XXX
Acquisition of Assets	19	XXX	XXX

Net cash flows from Investing Activities

XXX XXX

CASHFLOW FROM BORROWING ACTIVITIES

Proceeds from Domestic Borrowings	6	XXX	XXX
Proceeds from Foreign Borrowings	7	XXX	XXX
Repayment of principal on Domestic and Foreign borrowing	21	XXX	XXX

Net cash flow from financing activities

XXX XXX

NET INCREASE IN CASH AND CASH EQUIVALENT

XXX XXX

Cash and cash equivalent at BEGINNING of the year	24	XXX	XXX
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Cash and cash equivalent at END of the year	25	XXX	XXX
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The accounting policies and explanatory notes to these financial statements form an integral part of the financial statements. The entity financial statements were approved on _____ 2014 and signed by:

Principal Secretary

Principal Accounts Controller

VIII. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT AND DEVELOPMENT COMBINED

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Tax Receipts						
Social Security Contributions						
Proceeds from Domestic and Foreign Grants						
Exchequer releases						
Transfers from Other Government Entities						
Proceeds from Domestic Borrowings						
Proceeds from Foreign Borrowings						
Proceeds from Sale of Assets						
Reimbursements and Refunds						
Returns of Equity Holdings						
Other Receipts						
PAYMENTS						
Compensation of Employees						
Use of goods and services						
Interest payments						
Subsidies						
Transfers to Other Government Units						
Other grants and transfers						
Social Security Benefits						
Acquisition of Assets						
Finance Costs, including Loan Interest						

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)**Reports and Financial Statements****For the year ended June 30, 2014 (Kshs'000)**

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
Repayment of principal on Domestic and Foreign borrowing						
Other Payments						
TOTALS						

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

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

- i. Xxx
- ii. Xxx
- iii. Xxx
- iv. Xxx
- v. Xxx

The entity financial statements were approved on _____ 2014 and signed by:

Principal Secretary

Principal Accounts Controller

IX. SUMMARY STATEMENT OF APPROPRIATION: RECURRENT

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Tax Receipts						
Social Security Contributions						
Proceeds from Domestic and Foreign Grants						
Exchequer releases						
Transfers from Other Government Entities						
Proceeds from Domestic Borrowings						
Proceeds from Foreign Borrowings						
Proceeds from Sale of Assets						
Reimbursements and Refunds						
Returns of Equity Holdings						
Other Receipts						
PAYMENTS						
Compensation of Employees						
Use of goods and services						
Interest payments						
Subsidies						
Transfers to Other Government Units						
Other grants and transfers						
Social Security Benefits						
Acquisition of Assets						
Finance Costs, including Loan Interest						

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Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
Repayment of principal on Domestic and Foreign borrowing						
Other Payments						
TOTALS						

Notes

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

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

- i. Xxx
- ii. Xxx
- iii. Xxx
- iv. Xxx
- v. Xxx

The entity financial statements were approved on _____ 2014 and signed by:

Principal Secretary

Principal Accounts Controller

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X. SUMMARY STATEMENT OF APPROPRIATION: DEVELOPMENT

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
RECEIPTS						
Tax Receipts						
Social Security Contributions						
Proceeds from Domestic and Foreign Grants						
Exchequer releases						
Transfers from Other Government Entities						
Proceeds from Domestic Borrowings						
Proceeds from Foreign Borrowings						
Proceeds from Sale of Assets						
Reimbursements and Refunds						
Returns of Equity Holdings						
Other Receipts						
PAYMENTS						
Compensation of Employees						
Use of goods and services						
Interest payments						
Subsidies						
Transfers to Other Government Units						
Other grants and transfers						
Social Security Benefits						
Acquisition of Assets						
Finance Costs, including Loan Interest						

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)**Reports and Financial Statements****For the year ended June 30, 2014 (Kshs'000)**

