*Revised 30th June 2024*



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**RECEIVER OF REVENUE**

*(County Government of XX)*

**REVENUE STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED**

**30TH JUNE 20xx**

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

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# 

# Acronyms and Definition of Key Terms

1. *Acronyms*

CA County Assembly

COB Controller of Budget

CRF County Revenue Fund

FY Financial Year

IPSAS International Public Sector Accounting Standards

NT National Treasury

OSR Own Source Revenue

PFMA Public Finance Management Act

PSASB Public Sector Accounting Standards Board

ROR Receiver of Revenue

1. *Key terms*

Comparative FY Comparative Prior Financial Year

Fiduciary Management The key management personnel who had financial responsibility.

*(Entity to insert all the relevant acronyms and key terms used in the annual report and financial statements)*

# Key Entity Information and Management

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

1. **Background information**

The *receiver of revenue* is under the Department of xxx. At the County Executive Committee level, the *receiver of revenue* is represented by the County Executive committee member for …, who is responsible for the general policy and strategic direction of the *receiver of revenue.* The *receiver of revenue* is designated as a receiver on xxx by the County Executive Committee member for Finance, in accordance with section 157 of the PFM Act.

1. **Principal activities**

The receiver of revenue collects revenue and remits to the County Revenue Fund (CRF).

1. **Key Management Team**

The County Government of xxx’day-to-day management of revenue is under the following:

* County Executive Committee Member for Finance - ….
* Chief Officer, Finance ...
* Chief Officers, in charge of departments collecting revenue …
* Director, Revenue…
* Head of Revenue Reporting…

**Key Entity information and Management (continued)**

1. **County Headquarters**

P.O. Box XXXXX

XXX Building/House/Plaza

XXX Avenue/Road/Highway

XXX, KENYA

1. **Entity Contacts**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX.go.ke

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

1. **Independent Auditor**

Office of The Auditor General

Anniversary Towers, University Way

P. O. Box 30084

GPO 00100

Nairobi, Kenya

1. **Bankers** *(include all collection banks***)**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX.go.ke

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

1. **Principal Legal Adviser**

Telephone: (254) XXXXXXXX

E-mail: XXXXXXXX.go.ke

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

1. **County Attorney**

*(list details of other County Attorneys if any.)*

# Foreword By the CECM Finance and Economic Planning

*(Put the foreword note by the CECM. (One -two pages)*

*The CECM finance to highlight the performance of the Receiver of Revenue for the year under review. The CECM may highlight on a high level the general economic outlook for the year, any impediments or accelerators of revenue collection in the county, and the local business environment. This report will indicate the revenue collected, the sources of revenue, and the disbursements made to the CRF. It may also contain the collected revenue compared to the budgeted revenues, reasons for the under/ over performance and mitigating measures.*

|  |
| --- |
| **………………………………………….** |
| **CECM Finance and Economic Planning** |
| **County Government of XXX** |

# Management Discussion and Analysis

(*Two- three pages)*

*(Under this section, the management gives a report on the operational and financial performance of the Receiver of Revenue for the last three-to-five-year period and any other information considered relevant to the users of the financial statements. Comparison of budgeted and actual collections can also be done over a three-to-five-year period.)*

*(Management should also explain in detail any challenges encountered with revenue collection and the mitigating factors employed to overcome the challenges.)*

*(The management should make use of tables, graphs, pie charts and other descriptive tools to make the information as understandable as possible.)*

**Sign……………….………..**

**Name……………………….**

**County Receiver of Revenue**

# Statement of Receiver of Revenue’s responsibilities

Section 165 (1) of the Public Finance Management Act, 2012 requires that, at the end of each financial year, a receiver of revenue for a county government shall prepare an account in respect of the revenue collected, received and recovered by the receiver during that financial year.

The Receiver of Revenue is responsible for the preparation and presentation of the *receiver of revenue account*, which gives a true and fair view of the state of affairs of the *receiver of revenue* 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 statement of assets and liabilities 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 Receiver of Revenue in charge accepts responsibility for the *entity’s receiver of revenue* accounts, which have been prepared on the Accrual Basis method of financial reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards (IPSAS) and relevant legal framework of the Government of Kenya. The Receiver of Revenue is of the opinion that the *entity’s receiver of revenue* account gives a true and fair view of the state of *entity’s receiver of revenue* transactions during the financial year ended June 30, 20xx, and of the *entity’s* statement of assets and liabilities as at that date. The Receiver of Revenue further confirms the completeness of the accounting records maintained, which have been relied upon in the preparation of the *receiver of revenue* *account* as well as the adequacy of the systems of internal financial control.

The Receiver of Revenue confirms that the *entity* has complied fully with applicable Government Regulations and the terms of external financing covenants (where applicable). The Receiver of Revenue confirms that the revenue statements have been prepared in a form that complies with relevant accounting standards as prescribed by the Public Sector Accounting Standards Board of Kenya.

