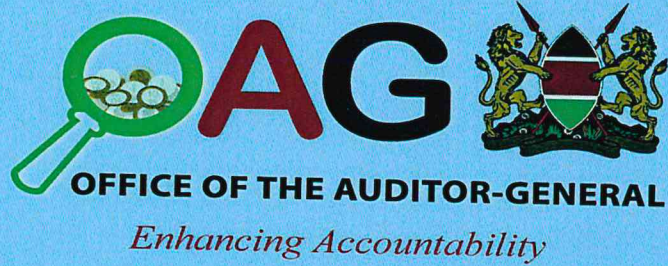



REPUBLIC OF KENYA



REPORT

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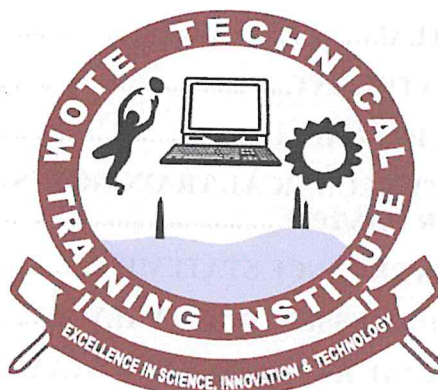
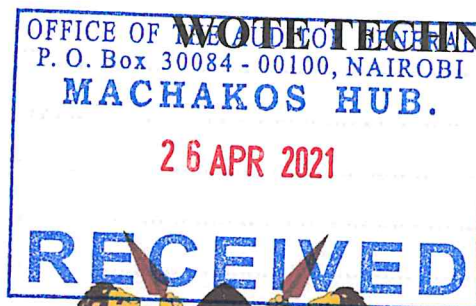
THE AUDITOR-GENERAL

ON

**WOTE TECHNICAL
TRAINING INSTITUTE**

**FOR THE YEAR ENDED
30 JUNE, 2019**

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.



WOTE TECHNICAL TRAINING INSTITUTE

AMENDED ANNUAL REPORT AND FINANCIAL

STATEMENTS FOR THE YEAR ENDED
30TH JUNE, 2019

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

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1. KEY ENTITY INFORMATION AND MANAGEMENT

(a) Background Information

Wote Technical Training Institute is situated within Makueni Township. The Institute occupies a 14-acre piece of land and is in a predominantly semi-arid region. The Institution was established as a skills training centre by Volunteer Service Overseas (VSO) in 1990. The institution later changed from a Skills Training Centre to Wote Technical Training Institute and registered as a TVET institution by TVETA under the TVET Act on 2013. The institute is under the Ministry of Education.

Wote TTI has a strategic plan from 2018 to 2023 and the aims, goals and objectives are in line with those of the Ministry of Education. The Institute has six (6) academic departments, namely Electrical Electronics, Building and Civil Engineering, Business and Accounting department, Liberal and community development, Hospitality & Tourism management and Information and communication Technology department. The Institute offers a variety of courses to K.C.P.E and K.C.S.E graduates at Artisan, Craft, and Diploma levels. The courses offered are examined by KNEC, KASNEB, NITA, CDACC and Wote TTI. Currently, the Institute has 48 trainers and a student population of 1014 students, who are either boarders or commuters.

The Institution is run on day-to-day basis by a Principal who is appointed by the CS, Ministry of Education under the State department Vocational and Technical Training. The Institute is managed by a Board of Governors (BOG), appointed by the Cabinet Secretary, Ministry of Education as stipulated by the TVET Act (January, 2013). Responsibilities of the Board of Governors include recruitment of support staff, overseeing financial management, upholding of staff and student discipline, maintenance of infrastructure & other assets, and sourcing for finances.

(b) Principal Activities

The principal activity/mission of Wote TTI is to train highly skilled workforce that is responsive to national and global competitiveness, implementing training in TVET programs, carrying out research programs, and innovation into products and services

Our vision is to be Technical Centre of excellence in business and Technology for all sectors of the economy. Our mission is to provide quality training for the production of self driven craftsmen, business and technical labour for the local and international market.

The core functions of Wote TTI include providing directly, or in collaboration with other institutions of higher learning, facilities for technical trainers in technological, professional, scientific education; conduct examinations for and grant such academic awards as provided under the polytechnic order.

Fundamental Statements

Vision

“To become a technical training centre of excellence in business and technology for all sectors of the economy”

Mission

“To provide quality training, for the production of self-driven craftsmen, business and technical labour for the local and international market”

Core values

- (1). Accountability
- (2). Honesty and Integrity
- (3). Equity
- (4). Partnerships
- (5). Quality
- (6). Health and Safety
- (7). Gender Sensitivity

Institute Motto

- Excellence in Science, Innovation & Technology.

Objectives of the Institute

- (1). Upgrade on infrastructure, Facilities, and Environment.
- (2). Acquire and use modern ICT.
- (3). Promote linkages with other Institutions.
- (4). Promote Research and Development.
- (5). Improve Marketing of the Institute.
- (6). Create conducive working environment.
- (7). Strengthen the Financial Position of the Institute

(c) Key Management

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

- The Principal
- Deputy Principal Planning, Administration & Finance
- Deputy Principal Academic Affairs
- Registrar
- Deans of Students
- Finance Officer
- Heads of Departments

(d) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2019 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	Principal	Mr. Felix K. Mung'atu
2.	Finance Officer	Ms Janet Nzilani Maweu
3.	Deputy Principal Planning, Administration & Finance	Mr. Eric Muendo Kilonzo
4.	Deputy Principal- Academic Affairs	Ms Justine Kanini Muindu
5.	Registrar	Mr. Paul Munyoro Githaiga
6.	Dean of students	Mr. Abednego Kimanthi Mulu
7.	PC Coordinator	Ms Jessy Ngina Kitusa
8.	H.O.D s Representative	Mr. Joseph Mutuku Ngemu
9.	Management Representative	Mr. Waruingi Kamau

(e) Fiduciary Oversight Arrangements

WOTE TECHNICAL TRAINING INSTITUTE

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1. Budget and Procurement Committee of the BOG

The Committee shall exercise all the powers of Board of Governors in financial matters except in relation to the items which are reserved to Board of Governors in these Standing Orders, on which the Committee shall advise Board of Governors.