Receipt/Expense Item	Original Budget	Adjustments	Final Budget	Actual on Comparable Basis	Budget Utilisation Difference	% of Utilisation
	a	b	c=a+b	d	e=c-d	f=d/c %
Repayment of principal on Domestic and Foreign borrowing						
Other Payments						
TOTALS						

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

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

- i. Xxx
- ii. Xxx
- iii. Xxx
- iv. Xxx
- v. Xxx

The entity financial statements were approved on _____ 2014 and signed by:

Principal Secretary

Principal Accounts Controller

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XI. SUMMARY STATEMENT OF PROVISIONINGS

[The provisioning summary statement is required for entities that have a vote in the National Budget.]

- Details of General Accounts On Vote

	2013 - 2014	2012 - 2013
	Kshs	Kshs
GAV Provisioning account balance	xxx	xxx
Total	xxx	xxx

- Details of Exchequer Account

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Exchequer Provisioning account balance	xxx	xxx
Total	xxx	xxx

Principal Secretary

Principal Accounts Controller

XII. SIGNIFICANT ACCOUNTING POLICIES

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

1. Statement of compliance and basis of preparation

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

The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the *entity* and all values are rounded to the nearest thousand (Kshs'000). The accounting policies adopted have been consistently applied to all the years presented.

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

2. Recognition of revenue and expenses

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

3. In-kind contributions

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

4. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include amounts held at the Central Bank of Kenya and at various commercial banks at the end of the financial year. For the purposes of these financial statements, cash and cash equivalents also include short term cash imprests and advances to authorised public officers and/or institutions which were not surrendered or accounted for at the end of the financial year.

5. Pending bills

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

6. Budget

The budget is developed on the same accounting basis (cash basis), the same accounts classification basis, and for the same period as the financial statements. The *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.

7. Comparative figures

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

8. Subsequent events

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended June 30, 2014.

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XIII. NOTES TO THE FINANCIAL STATEMENTS

1 TAX REVENUES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Taxes on Income, Profits and Capital Gains	xxx	xxx
Taxes on Property	xxx	xxx
Taxes on Goods and Services	xxx	xxx
Taxes on International Trade and Transactions	xxx	xxx
Other Taxes (not elsewhere classified)	xxx	xxx
Total	xxx	xxx

2 SOCIAL SECURITY CONTRIBUTIONS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Receipts for Health Insurance Contribution	xxx	xxx
Receipts to NHIF for Health Insurance Contributions	xxx	xxx
Receipts from Govt Employees to Social & Welfare Schemes in Govt	xxx	xxx
Total	xxx	xxx

3 PROCEEDS FROM DOMESTIC AND FOREIGN GRANTS

Name of Donor	Date received	Amount in foreign currency	2013 - 2014	2012 - 2013
			Kshs	Kshs
Grants Received from Bilateral Donors (Foreign Governments)				
(Insert name of donor)	xxx	xxx	xxx	xxx
(Insert name of donor)	xxx	xxx	xxx	xxx
Grants Received from Multilateral Donors (International Organisations)				
(Insert name of donor)	xxx	xxx	xxx	xxx
(Insert name of donor)	xxx	xxx	xxx	xxx
Grants Received from other levels of government				
(Insert name of donor)	xxx	xxx	xxx	xxx
(Insert name of donor)	xxx	xxx	xxx	xxx
Total				xxx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

4 EXCHQUER RELEASES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Total Exchequer Releases for quarter 1	xxx	Xxx
Total Exchequer Releases for quarter 2	xxx	Xxx
Total Exchequer Releases for quarter 3	xxx	Xxx
Total Exchequer Releases for quarter 4	xxx	Xxx
Total	xxx	Xxx

5 TRANSFERS FROM OTHER GOVERNMENT ENTITIES

Description	2013 - 2014 Kshs	2012 - 2013 Kshs
Transfers from Central government entities (insert name of budget agency)	xx	xx
(insert name of budget agency)	xx	xx
Transfers from Counties (insert name of budget agency)	xx	xx
(insert name of budget agency)	xx	xx
TOTAL	xx	xx

