Nyandarua County Assembly

Finance Manual

Forward

The promulgation of the Constitution in the year 2010 brought about fundamental changes in the mode of governance in the Republic of Kenya. The change in governance structure saw the introduction of the county governments in line with Article 11 of the Constitution, which provides for recognition and formation of the county executives and county assemblies as the arms of a county government.

The two arms of the Nyandarua County Government, the Executive and the Assembly, rely heavily on national transfers as well as local revenue to fund their recurrent and development expenditures. The management of these funds requires a profound understanding of practices of handling public funds. This, therefore, calls for cascading down of the financial regulations and policies of the Government of Kenya

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In its effort to ensure that the County Assembly of Nyandarua, in executing its mandate, complies with constitutional provisions (especially Chapter Twelve) as well as other relevant Acts with regard to finances, the Nyandarua County Assembly Service Board (NYACASB) has developed this Financial Manual with the aim to ensuring that those concerned with finances, directly or indirectly, professionally adhere to the financial procedures and policies set out by the Government of Kenya. In complete regard of this, those concerned with finances, directly or indirectly, must within or without the Assembly take cognizance of and strictly adhere to the object and the bearing of this Financial Manual.

Hon. James Wahome Ndegwa
SPEAKER TO THE COUNTY ASSEMBLY

Preface

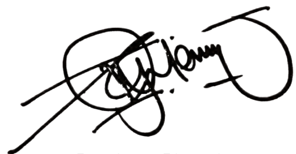
In compliance with the provisions of Chapter 12 and pursuant to Articles 10 and 232 of the Constitution of Kenya, the Nyandarua County Assembly Service Board has developed this Financial Manual that will guide the Assembly towards achieving the objects of the Constitution. The manual details financial procedures and policies to be followed by the Assembly in executing its representation, oversight and legislative roles.

The scope of the manual takes cognizance of emerging issues in public finance management such as IFMIS and E-procurement.

Acknowledgement goes to the Nyandarua County Assembly Service Board for laying down fundamental financial infrastructure, which includes establishment of a team of financial and accounting professionals and creation of an elaborate financial structure with an objective of promoting good financial management practices in line with Chapter Six of the Constitution.

I do acknowledge the efforts made and inputs given by the Members of County Assembly and the entire staff establishment, especially the team of officers from the Finance, the Audit and the Procurement Departments, in the production of the manual. They were instrumental in development and alignment of both the technical and non-technical aspects of the manual.

The manual is subject to various provisions of the Constitution and the relevant Acts, and its major intention is to promote understanding and application of various government policies and regulations that not only have financial implications but also guide expenditure of monies under the recurrent and development votes of the Assembly. The Manual is also intended for use by external partners of the Assembly.



Hon. Nderi Ndiani
CLERK, NYANDARUA COUNTY ASSEMBL

Contents

ACRONYMS AND ABBREVIATIONS

CEC	— County Executive Committee
CIDP	— County Integrated Development Plan
CoB	— Controller of Budget
CRA	— Commission On Revenue Allocation
ETR	— Electronic Tax Register
FO	— Finance Order
GFS	— Government Financial Statistics
HR	— Human Resource
IB	— Internet Banking
ICT	— Information Communication Technology
IFMIS	— Integrated Financial Management Information System
IPPD	— Integrated Personnel Payroll Database
IPSAS	— International Public Accounting Standards
LPO	— Local Purchase Order
LSO	— Local Service Order
NCA	— Nyandarua County Assembly
NYACASB	— Nyandarua County Assembly Service Board
PFMA	— Public Finance Management Act
PFO	— Principal Finance Officer
PPDA	— Public Procurement an Disposal Act
PPOA	— Public Procurement and Oversight Authority
PSASB	— Public Sector Accounting Standards Board
SRC	— Salary and Remuneration Commission

Introduction

This Financial Manual primarily describes the manner in which the Assembly should relate with internal and external clients while administering the Assembly finances in order to promote public finance principles. Further, it establishes accounting systems that shall promote prudent use of County Assembly resources. With regard to this Manual, it is acknowledged that the Clerk to the Assembly is the accounting officer in accordance with Section 148(4) of the Public Finance Management Act, 2012, and that the Office of the Clerk shall establish necessary financial systems and institutions to safeguard public finances.

Object of the Financial Manual

The manual brings to the fore various financial policies and regulations that affect the operations of the County Assembly by:

(a) Setting out a standardized accounting system for application by the Assembly;

(b) Giving direction on the manner in which the Assembly relates to the government financial policies and regulations;

(c) Providing a uniform understanding of financial procedures among the users of finances within and without of the Assembly;

(d) Reinforcing the application of prudent financial management practices;

(e) Creating an understanding of entities that handle financial matters by particularly defining their roles and responsibilities within the Assembly; and

(f) Integrating emerging issues in public finance management in the County Assembly.

Scope of the Manual

This Manual dictates the manner in which the Assembly shall apply government financial policies, circulars and guidelines in the process of executing its constitutional mandates. The Manual describes the financial procedures of the Assembly with regard to:

(a) Ethical practices;

(b) Accounting officer;

(c) Budgetary processes;

(d) Expenditures;

(a) Incomes;
(b) Financial reports;
(c) Financial documentation and accountable documents;
(d) Asset management;
(e) Directorate structures — roles and responsibilities; and
(f) Financial security issues.

Ethical Practices

- Ethics

All procurement activities shall be executed in consistence with the highest professional, ethical, and moral standards.

Accordingly, persons involved in the NCA functions shall not use their status within NCA for personal gain and must maintain honesty and fairness while performing their responsibilities.

- Conflict of Interest

Any employee, agent or member of the board or committee of NCA who has conflict of interest must observe the provisions of the Public Financial Management Act and Regulations.

- Confidentiality and Accuracy of Information

All employees or members of the board shall safeguard all information coming into their possession while executing their official duties. Section 44 of the PFMA, 2012 shall in this instance apply. All employees are obliged to inform the accounting officer of instances of breach of this manual within reasonable time.

- Collusion

No employee or member of the board shall collude or attempt to collude with any other person:

(a) To make any proposed price higher than otherwise has been the case;
(b) To have that other person refrain from submitting a tender, proposal or quotation.
(c) To withdraw or change the contents of a tender, proposal or quotation;
(d) To submit a tender, proposal or quotation with a specified price or with any specified inclusions or exclusions.

- Fraudulent Practice

No employee or member of the board shall be involved in a fraudulent practice in any procurement proceeding.

- Corrupt Practice

No employee or member of the board shall be involved in any corrupt practice in any procurement proceeding.

Accounting Officer

The accounting officer is appointed by a letter issued by NYACASB to be responsible for the financial business of the Assembly.

The accounting officer is personally responsible for aggregate accountability and is answerable to the County Assembly as per Section 149(1) of PFMA, 2012.

Where the accounting officer delegates authority, the principles of accountability shall extend to the officer to whom the authority has been delegated.

Duties and Function of an Accounting Officer in the County Assembly.

An accounting officer is accountable to the county assembly. The officer shall ensure that the resources of the entity for which the he/she is designated are used in a way that is—

1. (a) Lawful and authorized.

(b) Effective, efficient, economical and transparent.