**Approval of the Revenue Statements**

The *revenue* statements were approved and signed by the Receiver of Revenue on …… xxx

|  |
| --- |
| **……………………………….** |
| **Name…………………………** |
| **County Receiver of Revenue** |

# Report of the Independent Auditor on the xx Receiver of Revenue for the year ended 30th June 20xx

# Statement of Revenue and Disbursements for the year ended 30th June 20xx

|  |  |  |
| --- | --- | --- |
|  | **Note** | **Insert current FY** |
|  |  | **Kshs** |
| **Revenue from non-exchange transactions** |  |  |
| Cess | 6 | xxx |
| Land Rates | 7 | xxx |
| Single/Business Permits | 8 | xxx |
| Property Rent | 9 | xxx |
| Conservancy Administration | 10 | xxx |
| Administration Control Fees and Charges | 11 | xxx |
| Other Fines, Penalties, And Forfeiture Fees | 12 | xxx |
| Public Health Service Fees | 13 | xxx |
| Physical Planning and Development | 14 | xxx |
| Donations/Grants Not Received Through CRF | 15 | xxx |
| **Total Revenue from non-exchange transactions** |  | **xxx** |
| **Revenue from exchange transactions** |  |  |
| Parking Fees | 16 | xxx |
| Market Fees | 17 | xxx |
| Advertising | 18 | xxx |
| Hospital Fees | 19 | xxx |
| Hire of County Assets | 20 | xxx |
| Sale of assets | 21 | xx |
| Park Fees | 22 | xxx |
| Miscellaneous receipts | 23 | xxx |
| **Total Revenue from exchange transactions** |  | **xxx** |
|  |  |  |
| **Total Revenues** |  | **xxx** |
| Disbursements To CRF |  | (xxx) |
| Bank charges | 24 | (xxx) |
| Waivers and exemptions | 25 | (xxx) |
| Bad debts written off | 26 | (xxx) |
| Provision for bad debts | 27 | (xxx) |
| **Total Disbursements and other charges** |  | **(xxx)** |
| **Balance Due for Disbursement and Collection** |  | **xxx** |

The accounting policies and explanatory notes to these revenue statements form an integral part of the revenue statements. These revenue statements were approved on \_\_\_\_\_\_\_\_\_\_\_ xxx and signed by:

|  |  |
| --- | --- |
| **…………………………………….** | **……………………………………….** |
| **Name** | **Name** |
| **County Receiver of Revenue** | **Head of Revenue Reporting** |
| ***(Ref: PFM ACT section 165, 2(a)*** | ***ICPAK M/No*** |

# Statement of Financial Position as at 30th June 20xx

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note** | **Insert current**  **FY** | **Opening Statement 1st July 20xx** |
|  |  | **Kshs** | **Kshs** |
| **Current Assets** |  |  |  |
| Cash and Cash Equivalents | **28** | xxx | xxx |
|  |  |  |  |
| Receivables from non-Exchange transactions | **29** | xxx | xxx |
| Receivables from Exchange transactions | **30** | xxx | xxx |
| **Total Current Assets** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Total Assets** |  | **xxx** | **xxx** |
|  |  |  |  |
| **Financial Liabilities** |  |  |  |
|  |  |  |  |
| Payables-Due to CRF | **31** | xxx | xxx |
|  |  |  |  |
| **Total Financial Liabilities** |  | **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 \_\_\_\_\_\_\_\_\_\_\_ 20xx and signed by:

|  |  |
| --- | --- |
| **…………………………………….** | **……………………………………….** |
| **Name** | **Name** |
| **County Receiver of Revenue** | **Head of Revenue Reporting** |
|  | ***ICPAK M/No*** |

# Statement of Cash Flows for the Year Ended 20xx

|  |  |  |
| --- | --- | --- |
|  | **Note** | **Insert current FY** |
|  |  | **Kshs** |
| **Operating Activities** |  |  |
| **Receipts** |  |  |
| Cess |  | xxx |
| Land Rate |  | xxx |
| Single/Business Permits |  | xxx |
| Property Rent |  | xxx |
| Conservancy Administration |  | xxx |
| Administration Control Fees and Charges |  | xxx |
| Other Fines, Penalties, And Forfeiture Fees |  | xxx |
| Public Health Service Fees |  | xxx |
| Physical Planning and Development |  | xxx |
| Donations/Grants Not Received Through CRF |  | xxx |
| Parking Fees |  | xxx |
| Market Fees |  | xxx |
| Advertising |  | xxx |
| Hospital Fees |  | xxx |
| Hire of County Assets |  | xxx |
| Sale of assets |  | xx |
| Park Fees |  | xxx |
| Miscellaneous receipts |  | xxx |
| **Total Receipts** |  | **xxx** |
|  |  |  |
| **Payments** |  |  |
| Disbursements To CRF |  | (xxx) |
| Bank charges |  | (xxx) |
| **Total Payments** |  | **(xxx)** |
|  |  |  |
| **Net Cash from operating Activities** |  | **xxx** |
|  |  |  |
| Cash and Cash Equivalent as at 1st July xx | 28 | xxx |
| **Cash and Cash Equivalent as at 30th June xx** | 28 | **xxx** |