6 PROCEEDS FROM DOMESTIC BORROWINGS

	2013 - 2014 Kshs	2012 - 2013 Kshs
Borrowing within General Government	xxx	xxx
Borrowing from Monetary Authorities (Central Bank)	xxx	xxx
Other Domestic Depository Corporations (Commercial Banks)	xxx	xxx
Borrowing from Other Domestic Financial Institutions	xxx	xxx
Borrowing from Other Domestic Creditors	xxx	xxx
Domestic Currency and Domestic Deposits (6A)	xxx	xxx
Total	xxx	xxx

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7 PROCEEDS FROM FOREIGN BORROWINGS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Foreign Borrowing – Draw-downs Through Exchequer	xxx	xxx
Foreign Borrowing - Direct Payments	xxx	xxx
Foreign Currency and Foreign Deposits	xxx	xxx
Total	xxx	xxx

8 PROCEEDS FROM SALE OF ASSETS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Receipts from the Sale of Buildings		
Receipts from the Sale of Vehicles and Transport Equipment	xxx	xxx
Receipts from the Sale Plant Machinery and Equipment	xxx	xxx
Receipts from Sale of Certified Seeds and Breeding Stock	xxx	xxx
Receipts from the Sale of Strategic Reserves Stocks	xxx	xxx
Receipts from the Sale of Inventories, Stocks and Commodities	xxx	xxx
Disposal and Sales of Non-Produced Assets	xxx	xxx
Receipts from the Sale of Strategic Reserves Stocks	xxx	xxx
Total	xxx	xxx

9 REIMBURSEMENTS AND REFUNDS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Refund from World Food Programme (WFP)	xxx	xxx
Reimbursement of Audit Fees	xxx	xxx
Reimbursement on Messing Charges (UNICEF)	xxx	xxx
Reimbursement from World Bank – ECD	xxx	xxx
Reimbursement from Individuals and Private Organisations	xxx	xxx
Reimbursement from Local Government Authorities	xxx	xxx
Reimbursement from Statutory Organisations	xxx	xxx
Reimbursement within Central Government	xxx	xxx
Reimbursement Using Bonds	xxx	xxx
Total	xxx	xxx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

10 RETURNS OF EQUITY HOLDINGS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Returns of Equity Holdings in Domestic Organisations	xxx	xxx
Returns of Equity Holdings in International Organisations	xxx	xxx
	xxx	xxx
Total	xxx	xxx

11 OTHER REVENUES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Interest Received	xxx	xxx
Profits and Dividends	xxx	xxx
Rents	xxx	xxx
Other Property Income	xxx	xxx
Sales of Market Establishments	xxx	xxx
Receipts from Administrative Fees and Charges	xxx	xxx
Receipts from Administrative Fees and Charges - Collected as AIA	xxx	xxx
Receipts from Incidental Sales by Non-Market Establishments	xxx	xxx
Receipts from Sales by Non-Market Establishments	xxx	xxx
Receipts from Sale of Incidental Goods	xxx	xxx
Fines Penalties and Forfeitures	xxx	xxx
Receipts from Voluntary transfers other than grants	xxx	xxx
Other Receipts Not Classified Elsewhere	xxx	xxx
Total	xxx	xxx

12 COMPENSATION OF EMPLOYEES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Basic salaries of permanent employees	xxx	xxx
Basic wages of temporary employees	xxx	xxx
Personal allowances paid as part of salary	xxx	xxx
Personal allowances paid as reimbursements	xxx	xxx
Personal allowances provided in kind	xxx	xxx
Pension and other social security contributions	xxx	xxx
Compulsory national social security schemes	xxx	xxx
Compulsory national health insurance schemes	xxx	xxx
Social benefit schemes outside government	xxx	xxx
Other personnel payments	xxx	xxx
Total	xxx	xxx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