(2) In carrying out a responsibility as (1) above, an accounting officer shall, in respect of the county Assembly;

(a) Ensure that all expenditure made by the entity complies with 1;

(b) Ensure that the entity keeps financial and accounting records that comply with this PFMA

(c) Ensure that all financial and accounting records that the NCA keeps in any form including in electronic form are adequately protected and backed up;

(d) Ensure that all contracts entered into by the NCA are lawful and are complied with;

(e) ensure that all applicable accounting procedures are followed when acquiring or disposing of goods and services and that, in the case of goods, adequate arrangements are made for their custody, safe guarding and maintenance;

(f) Prepare a strategic plan for the entity in conformity with the medium term fiscal framework and financial objectives of the county government;

(g) Prepare estimates of expenditure of the entity in conformity with the strategic plan referred to in (g) above;

(h) Not later than three months after the end of each financial year, prepare an annual financial statement for that financial year and submit it to the Auditor-General for audit, with a copy to the County Treasury;

(I) Try to resolve any issues resulting from an audit that remain outstanding;

(j) Manage the assets of the NCA to ensure that it receives value for money when acquiring, using or disposing of its assets;

(k) Dispose of assets at the most competitive price and at the lowest possible cost ensuring that the proceeds from all asset disposals are deposited in a bank account NCA;

(l) Ensure that NCA has adequate systems and processes in place to plan for, procure, account for, maintain, store and dispose assets, including an asset register that is current, accurate and available to the Auditor-General;

(m) Provide the County Treasury with any information it requires to fulfil its functions under this Act;

(n) Provide information on any frauds, losses, or any violations of PFMA and provide explanations for the actions taken to prevent similar conduct in future; and

(r) Carry out such other responsibilities as may be specified in the PFMA or regulations.

The accounting officer has the mandate to call upon any officer to whom authority has been delegated to be personally accountable for the disbursement/commitment of public funds.

The chain of accountability at all levels will only be meaningful if each level of responsibility has adequate means of controlling those officers to whom authority has been delegated.

The financial responsibilities of the accounting officer as per Section 149(2) of the PFMA, 2012 and government financial regulations include ensuring that:

- Funds entrusted on him/her are applied for the purpose intended by the County Assembly;
- All payments made by departments are within the ambit of vote of the votes and also covered by necessary statutory authority where necessary;
- Expenditure must not be incurred in excess of total sum authorised by the County Assembly;

· Public expenditure is incurred in respect to those services for which there is express Assembly approval and only within specific limits;

· There are adequate arrangements for custody and safeguarding of public property and that proper systems are followed for acquisition and disposal thereof;

· Proper financial and accounting records, which are capable of providing reliable information and basis for preparation and submission of periodic statements and accounts, are maintained;

· There is provided strategy for articulation of resources to objectives and their effective utilisation in achieving goals which have been predetermined after critical policy analysis or as per the strategic plan.

The accounting officer shall arrange activities of his office in a co-ordinated manner so as to facilitate execution of activities/services in order to be capable of controlling and adhering to the objectives of financial administration.

Budgeting

Budgeting within Nyandarua County Assembly is the process of allocating finances to defined plans that are informed by the Nyandarua CIDP and County Assembly Strategic Plan. This enables the Assembly to spend finances within the stipulated limits, creating a financial monitoring and evaluation mechanism. Nyandarua County Assembly should endeavour to develop its programmes with clear objectives and verifiable outputs annually so as to inform the Annual Development Plan. The programmes and strategic direction so desired further borrow from the departmental and committee work plans that are developed consultatively.

Legal Framework

Principles of public finance and budgeting are well articulated in Chapter 12 of the Constitution of Kenya. The Public Finance Management Act, 2012 requires that all government entities prepare programme-based budgets. Sections 125 through 131 of the Public Finance Management Act, 2012 illustrate the county government budget process.

The Functions of the Budget

The Assembly budget is mainly used;

1. To determine financial and other resources required to execute plans, strategic direction and services assigned to each committee, department and NYACASB;
2. As a requirement for requisition of funds from the County Revenue Fund;
3. To provide a basis for financial control, monitoring and lessons learnt therefrom;
4. As a basis of mobilizing finances from external avenues other than the National Government.

Importance of Budgeting

Budgeting helps in resource allocation amongst all the directorates according to their needs and priorities. In addition, it;

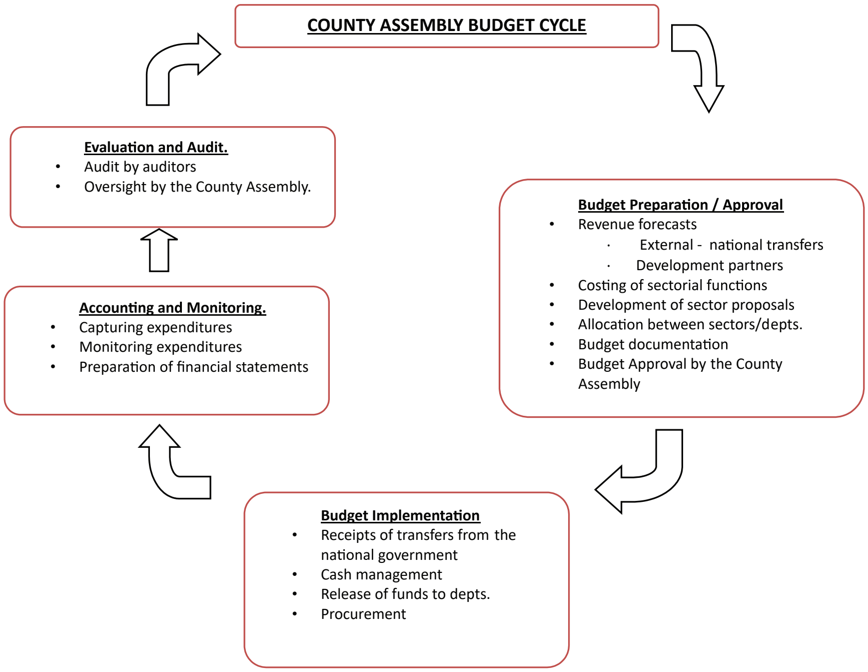
- Improves the efficiency and effectiveness in spending of public funds within the County Assembly. It also creates competition among the departments and acts as a staff motivator;

- Helps the Assembly in implementation of long term goals identified in the strategic plan by providing funding to this goals; and
- Helps in coordination of functions and activities amongst departments of the Assembly.

Budget Ceiling

The County Assembly ceiling for recurrent expenditure is set out by the Senate through the advice of the Commission on Revenue Allocation. Development expenditure ceilings are set out by the County Assembly through the County Fiscal Strategy Paper.

Summary of Budget Process



Budget Processes and Timelines

The Director of Budget, Finance and Economic Planning shall issue guidelines on the preparation of annual work plans.

All the directorates and departments shall prepare and present their work plans and respective budgets to the Directorate of Budget, Finance and Economic Planning

The Accounting Officer or any officer appointed by the accounting officer shall by 28th February of every year participate in the preparation of the County Fiscal Strategy Paper, so as to negotiate the Assembly's allocation for development and recurrent expenditures and make sure the Assembly's interests are protected.