# Statement of Comparison of budget vs Actual Amounts for the Period Ended 30th June 20xx

| **Receipts** | **Original Targets** | **Adjustments** | **Final Targets** | **Actual On Comparable Basis** | **Budget Realization Difference** | **% of Realization** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C=A+B** | **D** | **E=C-D** | **F=D/C %** |
|  | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** | **Kshs** |
| **County Own Source Revenue** |  |  |  |  |  |  |
| Cess | xx | xx | xx | xx | xx | xx |
| Land Rate | xx | xx | xx | xx | xx | xx |
| Single/Business Permits | xx | xx | xx | xx | xx | xx |
| Property Rent | xx | xx | xx | xx | xx | xx |
| Parking Fees | xx | xx | xx | xx | xx | xx |
| Market Fees | xx | xx | xx | xx | xx | xx |
| Advertising | xx | xx | xx | xx | xx | xx |
| Hospital Fees | xx | xx | xx | xx | xx | xx |
| Public Health Service Fees | xx | xx | xx | xx | xx | xx |
| Physical Planning and Development | xx | xx | xx | xx | xx | xx |
| Hire of County Assets | xx | xx | xx | xx | xx | xx |
| Conservancy Administration | xx | xx | xx | xx | xx | xx |
| Administration Control Fees and Charges | xx | xx | xx | xx | xx | xx |
| Proceeds from sale of assets | xx | xx | xx | xx | xx | xx |
| Park Fees | xx | xx | xx | xx | xx | xx |
| Other Fines, Penalties, and Forfeiture Fees | xx | xx | xx | xx | xx | xx |
| Miscellaneous Receipts | xx | xx | xx | xx | xx | xx |
| **Total County Own Source Revenue** | xx | xx | xx | xx | xx | xx |
| **Other Receipts** |  |  |  |  |  |  |
| Donations /Grants Not Received Through CRF | xx | xx | xx | xx | xx | xx |
| **Total Other Receipts** | xx | xx | xx | xx | xx | xx |
| **Total Receipts** | xx | xx | xx | xx | xx | xx |

[*Provide below a commentary on significant under realisation (below 90% of realisation) and any over realisation]*

1. *xxxx*
2. *xxxx*
3. *xxxx*
4. *xxxx*

(Explain *whether the changes between the original and final are as a result of reallocations within the budget or other causes as per IPSAS 24.* *A reconciliation should be presented where the actual on comparable basis does not tie with the underlying primary financial statements.)*

The County Receiver of revenue’s financial statements were approved on \_\_\_\_\_\_\_\_\_\_\_ 20xx and signed by:

|  |  |
| --- | --- |
| **…………………………………….** | **……………………………………….** |
| **Name** | **Name** |
| **County Receiver of Revenue** | **Head of Revenue Reporting** |
|  | ***ICPAK M/No*** |

# 

# Notes to the Financial Statements

1. **General Information**

xxx Receiver of Revenue was appointed by the CEC member of Finance of xxx County Government in accordance with section 157 of the PFM Act. The Entity’s principal activity is xxx as outlined in the appointment letter and section 157 of the PFM Act.

1. **Statement of Compliance and Basis of Preparation**

The revenue statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS) Accrual Basis of Accounting and relevant legal framework of the County Government *xxx*. The financial statements comply with and conform to the form of presentation prescribed by the Public Sector Accounting Standards Board of Kenya.

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

1. **Adoption of New and Revised Standards**
2. ***New and amended standards and interpretations in issue effective in the year ended 30 June 2024*.**

There were no new and amended standards issued in the financial year.