Terms of Reference

The role of the Committee shall be to monitor the financial status of the Institute on behalf of Board of Governors. In addition to advising Board of Governors on those matters referred to above, the Committee's responsibilities shall include:

- a) To monitor and facilitate the implementation of the Institute's strategy with regard to financial matters.
- b) To receive reports from the Chief Principal and the Senior Finance Officer.
- c) To monitor implementation of the strategy for the Institute estate.
- d) To receive reports of the extent and condition of the Institute estate including the efficiency of space utilisation, the consumption of energy and the adequacy of property insurance arrangements.
- e) To consider the adequacy of the Institute estate and proposals for its maintenance and development, including opportunities to dispose of and acquire new properties.
- f) To determine the fees and charges made for Institute services and facilities.
- g) To supervise the financial administration of the Institute and make recommendations to Board of Governors where appropriate.
- h) To supervise the arrangements for safeguarding the Institute's assets.
- i) To ensure the proper financial evaluation and control of projects.
- j) To supervise the arrangements for investing the Institute's funds, including monitoring the performance of investments.
- k) To ensure the appropriate exploitation of the Institute's intellectual property.
- l) To make recommendations to Board of Governors on the financing of projects.
- m) To supervise the effective and efficient procurement and use of resources in accordance with the objectives of the Institute.
- n) To supervise the Institute's purchasing procedures and practices.
- o) To submit an annual statement on its activities to Board of Governors.
- p) To keep under review the activities of the Institute's various departments.

2. Academic Committee Activities

The academic committee of the Board is entrusted with the following roles and functions:

- a. To satisfy itself regarding the content and academic standard of any course of study in respect of any diploma, certificate or other award and to report its findings thereon to the Board.
- b. To propose regulation for consideration by the Board regarding the eligibility of persons for admission to a course of study,
- c. To propose regulations for consideration by the Board regarding the standard of proficiency to be gained in each examination for a Diploma, certificate or other award.
- d. To approve programmes of study, regulate admission of persons to WOTE TTI and determine their continuation or discontinuation in such programmes.
- e. To determine the Academic policy of WOTE TTI and to advise the Board on the provision of facilities to carry out that policy,
- f. To direct and regulate the training and instruction within the Institute subject to the powers of the Board.

3. Senior Management Committee Activities

The main purpose of the Senior Management Team is to:

- a) Ensure that WOTE TTI's Board of Governors is able to take strategic decisions relating to WOTE TTI's activities
- b) Provide leadership in communicating WOTE TTI's mission, values, plans and achievements effectively and consistently to Board of Governors Members, staff, Government, the voluntary and community sector, the general public and other stakeholders;
- c) Be accountable for the development and implementation of WOTE TTI's strategic, corporate and business plans in line with the mission and values;
- d) Take a strategic overview of performance in all areas of WOTE TTI's activities.

Specifically the Senior Management Team:

- i. Makes recommendations to the board on the implementation and achievement of the Board of Governors' Strategic Framework;
- ii. Agrees to WOTE TTI's Corporate Plan, and monitor delivery through appropriate key management and performance information reporting to the Board of Governors as appropriate.
- iii. In the light of income projections and forecasts, considers the annual grants and operational expenditure and monitors such expenditure;
- iv. Develops, agrees, monitors and reviews strategies relevant to the effective and efficient operation of WOTE TTI, making recommendations as appropriate to the Board of Governors and/or its relevant Committees;
- v. Determines strategic issues arising from the introduction of new policies or process, including actively managing risk across the organisation and regularly reviewing the corporate risk register;
- vi. Oversees and monitors WOTE TTI's joint work with the other stakeholders
- vii. Considers the impact of external factors and developments, including specific political initiatives and the response to key consultation documents and where appropriate make recommendations to the Board of Governors and/or its relevant Committees.
- viii. Leads all senior managers in motivating and developing WOTE TTI staff to deliver the highest standards of performance and customer service.

4. Audit Committee Activities

a. Governance Initiatives:

Review and provide oversight on governance initiatives established by the BOG and maintained by the organization.

b. Risk Management:

Review and provide oversight on the establishment, implementation, maintenance, and effectiveness of risk assessment, risk management, and risk reporting practices.

c. Internal Control Framework:

Review and provide oversight on the organization's internal control framework. Keep informed on all significant matters arising from work performed by any governance, risk, and control assurance providers.

d. Audit Activity:

Approve and periodically review the organizational audit policy. Review and approve an internal audit plan. The audit plan should be risk-based and supported by appropriate risk assessments.

e. Follow Up On Management Action Plans:

The audit committee shall review regular reports on implementation status of approved management action plans resulting from prior internal audit recommendations.

f. Financial Statements And Public Accountability Reporting:

The audit committee shall review and provide advice to the BOG on the key financial management and performance reports and disclosures issued to the public.

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• **Government Oversight Activities**

The Government of Kenya's oversight role include provision of Grants for both Operations and Development as well as provision of the regulatory framework.

The audit of the Instructional activities is undertaken by the Office of the Auditor General.