Consultative meeting of the NYACASB and heads of departments shall be held with the agenda being departmental priorities and setting of departmental ceilings. The Director of Budget, Finance and Economic Planning shall coordinate the meeting and make sure it is held by 20th March of every year. The heads of department while preparing their budget proposals shall make sure that such proposals are anchored on the County Assembly strategic plan.

All the departments shall present their budget proposals for the following financial year to the Director of Finance for the next financial year by 31st March.

The Principal Finance Officer in consultation with the management committee shall consolidate annual budget estimates and present the same to NYACASB by 5th of April every year for consideration and approval with or without amendments. Such estimates shall be within the budget principles as set out in the Public Finance Management Act, 2012. They shall also be regulated by the ceilings set by the authorized commissions and the County Assembly.The NYACASB shall consider and approve the annual estimates by 15th April every year.

The accounting officer shall present the annual budget estimates to the County Assembly with a copy to CEC Member in charge of Finance and Economic Planning as stipulated under Section 129(3) the Public Finance Management Act, 2012. Such estimates shall be in the format prescribed by Part 14 of the Second Schedule to the said Act.

The County Assembly shall consider the annual estimates presented by the Clerk to the County Assembly for approval as per Section 131 (2), (3) (a) and (b) of the PFMA, 2012.The Clerk, in consultation with the County Treasury, shall prepare and present the cash projections for the following financial year before 15th June every year to the Controller for Budget in accordance with Section 127(1) of the Public Finance Management Act, 2012.

After the approval and the enactment of the Appropriations Bill, the Principal Finance Officer shall make sure that the approved budget estimates are uploaded onto the IFMIS with proper classification and coding through GFS codes.

The Procurement Department shall prepare procurement plan in consultation with other directorates to ensure smooth implementation of the annual budget. The Accounting Officer shall ensure that a vote book is maintained and updated regularly.

The Clerk to the County Assembly shall, before approving and/or authorizing, make sure that any commitments and/or expenditures are within the budget.

The Accounting Officer, in consultation with the County Treasury, shall forward the monthly budgetary requisitions to the Controller of Budget and make sure that such requisitions are in line with the approved budget and that all the relevant reports are filed to the satisfaction of the Controller of Budget.

The Accounting Officer shall advise the County Assembly Service Board, when necessary, on the preparation of supplementary budget and reallocation of votes to ensure smooth running and functioning of the County Assembly.

Procedure for Reallocation

When the annual estimates have been finally approved through an Appropriations Act, the expenditure of the financial year must be accepted as being definitely limited and arranged unless additional provision is required for services which;

a) Could not have been foreseen;
b) Cannot be postponed without detriment to the Assembly service; or
c) Will cause an excess on or cannot be properly charged to an existing head of the estimate in which case approval of the additional provision must be sought by a way of a supplementary estimate or a reallocation of existing funds within the provisions of the law.

Budgetary Control

The Accounting Officer of the County Assembly shall make sure that budget control and monitoring mechanisms are put in place and shall provide for feedback process and any other measures necessary for smooth, effective and efficient implementation of the County Assembly budget.

The expenditure on voted services is definitely limited and arranged by the estimates and no expenditure for which no provision has been included therein may be incurred.

Budget Review

The Accounting Officer of the County Assembly shall put in place mechanism for quarterly review of budget implementation by the County Assembly Service Board as formulated elsewhere in this Manual.

CHAPTER THREE
REVENUE

Revenue Mobilization

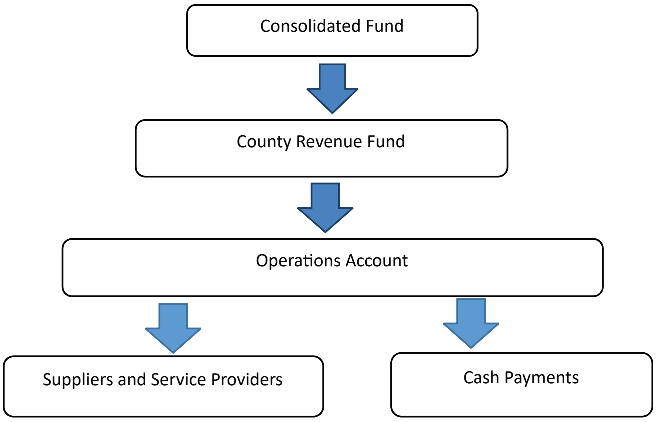
The County Assembly of Nyandarua funds its activities with money from the National Government allocation channelled through the County Treasury. However, NYACASB can mobilize external financing to supplement the same.

The main source of revenue shall be the exchequer as approved and appropriated by the County Assembly following the guidelines of the Commission on Revenue Allocation on funds utilized on recurrent operations.

Any monies received outside the County Revenue Fund shall be deposited in an account with commercial banks as approved by the NYACASB.

The law has set the manner in which funds shall move from the consolidated fund for use by the Assembly as illustrated bellow.

Flow of Funds



The consolidated fund account receives all the government revenue and management of outflow funds requires an act of parliament.

The County Revenue Fund receives all the County Government revenue, which includes transfers from the national government and local revenue. The Controller of Budget must approve any withdrawals from this account upon receiving requisition from the county government accompanied with the pre-requisite report. With the approval by the Controller of Budget funds are transferred to county operations account where suppliers and service providers are paid directly through the IFMIS. Transfers for cash payments and imprest can be done to commercial bank accounts.

Revenue from investment

The County Assembly may generate revenue from investing activities which may include fixed deposit accounts or any other investing activities as prescribed by the County Assemblies Services Board Act

Income from Disposal of Assets

The County Assembly may generate revenue from the disposal of fixed assets that have become unserviceable but should follow the provisions of public procurement and disposal act.

LOSSES AND WRITE OFFS

Losses

Losses refer to:-

(a) Loss of finances, e.g. cash, cheques, government securities, investment certificates and precious metals such as gold

(b) Loss of other assets such as equipment (e.g. computers, printers, furniture and fittings);

(c) Theft of stores and other items;

(d) Loss of vehicles, plant and machinery due to theft;

(e) Damage to movable and immovable property excluding normal wear and tear;

(f) Payments and compensations to third parties arising from vehicle and other accidents, litigation claims, professional fees and fines to the extent that these are not recoverable from the insurers or other third parties.

(g) Unauthorized use of stores, vehicles, buildings, equipment or other property;

(h) All other losses including those due to rapid obsolescence of equipment and inventories;

(I) Payments made or liabilities incurred without or in excess of any statutory, administrative, or any other authority, and similar payments arising from incorrect certificates, and irregular or excess issues of stores or rations.

Reporting of Losses

When a loss is discovered a written report shall be made to the Accounting officer with copies to: principal Finance officer and Head of Internal Auditor.

In all cases an investigation will be instituted by the relevant investigating body, e.g. Internal Audit, and the Security Section where necessary.

Write Offs
Write-offs refer to approval to charge losses to the respective expenditure votes. The write-offs shall be incorporated in the financial statements after due process is undertaken
No write-offs shall be made except with the approval of the Accounting Officer.

CHAPTER FOUR

EXPENDITURE

Expenditure Limited by Estimates
The expenditure on voted services is definitely limited and arranged by the estimates and no expenditure for which no provision has been included therein may be incurred. Accounting officers are required to ensure that services are planned on such a scale that the existing provision for expenditure will not be exceeded.