1. ***New and amended standards and interpretations in issue but not yet effective in the year ended 30 June 2024****.*

| **Standard** | **Effective date and impact:** |
| --- | --- |
| IPSAS 43 | ***Applicable 1st January 2025***  The standard sets out the principles for the recognition, measurement, presentation, and disclosure of leases. The objective is to ensure that lessees and lessors provide relevant information in a manner that faithfully represents those transactions. This information gives a basis for users of financial statements to assess the effect that leases have on the financial position, financial performance and cashflows of an Entity.  The new standard requires entities to recognise, measure and present information on right of use assets and lease liabilities.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 44: Non- Current Assets Held for Sale and Discontinued Operations | ***Applicable 1st January 2025***  The Standard requires,  Assets that meet the criteria to be classified as held for sale to be measured at the lower of carrying amount and fair value less costs to sell and the depreciation of such assets to cease and:  Assets that meet the criteria to be classified as held for sale to be presented separately in the statement of financial position and the results of discontinued operations to be presented separately in the statement of financial performance.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 45- Property Plant and Equipment | ***Applicable 1st January 2025***  The standard supersedes IPSAS 17 on Property, Plant and Equipment. IPSAS 45 has additional guidance/ new guidance for heritage assets, infrastructure assets and measurement. Heritage assets were previously excluded from the scope of IPSAS 17 in IPSAS 45, heritage assets that satisfy the definition of PPE shall be recognised as assets if they meet the criteria in the standard. IPSAS 45 has an additional application guidance for infrastructure assets, implementation guidance and illustrative examples. The standard has clarified existing principles e.g valuation of land over or under the infrastructure assets, under- maintenance of assets and distinguishing significant parts of infrastructure assets.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 46  Measurement | ***Applicable 1st January 2025***  The objective of this standard was to improve measurement guidance across IPSAS by:   1. Providing further detailed guidance on the implementation of commonly used measurement bases and the circumstances under which they should be used. 2. Clarifying transaction costs guidance to enhance consistency across IPSAS; 3. Amending where appropriate guidance across IPSAS related to measurement at recognition, subsequent measurement and measurement related disclosures.   The standard also introduces a public sector specific measurement bases called the current operational value.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 47- Revenue | ***Applicable 1st January 2026***  This standard supersedes IPSAS 9- Revenue from exchange transactions, IPSAS 11 Construction contracts and IPSAS 23 Revenue from non- exchange transactions. This standard brings all the guidance of accounting for revenue under one standard. The objective of the standard is to establish the principles that an entity shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flow arising from revenue transactions.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 48- Transfer Expenses | ***Applicable 1st January 2026***  The objective of the standard is to establish the principles that a transfer provider shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of expenses and cash flow arising from transfer expense transactions. This is a new standard for public sector entities geared to provide guidance to entities that provide transfers on accounting for such transfers.  ***State the expected impact of the standard to the Entity if relevant*** |
| IPSAS 49- Retirement Benefit Plans | ***Applicable 1st January 2026***  The objective is to prescribe the accounting and reporting requirements for the public sector retirement benefit plans which provide retirement to public sector employees and other eligible participants. The standard sets the financial statements that should be presented by a retirement benefit plan.  ***State the expected impact of the standard to the Entity if relevant*** |

1. ***Early adoption of standards***

The Entity did not early – adopt any new or amended standards in the financial year or *the entity adopted the following standards early (state the standards, reason for early adoption and impact on entity’s financial statements.)*

1. **Significant Accounting Policies**

The principal accounting policies adopted in the preparation of these revenue statements are set out below:

1. **Revenue from non-exchange transactions**

**Fees, taxes, fines and charges**

The *Receiver of Revenue* recognizes revenues from fees, taxes, fines and charges when the event occurs and the asset recognition criteria is met. Other non-exchange revenues are recognized when it is probable that the future economic benefits or service potential associated with the asset will flow to the Entity and the fair value of the asset can be measured reliably.

1. **Revenue from exchange transactions**

**Rendering of services**

The *Receiver of Revenue* recognizes revenue from rendering of services by reference to the stage of completion when the outcome of the transaction can be estimated reliably. The stage of completion is measured by reference to labour hours incurred to date as a percentage of total estimated labour hours. Where the contract outcome cannot be measured reliably, revenue is recognized only to the extent that the expenses incurred are recoverable.

**Sale of goods**

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Entity.

**Interest income**

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset’s net carrying amount. The method applies this yield to the principal outstanding to determine interest income each period.

**Dividends**

Dividends or similar distributions must be recognized when the shareholder’s or the Entity’s right to receive payments is established.

**Notes to the Financial Statements (Continued)**

**Summary of Significant Accounting Policies (Continued)**

**Rental income**

Rental income arising from operating leases on investment properties is accounted for on a straight-line basis over the lease terms and included in revenue.

1. **Budget**

The County Revenue budget is developed on cash basis. The budget has the same accounts classification basis, and for the same period as the financial statements. The County budget was approved as required by law. The original budget was approved by the County Assembly on xxx for the period 1st July 20xx-1 to 30 June 20xx. There was *xxx* number of supplementary budgets passed in the year. A high-level assessment of the County’s actual performance against the comparable budget for the financial year under review has been included in these financial statements.