13 USE OF GOODS AND SERVICES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Utilities, supplies and services	xxx	xxx
Communication, supplies and services	xxx	xxx
Domestic travel and subsistence	xxx	xxx
Foreign travel and subsistence	xxx	xxx
Printing, advertising and information supplies & services	xxx	xxx
Rentals of produced assets	xxx	xxx
Training expenses	xxx	xxx
Hospitality supplies and services	xxx	xxx
Insurance costs	xxx	xxx
Specialised materials and services	xxx	xxx
Office and general supplies and services	xxx	xxx
Other operating expenses	xxx	xxx
Routine maintenance – vehicles and other transport equipment	xxx	xxx
Routine maintenance – other assets	xxx	xxx
Total	xxx	xxx

14 INTEREST PAYMENTS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Interest Payments on Foreign Borrowing	xxx	xxx
Interest on Domestic Borrowing	xxx	xxx
Interest on Borrowing From Other Government Units	xxx	xxx
Total	xxx	xxx

15 SUBSIDIES

Description	2013 - 2014	2012 - 2013
	Kshs	Kshs
Subsidies to Public Corporations		
<i>See list attached</i>	xx	xx
(insert name)	xx	xx
Subsidies to Private Enterprises		
<i>See list attached</i>	xx	xx
(insert name)	xx	xx
TOTAL	xx	xx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

16 TRANSFER TO OTHER GOVERNMENT ENTITIES

Description	2013 - 2014 Kshs	2012 - 2013 Kshs
Transfers to National Government entities See attached list	xx	xx
Transfers to Counties (insert name of budget agency)	xx	xx
(insert name of budget agency)	xx	xx
TOTAL	xx	xx

17 OTHER GRANTS AND OTHER PAYMENTS

	2013 - 2014 Kshs	2012 - 2013 Kshs
Scholarships and other educational benefits	xx	xx
Emergency relief and refugee assistance	xx	xx
Subsidies to small businesses, cooperatives, and self employed	xx	xx
Other current transfers, grants	xx	xx
Other capital grants and transfers	xx	xx
Total	xx	xx

18 SOCIAL SECURITY BENEFITS

	2013 - 2014 Kshs	2012 - 2013 Kshs
Government pension and retirement benefits	xx	xx
Social security benefits in cash and in kind	xx	xx
Employer Social Benefits in cash and in kind	xx	xx
Total	xx	xx

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

19 ACQUISITION OF ASSETS

Non Financial Assets

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Purchase of Buildings	XX	XX
Construction of Buildings	XX	XX
Refurbishment of Buildings	XX	XX
Construction of Roads	XX	XX
Construction and Civil Works	XX	XX
Overhaul and Refurbishment of Construction and Civil Works	XX	XX
Purchase of Vehicles and Other Transport Equipment	XX	XX
Overhaul of Vehicles and Other Transport Equipment	XX	XX
Purchase of Household Furniture and Institutional Equipment	XX	XX
Purchase of Office Furniture and General Equipment	XX	XX
Purchase of ICT Equipment, Software and Other ICT Assets	XX	XX
Purchase of Specialised Plant, Equipment and Machinery	XX	XX
Rehabilitation and Renovation of Plant, Machinery and Equip.	XX	XX
Purchase of Certified Seeds, Breeding Stock and Live Animals	XX	XX
Research, Studies, Project Preparation, Design & Supervision	XX	XX
Rehabilitation of Civil Works	XX	XX
Acquisition of Strategic Stocks and commodities	XX	XX
Acquisition of Land	XX	XX
Acquisition of Intangible Assets	XX	XX
<u>Financial Assets</u>		
Domestic Public Non-Financial Enterprises	XX	XX
Domestic Public Financial Institutions	XX	XX
Foreign financial Institutions operating Abroad	XX	XX
Other Foreign Enterprises	XX	XX
Foreign Payables - From Previous Years	XX	XX
Total	XX	XX