Authorisation of Payment Vouchers
An accounting officer, or any officer delegated by him may authorize expenditure chargeable to the votes provided that such expenditure is in accordance with any regulation, scale, tariff, contract or agreement that may be applicable.

Classification of Expenditure
Government expenditures are classified into two main categories of recurrent and development for the purpose of budgeting and authorization of spending.
This categorization enables the government to plan the spending and allocation of financial resources according to the priorities as identified in the strategic plan and annual operating budgets for its services and activities.

a) The Recurrent Expenditure

The recurrent expenditure relates to the costs of running the services and activities of the departments and the operating costs of existing and new facilities put in place through the implementation of the development projects and programmes.

b) Development Expenditure

The development expenditure is related to the costs of specific development projects and programmes which are implemented through the various departments.

The Standard Expenditure Items Codes
For the purpose of financial management and controls expenditure is further broken down and grouped in accordance with standard classification item codes to show the nature of the expenses, services, activities, projects and

programmes on which costs will be incurred. More details of expenditure item analysis are as per the GFS codes established in the IFMIS.

Vote Control Procedures

Any officer who holds any post involving, in any degree, the management of public funds, and in particular every officer to whom power to expend or receive funds is delegated must act in the Assembly's interest and should in his/her own interest be aware of the essentials of vote control.

Vote Book

The Accounting Officer will cause records to be kept in such a form as will, in respect of each year votes, clearly show at any time;

a) The total amount of expenditure sanctioned for service of the year,

b) The amount of the expenditure charged: and

c) Any further known liabilities in respect of the year.

Vote Book Entries

Having opened the vote book, the head of accounting unit must ensure that:

a) Every payment voucher processed is entered in the vote book

b) After each voucher entry the actual total payments figure is amended

c) Every commitment is entered

After the entry of a commitment the total commitment figure plus the total payments are obtained, from which the balance available is computed.

When a commitment becomes an actual transaction, it is reversed and the total commitments figure and the total payments figure are adjusted accordingly.

Every voucher originated must have a serial number allocated.

Voucher Processing

Supporting Documents Requirements for F.O 20

1. Fully authorized LPO/LSO.
2. Delivery note.
3. Inspection report
4. Invoice
5. Supplier details and IFMIS number.

The processing of vouchers at the paying station shall be done in accordance with standard processing routines. These routines are meant to document and enforce strict control over the flow of vouchers in order to avoid processing payment of forged and invalid vouchers.

The accountant in charge of various sections through which the vouchers must pass in the course of being processed should at all times ensure that every movement of vouchers is documented in registers and signed by receiving sections.

The number of registers to be maintained for processing vouchers shall be determined by the organization but a minimum of three registers shall be maintained;

(a) Imprest Register

(b) Movement register for subsistence allowance (F.O 22)

(c) Supplier Payment Voucher F.O 20

DEBIT NOTE-

It will be issued by the supplier where the costs of goods/services delivered is higher than the prices as indicated in the LSO/LPO. These however must be confirmed by the officer incharge of procurement by issuing a confirmation LPO/LSO to adjust the amount.

CREDIT NOTE

It will be issued by the supplier where the costs of goods/services delivered is lower than the prices as indicated in the LSO/LPO. These however must be confirmed by the officer in charge of procurement. The credit note shall be attached to the payment voucher and should reconcile the difference of the amount between the LPO/LSO and the payment voucher.

The payments will be effected by completing forms F.O 20 or F.O 22, whichever is appropriate, which have been designed for exclusive use in respect of expenditure on voted provisions. The forms are suitably annotated in order to show the sections which have to be completed by different officers who are involved in their processing.

Flow of the Voucher

Voucher Preparation

Payments have to be processed immediately in respect of demand for settlement of goods and services which have been supplied /rendered to the Assembly in accordance with valid regulations, scales, tariffs, contracts, agreements and which have been supported by LPOs, LSOs, invoices or receipts duly confirmed by the receiving officers.

Voucher Examination

A voucher shall be subjected to scrutiny by a team of examiners to ascertain the following;

a) That the expenditure is in conformity with the authority governing the payment.

b) That the payment is supported by appropriate certificates and/or duly certified invoices, receipts bills, LPOs or LSOs and a proof of acknowledgement of receipt of goods and services.

c) That the payment voucher is complete in all aspects and all payment procedures have been complied with

When the examination is completed the examining officer will issue a certificate and thereafter pass the voucher to the vote book control section.

Vote Book Control

The officer in charge of vote book control section will enter the payment in the vote book and complete the appropriate certificates to indicate that the expenditure has been entered in the vote book and to show the balance of funds remaining after each payment.

The officer in charge of vote book control section shall at all times ensure that there exists a budget allocation to meet expenditure of each payment required and that the allocation has not and will not be exceeded as a result of the payment.

The Principal Finance Officer shall approve the movement of the payment voucher out of the finance department.

Authorization and Approval

Payment vouchers which shall satisfy the requirements above shall thereafter be passed to the officer in charge of finance, who shall approve by appending his/her signature and forward them to the Clerk for final authorization for payment to be done by the accounts office or IFMIS section.

IFMIS/ IB

IFMIS Process

Integrated Financial Information System is a system used in public finance management. This system was introduced in the Counties through Articles 190, 226(1) and 201 (on principles of public finance) of the Constitution of Kenya and Section 12 (1)(e) of the PFMA, 2012.

Core uses of IFMIS in the county government include:

a) Plan to Budget (P2B)

It's a fully intergraded system that links planning, policy objective and budget allocation.

b) Procure to Pay (P2P)

This is the whole process of e-Procurement from requisition, tendering, evaluation, contract award and payment.

c) Revenue to Cash (R2C)

This involves collection, recording, classification and reporting of revenues and up-to-date information on the financial position and real time production of financial reports in compliance with reporting standards provided by the Public Sector Accounting Standards Board.

A payment voucher shall follow the following process in the IFMIS;

INVOICING	This is initial process of data capture
VALIDATION	It involves examination of the voucher
APPROVAL	It's the process of getting authority to pay
PAYMENTS	Endorsing the payments into the internet banking

Internet Banking

This is actually transfer of money from the account in the central bank to the relevant account of the payee.

Ledger Accounts

During the month the financial transactions will continue to be keyed into the ledger and at the end of every month a trial balance and extracts of computer generated statements of every ledger account will be produced.

Pending Bills.

Pending bills arise as a result of unsettled commitments at the end of a financial year. The Accounting officer shall ensure that all commitments are done before 31st May of each financial year. However, this should not affect operations of the county Assembly.

In the event that there are unpaid suppliers, the Officer in charge of finance shall forward the pending bills to the Controller of budget and commissioner of revenue allocation.

The accounting officer shall ensure that the pending bills are captured in the supplementary budget appropriately.

At the beginning of the following financial year, the accounting officer shall cause the above mentioned pending bills to be paid before any other payments in the respective budget items.

CHAPTER FIVE

EMPLOYEE ALLOWANCES

Introduction

In accordance with the SRC Circular issued from time to time, County Assembly employees shall be paid the stipulated salaries. New officers shall join the salary scale at the minimum point on the date of appointment and progress annually to the maximum level.