The *Entity’s* budget is prepared on a different basis to the actual income and expenditure disclosed in the financial statements. The financial statements are prepared on accrual basis using a classification based on the nature of expenses in the statement of financial performance, whereas the budget is prepared on a cash basis. The amounts in the financial statements were recast from the accrual basis to the cash basis and reclassified by presentation to be on the same basis as the approved budget. A comparison of budget and actual amounts, prepared on a comparable basis to the approved budget, is then presented in the statement of comparison of budget and actual amounts. In addition to the Basis difference, adjustments to amounts in the financial statements are also made for differences in the formats and classification schemes adopted for the presentation of the financial statements and the approved budget. A statement to reconcile the actual amounts on a comparable basis included in the statement of comparison of budget and actual amounts and the actuals as per the statement of financial performance has been presented under section *xxx* of these financial statements.

1. **Cash and cash equivalents.**

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value. Bank account balances include revenue collection accounts held at Commercial banks.

**Notes to the Financial Statements (Continued)**

**Summary of Significant Accounting Policies (Continued)**

1. **Revenue in Arrears**

Revenue in arrears relate to revenue earned and is yet to be received or collected by the receiver of revenue. These arrears are presented as receivables from exchange and non- exchange transactions in the statement of financial position. These receivables are assessed for impairment on a continuous basis. The details of these arrears are presented as an appendix to the financial statements under the statement of arrears as required under the PFM Act, 2012 Section 165 (2) (b).

1. **Disbursements to CRF**

The Receiver of Revenue has an arrangement for transfer of funds from its bank account to the CRF account. Total disbursements to the CRF are as a result of the transfer arrangement during the year. (*Include the receiver’s actual policy on disbursements whether weekly, monthly….)*

1. **Payables due to CRF**

These relate to amounts yet to be disbursed to the County Revenue Fund at the end of the period. The amount also includes monies that are yet to be collected by the receiver of revenue at the end of the reporting period.

1. **Comparative Figures**

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

1. **Subsequent Events**

There have been no events subsequent to the financial year end with a significant impact on the revenue statements for the year ended June 30, 20xx

**Notes to the financial statements**

1. **Significant Judgments and Sources of Estimation Uncertainty**

The preparation of the *Entity's* financial statements in conformity with IPSAS requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period. However, uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of the asset or liability affected in future periods.

***State all significant judgements, estimates and assumptions made:***

**Estimates and assumptions.**

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are described below. The Entity based its assumptions and estimates on parameters available when the financial statements were prepared. However, existing circumstances and assumptions about future developments may change due to market changes or circumstances arising beyond the control of the Entity. Such changes are reflected in the assumptions when they occur.

**Provisions**

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions is included in Note xxx. Provisions are measured at the management's best estimate of the expenditure required to settle the obligation at the reporting date and are discounted to present value where the effect is material.

***(include provisions applicable for your organisation e.g. provision for bad debts, nd how management estimates these provisions).***

**Notes to the Financial Statements**

1. **Cess**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Farm produce | xxx |
| Quarrying | xxx |
| Livestock | xxx |
| Fish farming | xxx |
| Others (*specify)* | xxx |
| **Total** | **xxx** |

1. **Land rates**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Land rates | xxx |
| Land penalties and interest | xxx |
| Arrears | xxx |
| **Total** | **xxx** |

1. **Single /Business Permits**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Business permit application fees | xxx |
| Annual Business permit fees | xxx |
| Business permit penalties and interest | xxx |
| Business permit fees arrears | xxx |
| **Total** | **xxx** |

**Notes to the Financial Statements (continued)**

1. **Property Rent**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Comparative FY** |
|  | **Kshs** |
| County Housing | xxx |
| Plot Rent | xxx |
| Tenancy Agreement | xxx |
| Transfer of Property | xxx |
| Stalls/kiosks rent | xxx |
| Others *(Specify)* | xxx |
| **Total** | xxx |

1. **Conservancy Administration**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Refuse disposal fees | xxx |
| Dumpsite fees | xxx |
| Sewerage fees | xxx |
| Sale of seedlings | xxx |
| Public cemetery | xxx |
| Disposal of carcasses | xxx |
| Noise control | xxx |
| Others (*Specify)* | xxx |
| **Total** | xxx |

1. **Administration Control Fees and Charges**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Weights and measures | xxx |
| Fire Services | xxx |
| Liquor licenses | xxx |
| Betting levy | xxx |
| Others (*Specify)* | xxx |
| **Total** | xxx |

**Notes to the Financial Statements (continued)**

1. **Other Fines, Penalties and Forfeitures**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Impounding Fees | xxx |
| Towing Fees | xxx |
| Others (*Specify)* | xxx |
| **Total** | **xxx** |