(f) Entity Headquarters

Wote Technical Training Institute
P.O Box 377 – 90300
Wote Town
Makueni County

(g) Entity Contacts

Mobile Phone Numbers:

- +254787294782
- +254728658649

E-mails: wotettimakueni@gmail.com,

Website: www.wotetti.ac.ke

(h) Entity Bankers

1. KCB Bank Kenya Limited, P. O. Box 269-90300 Wote –Branch Account No : 1105324559	2. Barclays Bank of Kenya Limited P. O. Box 424-90300 Wote –Branch Account No's - 2021583580 - 2021593047 - 2023522355 -20399048429/1
3. Equity Bank Limited P. O. Box 450 - 90300 Wote –Branch Account No : 0670278348688	

(i) Independent Auditors






Auditor General
Office of Auditor General
Anniversary Towers, University Way
P.O. Box 30084
GPO 00100
Nairobi, Kenya

(j) Principal Legal Adviser





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

.-WOTE TECHNICAL TRAINING INSTITUTE
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2. THE BOARD OF GOVERNORS





Governor	Title	Photograph	Date of Birth, Key Qualifications and Work Experience	
			Responsibility	Date of Birth & Qualifications, Experience
1. Mr. Lwanga Mutiso	Chairman		Overall Management of the Board Activities.	<u>Date of Birth</u> -21/03/1970 <u>Key Qualifications</u> Holds a Bachelor of Arts (Social Work)-South Eastern Kenya University and a Diploma in Banking by Kenya Institute of Bankers <u>Work experience- 19 years</u> Bank Manager ,11 years ,Personal Banker ,6 years, Bank Clerical Officer ,2 years
2. Felix K. Mung'atu	Principal/ Secretary B.O.G		In Charge of the overall management of the Institute	<u>Date of Birth</u> – 21/6/1968 <u>Qualifications</u> Holds Masters .Phil (Educational Technology), B. ED (Tech)-Automotive Engineering. <u>Work experience -25 years</u> Principal in a National TTI 3years,Trainer 6 years ,Registrar/Dean at KTTC 5years,Deputy in High School 5 years
3. Dr. John Amenia	Member		Member of the Education Committee	<u>Date of Birth</u> -1959 <u>Key Qualifications</u> Holds a Bachelor of Pharmacy , University of Nairobi. <u>Work experience -33 Years</u> 1992-Date –Pharmacist 1986-1992-District Pharmacist , Machakos Hospital
4. Mary Nzuve	Member		Member of the Risk and Audit Committee	<u>Date of Birth</u> – 20/5/1983 <u>Key Qualifications</u> Holds MBA (Procurement and Supply Chain Management), University of Nairobi <u>Work experience – 8 Years</u> Claims/Care Manager in the Insurance Industry 6 years, Self-employed in Insurance Industry 2 Years
5. Antony Kivuva	Member		Member of the Education Committee	<u>Date of Birth</u> – 23/3/1981 <u>Key Qualifications</u> Masters of Education-Educational Administration and Management ,Bachelor of Education (Home Science and Technology) <u>Work experience - 13 Years</u> 2013-2019 Assistant Director Vocational Training , 2009-2013 ,District Training Officer 2007-2009,Instructor ,Ministry of Youth Affairs

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Governor	Title	Photograph	Date of Birth, Key Qualifications and Work Experience	
			Responsibility	Date of Birth & Qualifications, Experience
6. Mary Kiptoo	Member		Member of the Risk and Audit Committee	<p>Date of Birth – 11/08/1967</p> <p>Key Qualifications Diploma in Law ,Kenya School of Law ,LLB(Hons),University of Nairobi</p> <p>Work experience Director- Kenya Albino Child Support Programme(KACSU),Resident Magistrate</p>
7. Kennedy Mwendwa	Member		Member of the Finance and General Purposes Committee	<p>Date of Birth – 28/4/1984</p> <p>Key Qualifications Master Of Arts ,Construction Management , University of Nairobi ,Degree in M.A</p> <p>Work experience -10 years 2015-2019 Technical Advisor /Quantity Surveyor 2016-2017 Trainer ,National Construction Authority 2011-2017 Graduate Assistant, University of Nairobi.</p>
8. Isaac Nduvi	Member		Member of the Finance and General Purposes Committee	<p>Date of Birth – 21/3/1970</p> <p>Key Qualifications -22 years M.A in Economic Policy Management , University of Nairobi,B.Com(Accounting)-Hons,Kenyatta University</p> <p>Work experience -19 years 2008-Date-Head ,Risk Management &Compliance 2004-2006,Credit bank LTD ,Operations Officer ,Equity Bank, 2002-2004Assistant Accountant ,Bible Society ofKenya</p>
9. Mary Akoth	Member		Member of the Finance and General Purposes Committee	<p>Date of Birth – 21/6/1968</p> <p>Qualifications- H. Dip Eng (Private Business)</p> <p>Work experience -17 years 2012-2019 Currently self-employed in Electrical Workshop .Nairobi, Manager ,Pilot Electricals 2006-2011 Engineer ,at Power Protection ,Ltd ,Nairobi ,2003-2005</p>

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ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

3. MANAGEMENT TEAM

Manager	Title	Photograph	Qualifications & Responsibility	
			Responsibility	Date of Birth & Qualifications
1. Felix K. Mung'atu	Principal /Secretary B.O.G		Overall in Charge of Institute Affairs	<u>Date of Birth</u> – 21/6/1968 <u>Qualifications</u> Holds Masters .Phil (Educational Technology) ,B. ED (Tech)-Automotive Engineering <u>Work experience-25 years</u> Principal in a National TTI 3years,Trainer 6 years ,Registrar/Dean at KTTC 5years,Deputy in High School 5 years
2. Eric Muendo Kilonzo	Deputy Principal Planning, Administration and Finance		Planning, Administration & Finance	<u>Date of Birth</u> - 09/06/1970 <u>Qualifications</u> Master of Business Administration <u>Work experience -23 years</u> Deputy Principal 2 years ,dean of students 10 years, Trainer 11 years
3. Justine Kanini Muindu	Deputy Principal Academic Affairs		Academic Affairs of the Institute	<u>Date of Birth</u> -26/12/1973 <u>Qualifications</u> Bachelor of Education (Home Economics) <u>Work experience -16 years</u> Deputy Principal ,1 year Registrar 5 years , MR 5 years PC 2 years HOD 3YEARS Trainer 16 years
4. Paul Munyoro Githaiga	Registrar		Admission and Publicity	<u>Date of Birth</u> -1/12/1970 <u>Qualifications</u> MBA (Accounting), BBM(Accounts),C.P.A(K) Dip. Tech Education, Dip. Accountancy <u>Work experience -13 years</u> Trainer for 6 years Deputy registrar 6 year Registrar 1 year