According to Employment act and public civil service manuals, a person engaged by the Nyandarua County Assembly will be paid full salary from the date of assumption of duty.

Salary will include basic pay, house allowance, leave allowance, overtime allowances and other allowances as stipulated by Salaries and Remuneration Commission (SRC). (Refer to HR Manual)

Preparation of the Payroll

The payroll shall be prepared by the HR department through the IPPD system and submitted to the accounts department for payment.

Payment

The accounts department shall prepare payment vouchers and ensure that they are authorized by the Accounting Officer. Salary payment shall be done through the IFIMIS and paid through personal bank accounts provided by the officer.

Cash payment of salaries shall not allowed.

Net salaries will be deposited in the bank accounts by end of every month or any other practicable date.

Staff Allowances

The employees are entitled to the following allowances among others:

i. Overtime Allowance

According to the human resource manuals, officers who are in Job Group L and below shall benefit from overtime allowance. Overtime shall be computed in excess of 40 hours per week at the rate of one and a half times the officer's basic salary during working days and two times the officer's basic hourly rate during weekends and public holidays. This shall be computed and paid at the end of the month as part of the gross salary.

Services Board shall be compensated as follows;

ii. Task For ce Allowance

According to SRC Circular referenced SRC/ADM/CIR/1/13 (122), or any other circular issued for that matter, committees appointed by the County Assembly

Category	Rates Per Day (Ksh.)
Chairperson	5,000.00
Member	3,000.00
Secretariat	2,000.00
Driver	1,000.00

i. Airtime Allowance

This will be implemented as per the ICT Policy.

ii. Meal Allowance

According to SRC Circular referenced SRC/TS/HRCOH/3/25, or any other circular issued for that matter, an officer shall be entitled to a meal allowance when on official duty outside his/her work station but during such a duty he/she does not qualify for accommodation allowance.

Job Group	Equivalent CASB salary scale)	Breakfast (Ksh)	Meals (Ksh.)
s	12	1000	2000
P-R	9-11	750	1500
K-N	5-8	500	1000
G-J	4	300	750

Staff Car Loan and Mortgage Scheme

In accordance with SRC Circular referenced SRC/ADM/CIR/1/13 Vol.111 (128), or any other relevant circular, officers shall be entitled to car loan and mortgage commencing from 1st January 2015.

The County Assembly shall prepare appropriate regulations to guide the processing of the benefits of its employees.

The County Assembly shall create a fund into which all monies appropriated for the car loan and mortgage shall be deposited and managed as per the regulations.

Thresholds

Beneficiaries' Job Group and Equivalent CASB Scale	Car Loan	Mortgage Scheme
S — (12)	Up to Kshs.4 Million	Up to Kshs. 20 Million
P-R — (9-11)	Up to Kshs.3 Million	Up to Kshs. 15 Million
K-N — (5-8)	Up to Kshs.1.5 Million	Up to Kshs. 10 Million
G-J — (3-4)	Up to Kshs.800,000	Up to Kshs. 6 Million

Interest Rate Charge

The rate of interest applicable to both the car loan and mortgage shall be (3%) per annum on a reducing balance for the duration of the loan, unless advised otherwise by SRC.

Repayment Duration and Termination of the Scheme

The duration of the repayment shall be a maximum of twenty (20) years for mortgage scheme and five (5) years for car loan.

Where the employee leaves the County Assembly for whatever reason other than disciplinary grounds, the terms of the loan remain in force and do not change for the life of the loan unless in cases of default in which case it reverts to commercial rates,

Loan Repayment

This will be done through the check-off system, the human resource department shall be responsible for ensuring that deductions are properly done through the payroll.

(Refer to Human Resource Manual for all policies and procedures related to the staff).

MCAs Benefits and Allowances

i. Gratuity

A member of the County Assembly shall be entitled to a gratuity that will be computed at a rate of 31% of the basic salary which is 60% of the specified monthly remuneration package.

ii. Airtime Allowance

According to SRC Circular as issued from time to time and/or gazette notices as issued by SRC, this allowance shall be paid to the Speaker and the MCAs. These officers shall be given airtime vouchers equivalent to the value of their entitlement or if cash is preferred, the allowance shall be paid through the payroll and subjected to tax. The Speaker shall be entitled to Kshs.10,000 and an MCA Ksh.5,000.

MCAs Car Loan and Mortgage Scheme

According to SRC Circular referenced SRC/TS/GOVT/3/16 and dated 27th November, 2013, or any other circular as issued by SRC from time to time, all MCAs will be entitled to a car loan of Kshs.2 Million and mortgage of Kshs.3 Million payable with interest rate of 3% p.a. The loan shall be repayable within five years or before the end of term of office, whichever comes earlier.

Travel Allowances (Per Diem)

allowances made by and employer to his/her employee while the employee is on official duties outside the workstation. The allowance is computed and paid according to SRC Circular referenced SRC/ADM/CIR/1/13 Vol. III (126) and dated 10th December, 2014 or any other circular issued from time to time.

Procedure

An officer going out of the workstation shall follow the following procedure in order to be paid travel allowances;

i. Seek authorization in form of a letter to the accounting officer to leave the workstation,

ii. Upon proper authorization the officer shall duly fill an imprest warrant for approval,

iii. Money is then deposited to the officer's bank account, after approval and authorizations

iv. Upon completion of the task, the officer surrenders the imprest by remitting relevant documents, which may include attendance registers, receipts etc.

v. Any money that remains unsurrendered should be banked immediately or deposited with the issuing Accountant.

vi. Where the officer fails to surrender the imprest after the completion of the activity, the officer in charge of finance shall forward a list of all outstanding unsurrendered travel imprest to the Accounting officer for authorization of immediate recovery.

If the funds are not available at the time of leaving the duty station, the officer concerned shall write a request for authority to spend from his/her personal savings.

In case an officer leaves without being given the imprest he/she shall claim for travel allowance by filling FO 22 voucher and attaching proper documents to support the claim. Such documents include:

For training

- Letter of Authority
- Certificate of participation
- Travel documents i.e receipts for transport and work tickets.
- Back to office report.

For Workshops

- Letter of Authority
- Travel documents i.e receipts for transport and work tickets.
- Back to office report or reference.

For Conference

(E.g. Devolution conference, CAF etc.)

- Authority letter duly approved.
- Travel documents to account for the days.
- Back to office report.
- Attendance register

Travel and subsistence allowance is guided by various Policies and Acts, which inform on;

a) Rates applicable for different cadres of employees to whom the per diem is payable,

b) Rates applicable to different geographical zones,

c) Rates applicable where duties involve overseas travel

d) Justification for the rates used in relation to the cost of living

e) Procedure for accounting of per diem

Transport Refund

This is money refunded to officers who go to work outside the official workstation but are not provided with official means of transport.

Upon returning to the office, the officer shall for the money expensed on transport by proof of official receipts or mileage claim forms.

Where members of staff are not provided with an official vehicle, they may be authorized to use their personal vehicles by the clerk, and shall claim for mileage allowance as per the AA rates upon returning to the office.

The Members of the County Assembly are eligible for transport allowance while on official duties outside the official workstation. This allowance differs according to different geographical zones as stipulated in the CASB resolutions.