20 FINANCE COSTS, INCLUDING LOAN INTEREST

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Exchange Rate Losses	XXX	XXX
Interest Payments on Foreign Borrowings	XXX	XXX
Interest Payments on Guaranteed Debt Taken over by Govt	XXX	XXX
Interest on Domestic Borrowings (Non-Govt)	XXX	XXX
Interest on Borrowings from Other Government Units	XXX	XXX
Total	XXX	XXX

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)**Reports and Financial Statements****For the year ended June 30, 2014 (Kshs'000)****NOTES TO THE FINANCIAL STATEMENTS (Continued)****21 REPAYMENT OF PRINCIPAL ON DOMESTIC LENDING AND ON-LENDING**

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Repayments on Borrowings from Domestic	xxx	xxx
Principal Repayments on Guaranteed Debt Taken over by Government	xxx	xxx
Repayments on Borrowings from Other Domestic Creditors	xxx	xxx
Repayment of Principal from Foreign Lending & On – Lending	xxx	xxx
Total	xxx	xxx

22 OTHER EXPENSES

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Budget Reserves	xxx	xxx
Civil Contingency Reserves	xxx	xxx
Capital Transfers to Non-Financial Public Enterprises	xxx	xxx
Capital Transfer to Public Financial Institutions and Enterprises	xxx	xxx
Capital Transfer to Private Non-Financial Enterprises	xxx	xxx
Other expenses	xxx	xxx
Domestic Accounts	xxx	xxx
	xxx	xxx

23A: Bank Accounts

Name of Bank, Account No. & currency	Amount in bank account currency	Exc rate	2013 - 2014	2012 - 2013
			Kshs	Kshs
<i>Name of Bank, Account No. & currency</i>	xxx	xxx	xxx	xxx
<i>Name of Bank, Account No. & currency</i>	xxx	xxx	xxx	xxx
<i>Name of Bank, Account No. & currency</i>	xxx	xxx	xxx	xxx
Total				xxx

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

23B: CASH IN HAND

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Location 1	xxx	xxx
Location 2	xxx	xxx
Location 3	xxx	xxx
Other Locations (<i>specify</i>)	xxx	xxx
Total	xxx	xxx

[Provide cash count certificates for each]

23C: Cash equivalents (short-term deposits)

Name of Bank, Account No. & currency	Amount in foreign currency	Exchange rate	2013 - 2014	2012 - 2013
			Kshs	Kshs
<i>Describe the nature of deposit</i>	xxx	xxx	xxx	xxx
<i>Describe the nature of deposit</i>	xxx	xxx	xxx	xxx
<i>Describe the nature of deposit</i>	xxx	xxx	xxx	xxx
<i>Describe the nature of deposit</i>	xxx	xxx	xxx	xxx
Total			xxx	xxx

23D: OUTSTANDING IMPRESTS

Name of Officer or Institution	Date Imprest Taken	Amount Taken	Amount Surrendered	Balance
		Kshs	Kshs	Kshs
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
<i>Name of Officer or Institution</i>	dd/mm/yy	xxx	xxx	xxx
Total				xxx

[Include an annex of the list is longer than 1 page.]

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)

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NOTES TO THE FINANCIAL STATEMENTS (Continued)

24. BALANCES BROUGHT FORWARD

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Bank accounts	xxx	-
Cash in hand	xxx	-
Cash equivalents (short-term deposits)	xxx	-
Imprest	xxx	-
Total		-
<i>[Provide short appropriate explanations as necessary]</i>		

25. PRIOR YEAR ADJUSTMENTS

	2013 - 2014	2012 - 2013
	Kshs	Kshs
Bank accounts	xxx	-
Cash in hand	xxx	-
Cash equivalents (short-term deposits)	xxx	-
Imprest	xxx	-
Total		-

NATIONAL GOVERNMENT ENTITY - (indicate actual name of the entity)
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26. OTHER IMPORTANT DISCLOSURES