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5. Abednego Kimanthi Mulu	Dean of Students		In charge of Students Welfare	<p><u>Date of Birth</u> -05/02/1978</p> <p><u>Qualifications</u> Bachelor of Education (Science), Dip- HRM</p> <p><u>Work experience -15 years</u> High school teacher 10 years, Trainer 5 years ,HOD – G&C 1 yr ,Dean of Students 1yr</p>
6. Waruingi Kamau	ISO Management Representative		Quality Management Systems	<p><u>Date of Birth</u> -08/08/1961</p> <p><u>Qualifications</u> HND (Entrepreneurship Development), Dip .tech Education, MVT 111, 11, 1</p> <p><u>Work experience -26years</u> H.O.D (Auto) Lead Auditor (ISO 9001:2015) MR 5 Yrs Auditor (ISO 9001:2008) 10 Yrs Trainer 16 years, 10 years lecturer/teacher</p>
7. Jessy Ngina Kitusa	Performance Contracting Coordinator		Performance Contracting	<p><u>Date of Birth</u> -03/05/1973</p> <p><u>Qualifications</u> Bachelor of Education (Arts) Diploma in Business admin Diploma in Tech. Educ</p> <p><u>Work experience -17 years</u> Trainer 15 years ,Deputy Dean 2 years Auditor (ISO 9001:2008) 3 Yrs Lead Auditor (ISO 9001:2015) 3 Yrs</p>
8. Joseph Ngemu	HOD's Representative		Representing HOD's In the Senior Management	<p><u>Date of Birth</u> - 27/01/1978</p> <p><u>Qualifications</u> Masters in Computational Intelligence PGDE Computer Studies Bsc. Maths & Computer Science</p> <p><u>Work experience-11 years</u> HOD 6 Years Section Head 6 yrs Lead Auditor (ISO 9001:2015) 3 Yrs Auditor (ISO 9001:2008) 10 Yrs Trainer 12 years</p>
9. Janet Nzilani Maweu	Finance Officer		Financial Management of the Institute	<p><u>Date of Birth-</u> 25/01/1978</p> <p><u>Qualifications</u> CPA (K), Dip. Technical Education ,ICPAK member</p> <p><u>Work experience-17 years</u> 17 Years Finance Officer /College Accountant</p>

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4. CHAIRMAN'S STATEMENT

The office of the Chairperson of the board of governors of Wote Technical Training Institute (WTTI) has been active during the year under review in managing the affairs of the Institute. We reckon the existing challenges including the issues of inadequate learning facilities, fewer trainers and training resources. Despite all this, the Institution has been able to sustain a culture that associates technical training with mundane life.

As a board, we have encouraged a change in the mindset of our people as we leveraged on the leaders to sensitize and educate our people to embrace the concept of technical and vocational training for our youth. The board has been and is committed to ensuring that the changing world around is sensitive to the needs of the future of our young men and women. We have continued to collaborate with a number of agencies both public and private sector in our endeavor to grow the institution. Particularly we have collaborated with the County Government of Makueni on various academic and economic ventures. Our desire to achieve and deliver on our mandate has seen our drive in reaching out to each and every other partner willing to work with us.

Our mandate is to grow the student population through a number of strategies including effective outreach programs geared to popularize the institution from within and around the County. During the year under review, the management has carried out an aggressive popularity campaign in Makueni County and its environs.

As a board, we endeavor to continually put in place governance systems to ensure that we not only comply with the PFM Act of 2012 but also engage in prudent leadership practices that creates value for the Institute. Wote TTI has remained a good corporate citizen that meets its obligations for its staff and students as well as the national obligations.

The Institute registered remarkable development during the period under review in the realization of its mandate with financial support of the Ministry of Education, state department of Vocational and Technical Training in form of Student Capitation. As a result, the Institute has now been able to steer its progress through market research, linkages, collaboration and partnerships. We continue to register an overall improvement in our performance due to enhanced resources, physical facilities and infrastructure.

I wish on behalf of the board of governors to thank the State Department of Vocational and Technical Training, Ministry of education, the County Government of Makueni and all other development partners for the support they continue to accord the Institute without which our achievements would not have been realized. Finally I wish to appreciate my board members and the Wote TTI management staff for their efforts in supporting the realization of the Institute mandate.



26-04-2021

Lwanga Mutiso

Chairman/Board of Governors

WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI
TEL. 020-2524243
TEL. 0728 658 649 / 0731 642 021

WOTE TECHNICAL TRAINING INSTITUTE
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5. REPORT OF THE PRINCIPAL

Pursuant to Section 83 of the Public Finance Management Act, 2012, I take this opportunity to present the Institute's Annual report and financial statements for the financial year 2018/2019. The report focuses on the Institute's Strategic intent as enshrined in our 2018/2019 Performance Contract which include Improvement of physical facilities and infrastructure, curriculum development, and advancement of TVET programs by promoting Research & Innovation, Partnership/ linkages and environmental management. Further to this the institute envisages to strengthen its financial base through promotion of good governance and effective management.