CHAPTER SIX
IMPREST MANAGEMENT

Introduction

Pursuant to Section 152 (1-5c) of the PFMA, 2012 public officers may receive a cash advance to enable them make payment for the entity or in the course of their duties. This advance is treated as an imprest and should be duly surrendered. The procedures outlined in the aforementioned section of the PFMA, 2012 regulate the process of requisition and surrender of the imprest.

Definition of Imprest

An imprest is cash advance which is paid to an officer to enable him/her carry out a specific function within a specified period. It must be accounted for on the date shown on the warrant. It can also be defined as a form of cash advance or a "float" which the Accounting Officer may authorize to be issued to officers who in the course of their duty are required to make payments, which cannot conveniently be made through the cash office.

Determination of Level of Imprest Threshold

In determining the level of imprest, many factors need to be considered but in the interest of economy and as a matter of prudence, an imprest should be fixed at the lowest figure compatible with requirements. The Accounting Officer decides on the nature of duty to be undertaken and the need for the imprest to be issued. The amount of imprest should be reasonable and not excessive. An imprest is issued for specific purpose and any payments made from it must be only for the purpose specified.

Types of Imprests

Imprest are of three (3) types: temporary (safari) imprest, standing imprest and special imprest.

1. **Temporary (Safari) Imprest**

These are issued mainly in respect of official journeys and are intended to provide officers with funds with which they can meet travelling, accommodation and incidental expenses.

Before issuing temporary imprests, it shall be determined that;

a) Adequate funds are available for the item of expenditure.

b) The main objective of the journey cannot be achieved by other cheaper means.

c) Applicants do not have outstanding imprests (that is previous imprests which they have not accounted for yet)

d) The accountant in charge of the imprest section has certified on the imprest warrant that the applicant does not have an outstanding imprest and that he/she has recorded in the imprest register the amount of imprest applied for.

e) The vote book controller has certified that adequate funds are available against the relevant items of expenditure to meet the proposed expenditure.

Timeline for Surrender of Temporary Imprest

A holder of temporary imprest is supposed to account for or surrender the same within seven days on completion of the specified purpose or from the date the imprest was issued.

In the event that the imprest holder fails to account for or surrender the imprest on the due date, the Accounting Officer is required to take immediate action to recover the full amount from the salary of the defaulting officer.

In order to effectively manage and control the issue of temporary imprests, it is necessary to ensure that no second imprest is issued to any officer before the first imprest is surrendered or recovered in full from his salary.

Recovery of Temporary Imprest

The imprest officer should provide the details of unsurrendered imprest to the Accounting Officer for recovery at the end of each month. Imprest shall be recovered in full from the officer's gross salary.

In addition, the Accounting Officer may take disciplinary action against the officer concerned for abuse of the imprest.

1. **Standing Imprest**

Standing imprest involves personal responsibility as it is issued to an officer in his/her own name and not to the holder of an office. An example of standing imprest is the ward office facilitation imprest.

When the imprest holder leaves the service, or is transferred, he/she must surrender the total imprest (cash plus payment vouchers which amount to a fixed level of the imprest). A new imprest is issued to his/her successor.

The standing imprest is intended to be in operation for a time and requires bringing the cash level of the advance continuously up to the agreed fixed level by systematic reimbursement of expenses.

The holder of a standing imprest must keep a cash book to record all receipts and the balance on hand must match with the cash balance.

Moreover, in the absence of any receipts, the actual cash balance plus expenses paid (represented by payment vouchers) should equal at all times the fixed level of the imprest for which the imprest holder is personally responsible.

At monthly accounting dates, and also when the imprest holder needs to have his/her funds replenished, he/she will send an abstract and analysis of his/her cash book, together with originals of the supporting payment vouchers, to the accounts section.

If the accounts section is satisfied that the expenditure has actually been incurred, that is, has been incurred for the intended purposes and that there is no irregularity in the payment vouchers, it will arrange for the analyzed expenditure to be posted to the various expenditure heads and items and arrange for cash to be transferred to the imprest holder so as to "top up" his/her fund.

In addition, the head of accounts section will ensure frequent spot checks of the imprest are made by a responsible officer as follows:

(a) Count the cash on hand,
(b) Confirm that the actual cash on hand corresponds with the balance on hand as recorded in the cash book,
(c) Confirm that all movements (expenses and receipts) since the last check have been properly recorded in the cashbook,
(d) Confirm that all movements (expenses and receipts) since the last check have been properly documented; and
(e) Ensure that the documents justify the difference between the fixed imprest level and the actual cash balance.

1. Special Imprest

Special imprest are issued to cover expenses connected with special duties.

The receiver of special imprest must certify that the expenditure has been properly incurred and was not for his personal benefit.

Controls of Imprests

Imprest should always be issued on the basis of an imprest warrant form which must be duly filled in all aspects.

Imprest must be given for a specific purpose. The amount required must be properly analyzed in the application/requisition and should be limited to the proportion of expenditure likely to be incurred, in case of standing imprest. Only one imprest shall be issued at a time. Not more than one imprest shall be issued to one officer at one time.

Imprest should not be allowed to contradict other procurement procedures and regulations. Cash purchase should be limited to the authorized level. The procurement department should be involved in advancing any imprest to procure items (e.g. kitchen consumables, fuel, etc.) or services (e.g. repair and maintenance).

Imprest must be surrendered on due dates. Safari imprests should be surrendered 48 hours after completion of the duty. Standing imprest must be surrendered on due date e.g. end of financial year/period of use. Special imprest must be supported immediately with a certificate and a declaration by the Accounting Officer.

Imprests must only be issued for official purposes.
The Accounting Officer should recover imprests from defaulters and take disciplinary action against the latter.
Maintenance of surrender charts for standing imprests should be done to ensure that they are surrendered as frequently as required.
Use of registers should be exercised to ensure that necessary references are made for follow-up on defaulters.

Procedure for Issuing Imprest

An imprest warrant book, which must be serialized and in quadruplicates, shall be issued from the stores.
An officer requiring imprest shall apply in writing to the Accounting Officer who shall, if satisfied that there is a genuine need for imprest, authorize the application and duly filled imprest warrant.
The application shall be submitted to the head or deputy head of the accounting unit who, after verifying the applicant's personal particulars, will record the same in a register and approve and sign on top of the warrant before passing the same to the imprest section for processing.
At the imprest section the accountant in charge shall have received a duly authorized imprest requisition form/memo before authorizing the applicant to fill the imprest warrant. Moreover, the accountant shall;

(a) Verify the applicant's personal particulars
(b) Confirm that the applicant has no outstanding imprest
(c) Confirm that the expenditure is in conformity with the budget
(d) Record the application details in the imprest register
(e) Sign the warrant and then forward it to the examination section in a register

The accountant in-charge of Examination Section shall verify and confirm that the chargeable account and signature of those who have signed are correct and pass the same in a register to the vote book control section.
The Accountant in-charge of the Vote Book Control Section shall enter the commitment against the expenditure account and then send the warrant in a register to the head of the unit or the deputy for authorization. The warrant shall then be forwarded to cash office or the payment section.