1. **Public Health Service Fees**

| **Description** | **Insert**  **Current FY** |
| --- | --- |
|  | **Kshs** |
| Inspection of buildings/premises/Institutions | xxx |
| Inspection for issuance of hygiene license | xxx |
| Vaccination: Yellow fever, Typhoid, etc | xxx |
| Applications for medical examination | xxx |
| Sanitation inspection for schools | xxx |
| Public health permit | xxx |
| Rodent Control/Fumigation | xxx |
| Others *(Specify)* | xxx |
| **Total** | xxx |

**Notes to the Financial Statements (continued)**

1. **Physical Planning and Development**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Sale of County planning documents | xxx |
| Land valuation and registration fees | xxx |
| Change / Renewal of user | xxx |
| Building plans approval | xxx |
| Signboards | xxx |
| Occupational Permits | xxx |
| Enforcement / Demolition | xxx |
| Architectural designs by county officers | xxx |
| Hoarding fees | xxx |
| Others (Specify) | xxx |
| **Total** | xxx |

1. **Donations and Grants Not Received Through CRF**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Donations *(Specify Based on Source)* | xxx |
| Grants *(Specify Based on Source)* | xxx |
| Others *(Specify)* | xxx |
| **Total** | **xxx** |

**Notes to the Financial Statements (continued)**

1. **Parking Fees**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Street parking fees | xxx |
| Monthly toll/sticker fees | xxx |
| Motorbike fees | xxx |
| Registration fees | xxx |
| Reserved parking | xxx |
| Bus Park fees | xxx |
| Others (*Specify*) | xxx |
| **Total** | **xxx** |

1. **Market Fees**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Market entry fees | xxx |
| Hawking fees | xxx |
| Others (*Specify)* | xxx |
| **Total** | xxx |

1. **Advertising**

|  |  |
| --- | --- |
| **Descriptions** | **Insert**  **Current FY** |
|  | **Kshs** |
| Branding | xxx |
| Billboard advertising | xxx |
| Signage | xxx |
| Roadshows | xxx |
| Banners | xxx |
| Posters | xxx |
| Tent advertising | xxx |
| Street pole/clock advertising | xxx |
| others *(Specify)* | xxx |
| **Total** | xxx |

**Notes to the Financial Statements (continued)**

1. **Hospital Fees**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Level 5 hospitals | xxx |
| Level 4 hospitals | xxx |
| Others (*Specify*) | xxx |
| **Total** | xxx |

1. **Hire Of County Assets**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Agricultural Mechanisation Services (AMS) | xxx |
| Hire of Machines and Equipment | xxx |
| Hire of County Stadia | xxx |
| Hire of County Halls | xxx |
| Conference facilities/Agricultural Training Centers (ATC) | xxx |
| Others (*Specify*) | xxx |
| **Total** | xxx |

1. **Sale of assets.**

|  |  |
| --- | --- |
|  | **Insert**  **Current FY** |
|  | **Kshs** |
| Receipts from Sale of Buildings | xxx |
| Receipts from Sale of Vehicles and Transport Equipment | xxx |
| Receipts from Sale of Plant Machinery and Equipment | xxx |
| Receipts from Sale of Certified Seeds and Breeding Stock | xxx |
| Receipts from Sale of Strategic Reserves Stocks | xxx |
| Receipts from Sale of Inventories, Stocks and Commodities | xxx |
| Disposal and Sales of Non-Produced Assets | xxx |
| **Total** | xxx |

**Notes to the Financial Statement (Continued)**

1. **Park Fees**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Lodge Tariffs and levies | xxx |
| Park entry fees | xxx |
| Filming and Photography fees | xxx |
| Camping fees | xxx |
| Balloon landing fees | xxx |
| Others *(Specify)* | xxx |
| **Total** | **xxx** |

1. **Miscellaneous Revenues**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Dividends | xxx |
| Interest | xxx |
| Commissions | xxx |
| **Others** *(Specify)* | xxx |
| **Total** | **xxx** |

1. **Bank Charges**

|  |  |
| --- | --- |
| **Description** | **Insert Current**  **FY** |
| **Kshs** |
| Bank Charges & commissions | xxx |
| **Total** | **xxx** |

**Notes to the Financial Statement (Continued)**

1. **Waivers and Exemptions**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Penalties | xxx |
| Interest | xxx |
| **Others** *(Specify)* | xxx |
| **Total** | **xxx** |

1. **Bad debts written off.**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Bad debts written off (*Specify revenue stream*) | xxx |
| **Total** | **xxx** |

1. **Provision for bad debts**

|  |  |
| --- | --- |
| **Description** | **Insert**  **Current FY** |
|  | **Kshs** |
| Provision for bad debts (*Specify revenue stream*) | xxx |
| **Total** | **xxx** |