The above strategic issues are part of broad initiatives undertaken by the institute's planning system in order to impart relevance to current the national TVET reforms. This defines the institute's mandate aimed at enhancing quality, competitiveness, creativity and innovativeness in TVET sector. The report is premised on involvement on account of analysis of goals, strategic issues, strategic objectives and activities that the Wote TTI envisages to pursue in the 2018/19 Financial year. The mandate of the BOG among other things is to provide apex management towards achieving the institute mandate as per the TVET Act 2013.

To develop an institution with excellence in teaching, training, entrepreneurship, research, consultancy, community service, among other educational services and products, Wote envisages investing in all forms of curriculum development with emphasis on technology. The top management has embraced change by sensitizing the local populace to embrace the concept of technical and vocational training, particularly the youth. During the year under review, we commit to continue to collaborate with a number of agencies both public and private sector in our endeavor to grow the institution. Our desire to achieve and deliver on our mandate has seen our drive in reaching out to each and every other development partner desiring to work with us.

During the year under review, there was an increase in our budget estimates of 5% as compared to the previous year which was occasioned by the increase of student population. There was increased funding from the GOK in form of capitation and development grants. The latter were used for the compound wall construction. The Institute intends to engage more part-time technical trainers to match the staff gap occasioned by the increased academic programs.

The institute is an active player in the research and innovation initiatives and as such, there is a deepened collaboration towards enhancing staff capacity as well as incorporating best international practices. The institute expects to benefit from AfDB collaboration through acquisition of Building & Civil Engineering lab equipment and a smart classroom among other things. If released, this will ease the financial burden experienced in acquiring state of art training equipment.

The institute is committed to ensuring that the compound is beautified and landscaping within the compound is continually improved, since image is everything.

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Challenges

The Institute emphasizes on the need for adequate staffing for the effective education in all departments. Majority of the departments do not have sufficient staff to handle the trainees. Shortage of trainers is therefore one of the challenges facing the Institution. In order to alleviate the shortage the institute has been hiring part-time staff to teach the trainees. The staff is paid by the Institute from its meagre resources. During the 2018/2019 financial year, the Institute maintained 17 trainers under the BOG contract but the number is likely to increase due to our increased programs.

Continuous dynamism in the ICT sector is inevitable where both upgrade and updates of website are a priority. The local area network (LAN) enhancement as well as campus management systems are not one-off systems for they require continuous upgrade and the upgrade has always been an expensive undertaking. The systems are important for they assist student admissions, fees processing, payments and examinations registration and online teaching.

The Institute is mandate by the TVET Act 2013 is expanded to ensure that training and research are top in our agenda. In order to effectively deliver on this mandate the institute envisages enhancing capacity and deepening its training skills.



Joshua K. Munywoki
Principal/ Secretary, BOG

26.4.2021

PRINCIPAL
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI
TEL: 020-2624243
TEL: 0728 858 548 / 0731 642 001

WOTE TECHNICAL TRAINING INSTITUTE
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6. REVIEW OF WOTE TECHNICAL TRAINING INSTITUTE PERFORMANCE FOR THE FINANCIAL YEAR 2018/2019.

The Institute's strategic pillars within its strategic plan for the FY 2018/2023 are as follows.

1. Upgrade physical Facilities and infrastructure
2. Acquire and use of ICT modern equipment
3. Increase linkages and student population
4. Research and Development
5. Improve marketing
6. Improve working environment
7. Financial Sustainability

The Institution achieved its performance targets set for the financial year 2018/2019 period for its eight strategic pillars as indicated in the diagram below.

Strategic Pillar		Objective	Key Performance Indicators	Activities	Achievements
Pillar 1:	Physical facilities and infrastructure	To improve on physical activities and infrastructure	Facility in use	<ol style="list-style-type: none"> a) Quality needs b) Identify implementation stages c) Quantity financial requirements d) Identify sources of funding e) Tender f) Select contractor g) Contract refurbish h) Certify i) Commission 	<ol style="list-style-type: none"> a) Drive way completed in the FY 2018/19 b) Automotive workshop fully refurbished and working c) Assets tagging and valuation almost complete.
Pillar 2:	Workshop Equipment and ICT facilities	To acquire workshop equipment and modern ICT facilities	Equipment installed and in use	<ol style="list-style-type: none"> a) Quality needs b) Identify implementation stages c) Quantify financial requirements d) Identify sources of funding e) Tender f) Select contractor g) Refurbish h) Certify i) Commission. 	<ol style="list-style-type: none"> a) A smart classroom refurbished, fitted and fully functioning. b) Acquisition of a new internet service provider c) Invitation of bids for a new Finance ERP.
Pillar 3:	Increase student enrolment and linkages	To enhance student enrolment by improving students wellbeing and cultivating	New Course launched	<ol style="list-style-type: none"> a) Carry out needs assessment b) Aggressive publicity campaign c) Enforce student guidance and counseling 	<ol style="list-style-type: none"> a) A fully functioning Students Guidance and Counseling office launched.

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		dynamic training environment that evolves with market demands			
Pillar 4:	Research and Development	To advance technical training by promoting research and innovation.		a) Operationalise the research and development policy b) Appoint R&D Committee members c) Fund R&D unit	a) No activity has been carried out in this FY due to the Covid-19 Pandemic.
Pillar 5:	Marketing of the institute	To attract, motivate and retain motivated workforce	Carry out effective marketing programs of the institute	a) Lobby for increased employment by PSC b) Advertise through mass media c) Establish alumnae d) Hold open days	a) More PSC trainers employed b) Improved publicity of the institute c) More networks
Pillar 6	Conducive working environment	To Improve the staff morale and student learning environment	a. Carry out staff needs assessment b. Perform gap analysis survey	e) Plan for rewards scheme for good performance	a) Good and conducive working environment
Pillar 6:	Financial Sustainability	To seek alternative sources of funds Establish income generating activities	a) Fees reports b) Signed agreements c) No of proposals written	a) Increase fee collection to 100% b) Acquire an updated ERP c) Hiring out of facilities	a) Substantial revenue generated due to hiring out of our facilities for conference use to KIPPI and NCA parastatals.