Cash Office

On receipt of the imprest warrant the cashier shall:

a) Verify the warrant and pay the applicant on proper identification and stamp all the copies with paid stamp.

b) Give the copy to the payee and return the triplicate (book copy) to the Accounting Officer in a register.

c) Post the original warrant in the cash book and return the duplicate copy to the impress section in a register.

The cashier shall retain the original imprest warrant as part of his/her cash in hand.

Procedure for Surrendering Imprest

In addition to other supporting documents, every payment voucher for surrender of imprest must be supported by a copy of the warrant. The payment voucher for surrender of imprest must be accompanied with receipt voucher for the same amount as the imprest and will pass through all the stages of voucher processing up to the cash office.

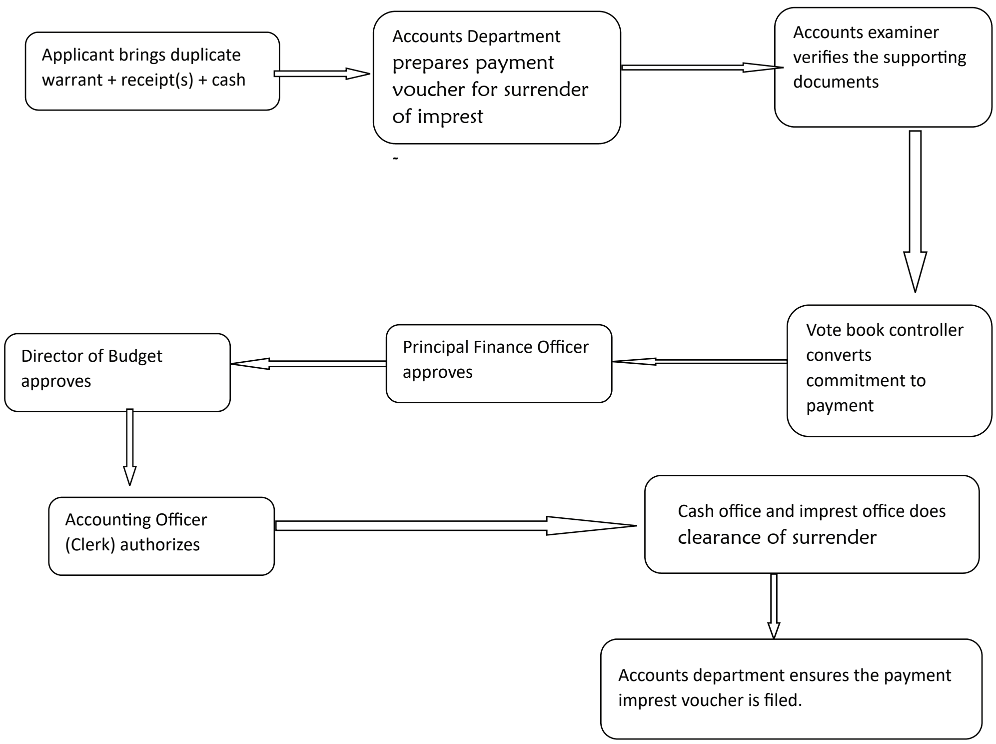
At the cash office the cashier shall:

a) Issue an official receipt for the imprest being surrendered. (The official receipt issued must distinctly indicate the amount surrendered by way of voucher and the amount surrendered by way of cash).

Get miscellaneous receipt from the Government printers.

b) Attach a copy of the official receipt to the accompanying voucher for surrender of the imprest.

Imprest Surrender Procedure



Petty Cash

Petty Cash provides a source of funds to effectively and efficiently purchase low value, low risk and infrequent purchases. It is maintained on an imprest system and provides departments with ready cash for payment of small incidental expenditures such as postage and other office costs when it is impractical to use normal accounts payable process.

The petty cash fund established shall;

a) Be maintained by the cashier on the imprest system and shall be kept in safe custody.
b) Be fixed and its total cash "float" shall not be varied without the prior approval of the accounting officer.

A general petty cash management system shall be used to control petty cash. The petty cash float will be maintained at a specific amount and is reimbursed at regular intervals on the basis of vouchers showing the payments which have been made using petty cash. The petty cash holder/accountant shall make an application for the petty cash, which upon the approval of the director of finance and the accounting officer, funds are transferred to his/her bank account. This petty cash holder shall be the custodian of this

petty cash fund and shall be held personally accountable for its accountability.

When the petty cash fund is reduced to a balance that can no longer support its purpose, a replenishment of the fund shall be made. Replenishment of petty cash fund is subject to prior satisfactory accountability of the previous advances. Accountability of such advances must be properly supported by the related documents justifying the expenditure to which the imprest has been spent. This shall be done by the accountant designated to handle petty cash.

This reconciliation, along with a petty cash replenishment voucher shall be submitted to the accounting officer for review and approval. The accountability must include detailed supporting documents for the expenditure without which the payee shall be required to refund the cash advanced.

Petty cash payments shall be made only on the basis of suitably authorized petty cash vouchers which should be under sequential control. These vouchers shall be retained for future reference. For any expenditure from the petty cash fund, the accountant in charge of petty cash must fill a petty cash voucher, which must be properly authorized. To ensure sound internal control, the accounting officer shall ensure that the payee has accounted for the advance within two working days after the date of disbursement and any amount not properly accounted for or supported may be charged to the personal account of the payee.

The accountant entrusted with the petty cash fund shall keep a file containing all documentation relating to the petty cash disbursements, filed chronologically. The petty cash fund shall be securely kept in the office cash safe. The head of the accounting department shall carry out regular surprise cash counts on petty cash fund.

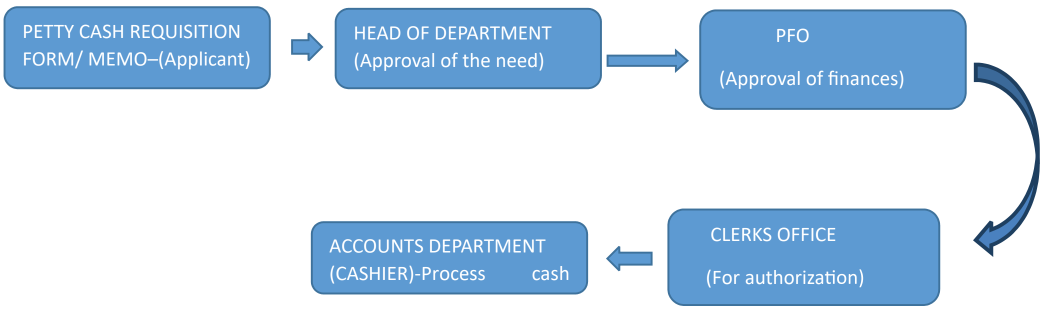
The cash on hand and the total expenditure from the petty cash including outstanding imprest warrants issued from petty cash should at any given time equate to the total petty cash advanced.

All petty cash requests shall be approved by the Clerk or his/her designated officer.

The head of finance shall regularly spot-check the petty cash, document his findings and report any anomaly in the petty cash "float" to the Clerk.

No officer shall be advanced more than thirty thousand Kenya shillings from the petty cash fund per request.

The cashier shall maintain a petty cashbook.