**Notes to the Financial Statement (Continued)**

1. **Cash and Cash Equivalents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Bank, Account No. & currency** | **Amount** | **Exc. rate (if in foreign currency)** | **Insert**  **Current FY** | **Opening Statement**  **1st July 20xx** |
|  |  |  | **Kshs** | **Kshs** |
| Name of Bank, Account No. & currency | xxx | xxx | xxx | xxx |
| Name of Bank, Account No. & currency | xxx | xxx | xxx | xxx |
| Name of Bank, Account No. & currency | xxx | xxx | xxx | xxx |
| Cash at Hand |  |  | xxx | xxx |
| **Total** | **xxx** |  | **xxx** | **xxx** |

1. **Receivables for non-exchange transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Insert Current FY** | **Opening**  **Statement 1st July 20xx** |
| **Kshs** | **Kshs** |
| **Receivables** |  |  |
| *Specify the various categories* | xxx | xxx |
|  | xxx | xxx |
| Sub total |  |  |
| Less impairment Allowance |  |  |
|  |  |  |
| **Total** **Current** **Receivables** | **xxx** | **xxx** |

*(Provide brief explanation on current receivables*)

**Ageing analysis for Receivables from Non-exchange transactions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Insert Current FY** | | **Opening Statement**  **1st July 20xx** | |
|  | **Current FY** | **% of the total** | **Opening Balance** | **% of the total** |
|  | **Kshs** |  | **Kshs** |  |
| Less than 1 year | xxx | % | xxx | % |
| Between 1- 2 years | xxx | % | xxx | % |
| Between 2-3 years | xxx | % | xxx | % |
| Over 3 years | xxx | % | xxx | % |
| **Total (a+b)** | **xxx** | **%** | **xxx** | **%** |

**Notes to the Financial Statement (Continued)**

**Reconciliation for Impairment Allowance on Receivables from Non-Exchange Transactions**

|  |  |
| --- | --- |
| **Impairment allowance/ provision** | **Insert Current FY** |
| **Kshs** |
| At the beginning of the year | Xxx |
| Additional provisions during the year | Xxx |
| Recovered during the year | (xxx) |
| Written off during the year | (xxx) |
| At the end of the year | **Xxx** |

1. **Receivables from exchange transactions**

|  |  |  |
| --- | --- | --- |
| **Description** | **Insert Current FY** | **Opening Statement**  **1st July 20xx** |
| **Kshs** | **Kshs** |
| **Total receivables** |  |  |
| *Specify items the various category* | xxx | xxx |
|  | xxx | xxx |
| Less: impairment allowance | (xxx) | (xxx) |
| **Total receivables** | **xxx** | **xxx** |

**Ageing analysis for total receivables in exchange transactions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Insert Current FY** | | **Insert**  **Comparative FY** | |
|  | **Current FY** | **% of the total** | **Comparative**  **FY** | **% of the total** |
|  | **Kshs** |  | **Kshs** |  |
| Less than 1 year | xxx | % | xxx | % |
| Between 1- 2 years | xxx | % | xxx | % |
| Between 2-3 years | xxx | % | xxx | % |
| Over 3 years | xxx | % | xxx | % |
| **Total (a+b)** | **xxx** |  | **xxx** |  |

**Notes to the Financial Statement (Continued)**

**Reconciliation for Impairment Allowance on Receivables from Exchange Transactions**

|  |  |
| --- | --- |
| **Impairment allowance/ provision** | **Insert Current FY** |
| **Kshs** |
| At the beginning of the year | Xxx |
| Additional provisions during the year | Xxx |
| Recovered during the year | (xxx) |
| Written off during the year | (xxx) |
| At the end of the year | **Xxx** |

1. **Payables- Due To CRF**

|  |  |  |
| --- | --- | --- |
| **Payables** | **Insert**  **Current FY** | **Opening**  **Statement**  **1st July 20xx** |
|  | **Kshs** | **Kshs** |
| Amount collected yet to be disbursed to CRF | xxx | xxx |
| Amount billed and yet to be collected for disbursement to CRF | xxx | xxx |
| **Total undisbursed funds to CRF** | **xxx** | **xxx** |

*These amounts should tie to the total of bank balances (amount collected yet to be disbursed to CRF) and total receivables (amount yet to be collected and disbursed to CRF).*

# Appendices

**Appendix 1: Progress on follow up of prior Year Auditor Recommendations.**

The following is the summary of issues raised by the external auditor, and management comments that were provided to the auditor.

| **Reference No. on the external audit Report** | **Issue / Observations from Auditor** | **Management comments** | **Status:**  ***(Resolved / Not Resolved)*** | **Timeframe:**  ***(Put a date when you expect the issue to be resolved)*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Guidance Notes:***

* Use the same reference numbers as contained in the external audit report.
* Obtain the “Issue/Observation” and “management comments”, required above, from final external audit report that is signed by Management.
* Indicate the status of “Resolved” or “Not Resolved” by the date of submitting this report to National Treasury.