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- q) Encouraging, nurturing and promoting democratic culture, dialogue and tolerance in the institutions; and
- r) Discharging all other functions conferred upon it by this Act or any other written law.

iii. Board of Governors Allowances

The institute pays allowances to board members to cater for their transport and sitting allowances.

iv. Meetings

- a. Full Board Meetings - are held once every term, but if there is an urgent need, a meeting can be convened.
- b. Board Committee Meetings, or working committees are held once every term

v. Appointment of BOG Members

The Cabinet Secretary, MOE appoints members of the Board following recommendations from the B.O.G nominating committee. The board consists of nine members. The Board of Governors for Wote Technical Training Institute serves for three years. The Board may set up sub-committees and assign them responsibilities as it may deem fit.

vi. Role and Functions of Board of Governors

The functions of the organs set out under section 28 (1) shall include —

- a) Overseeing the conduct of education and training in the institutions in accordance with the provisions of this TVET Act and any other written law;
- b) Promoting and maintaining standards, quality and relevance in education and training in the institutions in accordance with this TVET Act and any other written law;
- c) Administering and managing the property of the institution;
- d) Developing and implementing the institutions' strategic plan;
- e) Preparing annual estimates of revenue and expenditure for the institution and incurring expenditure on behalf of the institutions;
- f) Receiving, on behalf of the institution, fees, grants, subscriptions, donations, bequests or other moneys and to make disbursement to the institution or other bodies or persons;
- g) Determining the fees payable and prescribing conditions under which fees may be remitted in part or in whole in accordance with the guidelines developed under the provisions TVET Act; 855 2013 Technical and Vocational Education and Training No. 29
- h) Mobilizing resources for the institutions;
- i) Developing and reviewing programmes for training and to make representations thereon to the Board;
- j) Regulating the admission and exclusion of students from the institutions, subject to a qualifications framework and the provisions of this Act;
- k) Approving collaboration or association with other institutions and industries in and outside Kenya
- l) Recruiting and appointing trainers from among qualified professionals and practising trade's persons in relevant sectors of industry;
- m) Determining suitable terms and conditions of service for support staff, trainers and instructors and remunerating the staff of the institutions, in consultation with the TVET Authority;
- n) Making regulations governing organization, conduct and discipline of the staff and students;
- o) Preparing comprehensive annual reports on all areas of their mandate, including education and training services and submits the same to the ministry
- p) Providing for the welfare of the students and staff of the institutions;
- q) Encouraging, nurturing and promoting democratic culture, dialogue and tolerance in the institutions; and
- r) Discharging all other functions conferred upon it by this Act or any other written law.

vii. Board of Governors Allowances

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7. CORPORATE GOVERNANCE STATEMENT

The Institute affirms that good corporate governance is simply good business. The Institute commits to ensure that there is compliance with the statutory and all the legal requirements as well as meeting the set deadlines.

i. Appointment of BOG Members

The Cabinet Secretary, MOE appoints members of the Board following recommendations from the B.O.G nominating committee. The board consists of nine members. The Board of Governors for Wote technical training institute serves for three years. The Board may set up sub-committees and assign them responsibilities as it may deem fit.

As stipulated by the Ministry of Education through the TVET Act (January, 2013), responsibilities of the Board of Governors include recruitment of support staff, overseeing financial management, upholding of staff and student discipline, maintenance of infrastructure & other assets, and sourcing for finances.

ii. Major roles and Functions of Board of Governors

The functions of the organs set out under section 28 (1) shall include —

- a) Overseeing the conduct of education and training in the institutions in accordance with the provisions of this TVET Act and any other written law;
- b) Promoting and maintaining standards, quality and relevance in education and training in the institutions in accordance with this TVET Act and any other written law;
- c) Administering and managing the property of the institution;
- d) Developing and implementing the institutions' strategic plan;
- e) Preparing annual estimates of revenue and expenditure for the institution and incurring expenditure on behalf of the institutions;
- f) Receiving, on behalf of the institution, fees, grants, subscriptions, donations, bequests or other moneys and to make disbursement to the institution or other bodies or persons;
- g) Determining the fees payable and prescribing conditions under which fees may be remitted in part or in whole in accordance with the guidelines developed under the provisions TVET Act; 855 2013 Technical and Vocational Education and Training No. 29
- h) Mobilizing resources for the institutions;
- i) Developing and reviewing programmes for training and to make representations thereon to the Board;
- j) Regulating the admission and exclusion of students from the institutions, subject to a qualifications framework and the provisions of this Act;
- k) Approving collaboration or association with other institutions and industries in and outside Kenya
- l) Recruiting and appointing trainers from among qualified professionals and practicing trade's persons in relevant sectors of industry;
- m) Determining suitable terms and conditions of service for support staff, trainers and instructors and remunerating the staff of the institutions, in consultation with the TVET Authority;
- n) Making regulations governing organization, conduct and discipline of the staff and students;
- o) Preparing comprehensive annual reports on all areas of their mandate, including education and training services and submits the same to the ministry
- p) Providing for the welfare of the students and staff of the institutions;

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The institute gives cash allowances to board members to cater for their transport and sitting allowances.

viii. Meetings

- c. Full Board Meetings - are held Once Every Term
- d. Board Committee Meetings- Once Every Term
- e. Executive Board Meeting- Once Every Term.

8. MANAGEMENT DISCUSSION AND ANALYSIS

i. Operational Performance;

The institute undertook the following projects

- a. Constructed phase II perimeter wall
- b. Construction of Plumbing Workshop
- c. Renovations of the main offices and the kitchen

ii. Financial Performance

The entity is fairly stable financially.