26.1: PENDING ACCOUNTS PAYABLE (See Annex 1)

	Kshs	Kshs
Construction of buildings	xxx	xxx
Construction of civil works	xxx	xxx
Supply of goods	xxx	xxx
Supply of services	xxx	xxx
	xxx	xxx

26.2: PENDING STAFF PAYABLES (See Annex 2)

	Kshs	Kshs
Senior management	xxx	xxx
Middle management	xxx	xxx
Unionisable employees	xxx	xxx
Others (<i>specify</i>)	xxx	xxx
	xxx	xxx

26.3: OTHER PENDING PAYABLES (See Annex 3)

	Kshs	Kshs
Amounts due to National Government entities	xxx	xxx
Amounts due to County Government entities	xxx	xxx
Amounts due to third parties	xxx	xxx
Others (<i>specify</i>)	xxx	xxx
	xxx	xxx

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27 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. We have nominated focal persons to resolve the various issues as shown below with the associated time frame within which we expect the issues to be resolved.

Referen ce No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue (Name and designation)	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)

Guidance Notes:

- (i) Use the same reference numbers as contained in the external audit report;
- (ii) Obtain the “Issue/Observation” and “management comments”, required above, from final external audit report that is signed by Management;
- (iii) Before approving the report, discuss the timeframe with the appointed Focal Point persons within your entity responsible for implementation of each issue;
- (iv) Indicate the status of “Resolved” or “Not Resolved” by the date of submitting this report to National Treasury.

Principal Secretary

Principal Accounts Controller

NATIONAL GOVERNMENT ENTITY - (Indicate actual name of the entity)

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ANNEX 1 - ANALYSIS OF PENDING ACCOUNTS PAYABLE

Supplier of Goods or Services	Original Amount	Date Contracted	Amount Paid To-Date	Outstanding Balance 2013	Outstanding Balance 2012	Comments
	a	b	c	d=a-c		
Construction of buildings						
1.						
2.						
3.						
Sub-Total						
Construction of civil works						
4.						
5.						
6.						
Sub-Total						
Supply of goods						
7.						
8.						
9.						
Sub-Total						
Supply of services						
10.						
11.						
12.						
Sub-Total						
Grand Total						

NATIONAL GOVERNMENT ENTITY - (Indicate actual name of the entity)

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ANNEX 2 - ANALYSIS OF PENDING STAFF PAYABLES

Name of Staff	Job Group	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2013	Outstanding Balance 2012	Comments
		a	b	c	d=a-c		
Senior Management							
1.							
2.							
3.							
Sub-Total							
Middle Management							
4.							
5.							
6.							
Sub-Total							
Unionisable Employees							
7.							
8.							
9.							
Sub-Total							
Others (specify)							
10.							
11.							
12.							
Sub-Total							
Grand Total							

NATIONAL GOVERNMENT ENTITY - (Indicate actual name of the entity)

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ANNEX 3 - ANALYSIS OF OTHER PENDING PAYABLES

Name	Brief Transaction Description	Original Amount	Date Payable Contracted	Amount Paid To-Date	Outstanding Balance 2013	Outstanding Balance 2012	Comments
		a	b	c	d=a-c		
Amounts due to National Govt Entities							
1.							
2.							
3.							
Sub-Total							
Amounts due to County Govt Entities							
4.							
5.							
6.							
Sub-Total							
Amounts due to Third Parties							
7.							
8.							
9.							
Sub-Total							
Others (specify)							
10.							
11.							
12.							
Sub-Total							
Grand Total							

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ANNEX 4 – SUMMARY OF FIXED ASSET REGISTER

Asset class	Historical Cost (Kshs) 2013/14	Historical Cost (Kshs) 2012/13
Land		
Buildings and structures		
Transport equipment		
Office equipment, furniture and fittings		
ICT Equipment, Software and Other ICT Assets		
Other Machinery and Equipment		
Heritage and cultural assets		
Intangible assets		
Total		