|  |  |
| --- | --- |
| **………………………………………** | **………………………………………..** |
| **Name** | **Name** |
| **County Receiver of Revenue** | **Head of Revenue Reporting** |
|  | ***ICPAK M/No*** |
| **Date** | **Date** |

**Appendix 2: Statement of Arrears of Revenue As at 30th June 20xx**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification Of Receipts**  **(Indicate As Applicable)** | **Balance as at The beginning of the current year (1st July 20xx)**  **A** | **Arrears received during the year.**  **B** | **Additions in arrears for the current year to June 30, 20xx**  **C** | **Total arrears as at 30 June 20xx**  **D=A+(B)+C** | **Measures taken to recover the arrears** | **Assessment to the recoverability of arrears** |
| Cess | xxx | (xxx) | xxx | xxx | e*.g., the Governor has waived interest and penalties* |  |
| Land rate | xxx | (xxx) | xxx | xxx |  |  |
| Single/Business Permits | xxx | (xxx) | xxx | xxx |  |  |
| Property Rent | xxx | (xxx) | xxx | xxx |  |  |
| Parking Fees | xxx | (xxx) | xxx | xxx |  |  |
| Market Fees | xxx | (xxx) | xxx | xxx |  |  |
| Advertising | xxx | (xxx) | xxx | xxx |  |  |
| Hospital Fees | xxx | (xxx) | xxx | xxx |  |  |
| Public Health Service Fees | xxx | (xxx) | xxx | xxx |  |  |
| Physical Planning and Development | xxx | (xxx) | xxx | xxx |  |  |
| Hire Of County Assets | xxx | (xxx) | xxx | xxx |  |  |
| Conservancy Administration | xxx | (xxx) | xxx | xxx |  |  |
| Administration Control Fees and Charges | xxx | (xxx) | xxx | xxx |  |  |
| Park Fees | xxx | (xxx) | xxx | xxx |  |  |
| Other Fines, Penalties, And Forfeiture Fees | xxx | (xxx) | xxx | xxx |  |  |
| Miscellaneous | xxx | (xxx) | xxx | xxx |  |  |
| **Total Arrears** | **xxx** | **(xxx)** | **xxx** | **xxx** |  |  |

|  |  |
| --- | --- |
| **…………………………………….** | **……………………………………….** |
| **Name** | **Name** |
| **County Receiver of Revenue** | **Head of Revenue Reporting** |
| ***(Ref: PFM ACT section 165, 2(a)*** | ***ICPAK M/No*** |

*(Total arrears as at the end of the year should be the total of receivables from exchange and non- exchange transactions)*

**Appendix 3: Ageing Analysis of Revenue in Arrears**

| **Description (indicate as applicable)** | **Less than**  **1 year** | **Between**  **1-2 years** | **Between**  **2-3 years** | **Over 3 years** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Cess | xxx | xxx | xxx | xxx | xxx |
| Land rate | xxx | xxx | xxx | xxx | xxx |
| Single/business permits | xxx | xxx | xxx | xxx | xxx |
| Property rent | xxx | xxx | xxx | xxx | xxx |
| Parking fees | xxx | xxx | xxx | xxx | xxx |
| Market fees | xxx | xxx | xxx | xxx | xxx |
| Advertising | xxx | xxx | xxx | xxx | xxx |
| Hospital fees | xxx | xxx | xxx | xxx | xxx |
| Public health service fees | xxx | xxx | xxx | xxx | xxx |
| Physical planning and development | xxx | xxx | xxx | xxx | xxx |
| Hire of County Assets | xxx | xxx | xxx | xxx | xxx |
| Conservancy administration | xxx | xxx | xxx | xxx | xxx |
| Administration control fees and charges | xxx | xxx | xxx | xxx | xxx |
| Proceeds from sale of assets | xxx | xxx | xxx | xxx | xxx |
| Park fees | xxx | xxx | xxx | xxx | xxx |
| Other fines, penalties, and forfeiture fees | xxx | xxx | xxx | xxx | xxx |
| Miscellaneous receipts | xxx | xxx | xxx | xxx | xxx |
| Others *(Specify)* | xxx | xxx | xxx | xxx | xxx |
| **Total (***agree to statement of arrears above)* | **xxx** | **xxx** | **xxx** | **xxx** | **xxx** |

**Appendix 4: A Report of Waivers and Variations of Fees or charges granted by the Receiver of Revenue during the year.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Name of person / organisation benefitting from waiver/ variation** | **Year in which waiver/ variation relates** | **Amount of variation/ waiver (fee or charge)** | **Reasons for waiver/ variation** | **The law in terms of which the variation/waiver was granted** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(PFM ACT section 165 subsection 4, 5)*

***-------------------------***

***Sign and date***

***Accounting Officer***