It operates on fees received from students, governments grant and capitation.

In the FY 2018/2019 the Institute targeted to raise A.I.A (Appropriation in Aid) of Kshs. **119,674,000.00**. By the end of the financial year the Institute had collected AIA amounting to Kshs **84,103,240**.

The Institute had ksh. 19,953,889.00 pending bills by the close of the FY 2019/2020.
During the 2019/2020 Financial Year the Institute undertook the following activities:

1. Construction of a perimeter wall -200 metres in length up to 100 % completion.
2. Construction of Plumbing Workshop
3. Mentoring the construction of the following Technical and Vocational Colleges.
 - i. Kitui East TVC
 - ii. Machakos Town TVC
4. Introduced short term Technical Courses in Manufacturing and Construction to incorporate the Big 4 initiatives and other national priorities.
1. Undertook exhibitions in TVET Fair

Institute's compliance with statutory requirements

The institute complies with various statutory requirements; e.g. deduction and remittance of P.A.Y.E, N.H.I.F, and N.S.S.F among others.

Major risks facing the entity

Student's unrest-, training materials, being occasioned by delayed disbursements of G.O.K Capitation

Material arrears in statutory /financial obligations

At end of the financial year the Creditors total bill was Sh. 19,953,889.00

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9. CORPORATE SOCIAL RESPONSIBILITY STATEMENT/ SUSTAINABILITY REPORTING

WOTE Technical Training institute exists to transform lives. This is our purpose; the driving force behind everything we do. It's what guides us to deliver our strategy, which is founded on five pillars: putting the customer/Citizen first, delivering relevant goods and services, and improving operational excellence. Below is a brief highlight of our achievements in each pillar.

1. Sustainability strategy and profile -

Wote Technical training Institute is centrally placed within the County headquarters in Wote town and all the sub counties are growing at a fast pace hence creating employment and business opportunities. The bulk of these wage and self-employment opportunities are in the hard-core skill areas. These skills can be appropriately acquired through accredited training opportunities at Wote TTI.

The Vocational Training Sub-sector, despite being a major producer of self & formal employment opportunities, has not been able to perform as anticipated due to a number of reasons. To address the above a normally the Institute wishes to put diverse efforts in place to make sure the institution performs as mandated. One such effort is to develop a Sustainability Growth Plan (SGP). The main aim of the intervention is to map out a sustainable growth plan to increase access to diverse training opportunities and increase trainees' enrolment and retention to a realistic number of 3000 by the end of 2023.

In the year under review, the Institute commits to undertake a baseline assessment, stakeholders' Mapping, SWOT & PESTEL analysis on the training needs and develop a Business Model through a consultant.

2. Environmental performance

Land Issue

The entity has an issue of land. 5.9 Ha is not sufficient enough for any meaningful growth to cater for expansion and future development of the institute. The entity is committed to continuously pursue with the County Government allocate more land to the institute.

Water

The entity is predominantly in an arid zone. In order to solve the problem of water shortage in the institute, the entity resolved to sink a borehole within the institute. A geological survey through NEMA has been carried out to advice on environmental impact of the venture as well as to advice on support in drilling the borehole. Further to alleviate the same, the entity purchased a water bowser to boost the water uptake.

3. Employee welfare

The entity has a Human Resource Management policy which guides the hiring process, procedures, regulations and other administrative procedures relating to hiring of human resources. Over the years, the Board of Governors (BOG) has continued to hire the services of non-teaching staff on permanent basis according to the institute's needs and ability to pay salaries. Over the years, the BOG staffs have continued to feel part of the civil service. With the realization of the high cost

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of living, the board has now and again reviewed the salaries for its staff. However, the Board has maintained salaries that are affordable considering the low fee payable by parents for personal emolument.

Specifically, the policy manual intends to: -

- Ensure adherence to the Constitution as the supreme reference document and other government regulations.
- Ensure a common understanding by WTTI Staff of stipulated standards and procedures in monitoring their performance for continued improvement.
- Achieve optimum utilization of staff' skills and talents, in enhancing career development.
- Create a conducive working environment, positive relations, parity treatment of all cadres of staff and work life balance

As guided by the Constitution of Kenya, the ultimate objective of recruitment for the Board is to secure the highest standard of efficiency, competence and integrity without discrimination as to race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status.

The authority to recruit and appoint the Board staff is vested on the Board and the recruitments are carried on a national competitive basis. Without prejudice to the recruitment of new staff at all levels, priority will be given to suitable employees. The Board commits to adhere to the equal opportunity principles. The Board believes that the diversity of staff contributes to its intellectual strength and effectiveness as an organization and therefore endeavors to operate an efficient system for distributing advertisements and position announcements to women and men nationwide, and to make selection of staff without discrimination. The Board offers a working environment which is sensitive to the needs of both male and female employees and recognizes the reward and recognition policy.

The entity has a strong policy on safety and compliance with Occupational Safety and Health Act of 2007, (OSHA).

4. Community Engagements-

The institution undertook a stakeholder mapping and analysis, and held consultations with Key Stakeholders (Strategic Partners) in the County. From the survey in the County there was indication that most of the youths associate themselves in the following activities/occupations.

- a) Transport sector e.g. Boda boda, touts
- b) Small businesses e.g. Retail, M-pesa, saloons,
- c) Agribusiness – farming of Mangoes, oranges.
- d) Performing Arts and theatre.