CHAPTER SEVEN

BASIS OF ACCOUNTING AND REPORTING

The County Assembly of Nyandarua shall apply IPSAS as the basis of accounting. Under this basis of accounting, the financial statements will recognize past transactions involving receipt of cash and payments as well as obligation to pay cash and/or potential to deliver services in future.

Accountable Documents

Accountable documents are forms and documents which, when completed may be exchanged or negotiated for money, goods or services. In general, each entry in the books of account must be supported by proper accounting documents having at least the following characteristics;

- Explains the nature and details of the transaction being recorded and showing the date of its occurrence.
- Shows the persons who have authorized the transaction and the dates of authorization.
- Show the full budget code, selected from the established uniform chart of accounts to which the transaction is allocable.
- Shows evidence that the prices involved were decided on the basis of arm-length negotiation, and that as far as possible third party invoices or cash acknowledgement documents have been obtained and properly filed.
- The dates the transaction was posted to the books of accounts and the persons responsible for that posting.

Examples of the accountable documents are;

- ✓ Local purchase orders
- ✓ Local Service orders
- ✓ Payment vouchers
- ✓ Petty cash vouchers
- ✓ Receipt books
- ✓ Credit notes
- ✓ Store inventory records
- ✓ Stores requisition books
- ✓ Imprest warrants

These documents must be securely stored preferably in a safe and issued in a consecutive sequence of serial numbers.

A register of accountable documents shall be maintained to record; the date they were received, first and last serial number, the date they were issued and the name and signature of the officer to whom they were issued.

The used accountable documents shall be maintained for the periods specified in the PFM regulations as tabulated here below

S/NO	Type of Document	Preservation period
1	Principal Ledger	10 Years
2	Cash Book	10 Years
3	Journals	3 Years
4	Payment Voucher	5 Years
5	Paid Cheques or Electronic Payments	3 Years
6	Completed Indent Warrant	12 months after the end of the financial year to which they relate
7	Completed Order Form	12 months after the end of the financial year to which they relate
8	Duplicate Receipt	12 months after the end of the financial year to which they relate
9	Duplicate Payment voucher	12 months after the end of the financial year to which they relate
10	Receipt books fully used, obsolete or partly usedt	6 months after date of completion but must be inspected by the Auditor General and the disposal noted in the main counterfoil receipts and book registers.

Any damaged or spoilt accountable document shall be cancelled and a note made in the register. Lost accountable documents shall be reported in writing to the accounting officer where the report shall contain an explanation of how the loss occurred and any remedial actions taken.

Books Of Accounts

In accordance with Section 98 of the Financial Regulations for Counties, the Accounting Officer shall maintain a cashbook showing all the receipts and payments made and shall maintain other books and registers as may be necessary for proper generation of final accounts and financial statements.

Various books of accounts shall be maintained by the County Assembly of Nyandarua. These will include;

a) A manual or electronic cashbook for every bank account where all transactions involving receipts and payments are recorded. This will be periodically compared with the IFMIS cash book under revenue to cash.

b) A real-time vote book that shall be used to monitor budget implementation and expenditure by items, ensuring all payments and commitments are within the approved budget. The vote book shall record and monitor at any given time the commitments, expenditure and the remaining fund allocations. It shall be reconciled on a quarterly basis with the warrants issued by the county treasury and the IFMIS in built vote book.

c) A general ledger for all the accounts, showing actual expenditure commitments and fund balance at any given time and eventually at the end of the year.

d) A manual or electronic journal, which will keep a record of unusual movement between accounts. It will be used to record any double entries made which do not arise from other books of original entry, opening of the accounts at the beginning of the financial year, passing audit adjustments, budget reallocations, correction of errors and transfers of funds and expenditure between accounts. All the journal vouchers shall be duly authorized by the director of finance or any other officer authorized by him and whenever necessary, these vouchers shall show the reason for the adjustment.

e) The Finance department in conjunction with the procurement department shall ensure that all the County Assembly assets are clearly tagged before they are issued to the user department. The finance department shall maintain an up to date fixed assets movement schedule clearly indicating the addition and disposal done during the year. The accountant in charge of financial reporting shall ensure a proper fixed assets register is maintained indicating clearly the balances carried forward. The fixed assets balance carried forward shall be taken to the financial statements without any amendments.

FinancialReporting

Sections 122, 124, 158, 163, 164 and 166 of the PFMA, 2012 specify monthly, quarterly and annual reporting requirements. The County Assembly of Nyandarua shall prepare and submit the following reports;

Monthly Reports

The following reports and books of accounts shall be prepared and submitted on monthly basis;

Quarterly Reports

Pursuant to section 166 of PFM act, 2012, an accounting officer of a government entity shall prepare a report of its financial status for each quarter of the financial year. In view of this, the accounting officer shall cause to be prepared the financial statements on quarterly basis and forward to the CECM for Finance and Economic planning not later than 15 days after the end of each quarter. In addition, the following reports shall be prepared to accompany these financial statements;

i. An income and Expenditure statement for all recurrent and development expenditure for the quarter ended;

ii. A budget execution report showing the year to date performance in comparison to the budget;

iii. A statement of financial position as at the last day of the quarter.

The following reports shall also be prepared on a quarterly basis and submitted accordingly;

a) Quarterly financial statements, fifteen (15) days after the end of each quarter, to the audit committee and to the NYACASB.

b) A report of salary advances and imprest issued to the employees and the MCAs showing the details of the imprest issued, purpose of the imprest as well as surrendered and unsurrendered amounts as at quarter end.

c) A creditors aging report indicating the name of the creditor, description of goods supplied or services rendered, transaction date and the amounts involved. This will help monitor the payables and keep in check the pending bills at any given time. This report will be submitted to the director of finance by the 10th day after the end of each quarter with copies made to the Controller of budget.

Annual Reporting

According to section 162 of the PFM act, 2012, at the end of each financial year an accounting officer shall cause to be prepared annual financial statements in accordance with the forms designed and prescribed by the Public Sector Accounting Standards Board. Before these financial statements are prepared, there will be some preliminary procedures that will be followed latest by 20th day of July, the following financial year.

End Year Closing Procedures

The director in charge of finance and accounting shall ensure that the following end year procedures are carried out promptly and accurately;

1. Close the cash book to establish the closing balances,
2. Request for certificate of bank balances from banks,
3. Ensure all transactions for the year have been posted in the general ledger,
4. Analyze all account balances,
5. Pass the necessary journals,
6. Close the general ledger and extract the trial balance for final reporting,
7. Prepare the financial statements as per the Public Sector Accounting Standards Board (PSASB).

The financial statements shall be prepared by 20th of August every year and shall include the following;

- An income and expenditure statement for all recurrent and development expenditure
- A budget execution report showing the year performance in comparison to the budget
- A summary statement of appropriation as at the year end
- The statement of cash flows
- A statement of financial position as at the year end
- Notes to the financial statements

These financial statements shall be submitted according to the following timelines;

a) To the Audit committee, by 25th of August every year.
b) To the National treasury for quality review, by 31st August every year.
c) The feedback from the audit committee and the National treasury shall be reviewed and considered for adoption by 7th of September each year.
d) The final financial statements shall be presented to the CASB by 15th of September every year.
e) The financial statements shall be submitted to the Auditor General, by 30th September with copies to the County treasury, National treasury, Office of the controller of budget and the Commission of revenue allocation.