From the above findings, the entity under takes to corroborate with community under the following areas of skills

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upgrading;

1. Skills upgrading for the CTTIs trainers as and when need arises.
2. Training the youths on varies area of need based on skills gap and a targeted out come for varying Youth groups.
 - a) Jua- kali skills in the areas of Welding and fabrication, Plumbing, Masonry, Auto- electrics. Motor vehicle mechanics.
 - b) Hair dressing and beauty therapy.
 - c) Entrepreneurial skills.
 - d) Employability and life skills.
 - e) Boda Boda rider training and repairs

The CSR activities

During the year under review, the entity sought further on the areas requiring intervention through SCR approach. The entity established and empowered the Guidance and Counseling department to seek to help the community on the following areas;:

- a) Youth in drug and substance abuse – *Muguka*, alcohol and other substances
- b) Young mothers – how to focus on empowering young mothers in economic activities.
- c) Youth in HIV and AIDs.
- d) Those in need for mentorship programmes and career choice.

During the year, the entity drafted documents on sexual and gender based violence, gender mainstreaming and PLWD. We intend to engage our trainers to transmit the information to the community during our community outreach activities that were approved.

The entity has a vibrant team of sports men and women and have brought on board a number of accolades from the sporting and athletic activities. We also take part in planting of trees during the County tree planting days.

5. Market place practices-

We build trust with all stakeholders by ensuring that ethical decision making guides responsible procurement day to day activities. The institute advertises its annual tenders every two years through newspapers, institute website, social media platform, etc and ensures that the tendering process is run openly and fairly to select the best suitable vendors. Staff is guided by the code of conduct and procurement ethics thus ensures no unwanted information lands to unintended user. Our clients are free to make enquiries and seek clarifications when need arises.

The institute conduct due diligence on the vendors we engage with to avert the high risk of transacting with blacklisted companies.

The institute has great record in managing good supplier relation. We give timely orders to avoid unnecessary rush and panic buying which brings about misunderstanding. Once deliveries are done, the payment process starts and

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payment is done on the stipulated times in our service charter. Our suppliers are accorded professional service to ease operations. There are regular meetings held do to supplier evaluation to ensure the best is achieved and in case of any challenges they are ironed out

- a) The Institute applies ethical marketing in relation to standard of fairness or moral rights to what is of best interest to the institute. We ensure good publicity with our clients and the community at large. The institute every New Year makes some branded calendars and distributes freely to all the neighboring churches, schools, government institutions. There are also brochures and fliers used mostly in road shows advertising. Quality and clear photos are frequently uploaded in the institute website showing the infrastructure development, teaching and learning activities and co-curricular activities. Occasionally there are paid adverts in local dailies and radios.
- b) For product stewardship, we demand our suppliers and vendors to adhere to our QMS and to disclose detailed information about their products particularly in areas where public health or safety is an issue as with food and automobiles. This helps us make better choices.

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10. REPORT OF THE COUNCIL/BOARD OF GOVERNORS

The Board members submit their report together with the audited financial statements for the year ended June 30, 2019 which show the state of the entity's affairs.

Principal activities

The core mandate of the Institute is providing knowledge and skills to the people of Makueni County and the nation at large.

The Mandate of Wote Technical Training Institute is to train, impart skills, knowledge and institutionalize effective research and development geared towards production of competent graduates who will contribute to high and sustainable social-economic development.

Results

The results of the entity for the year ended 30th June 2019 are set out on page 1 – 9.

Board of governors


The members of the Board who served during the year are shown on pages viii - ix. During the year ended 30th June 2019, no director retired/ resigned and none was appointed.

Auditors

The Auditor General is responsible for the statutory audit of **WOTE TECHNICAL TRAINING INSTITUTE** in accordance with Article 229 of the Constitution of Kenya and the Public Audit Act 2015

By Order of the Board

Principal/Secretary, BOG

Date:  26.4.2021

PRINCIPAL
WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI
TEL: 020-2624243
TEL: 0728 658 649 / 0731 642 021

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

11. STATEMENT OF BOARD OF GOVERNORS RESPONSIBILITIES

The BOG members are responsible for the preparation and presentation of Wote TTI financial statements, which give a true and fair view of the state of affairs of the institute for and as at the end of the financial year (period) ended on June 30, 2019.

The BOG responsibility includes:


- (i). Maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period;
- (ii). Maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the institute;
- (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). Safe guarding the assets of the Institute;
- (v). Selecting and applying appropriate accounting policies; and
- (vi). Making accounting estimates that are reasonable in the circumstances.

The BOG members accept responsibility for the entity's financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act, 2012 and the TVET Act 2013). The BOG members are of the opinion that the Institute's financial statements give a true and fair view of the state of transactions during the financial year ended June 30, 2019, and of the institute's financial position as at that date. The Board members further confirm the completeness of the accounting records maintained for the institute, which have been relied upon in the preparation of the institute's financial statements as well as the adequacy of the systems of internal financial control.

Nothing has come to the attention of the Board members to indicate that the institute will not remain a going concern for at least the next twelve months from the date of this statement.

Approval of the financial statements


Wote Technical Training Institute's Amended financial statements were approved by the Board on 26th April 2021 and signed on its behalf



26.04.2021

Chairperson of the Board

WOTE TECHNICAL TRAINING INSTITUTE
P. O. Box 377-90300, MAKUENI
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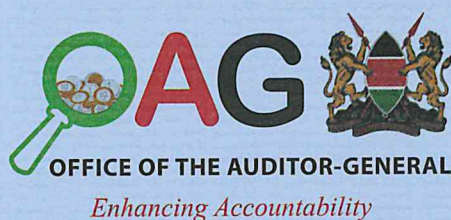
26.4.2021

Accounting Officer/Principal

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NAIROBI

REPORT OF THE AUDITOR-GENERAL ON WOTE TECHNICAL TRAINING INSTITUTE FOR THE YEAR ENDED 30 JUNE, 2019

REPORT ON THE FINANCIAL STATEMENTS

Adverse Opinion

I have audited the accompanying financial statements of Wote Technical Training Institute set out on pages 1 to 19, which comprise the statement of financial position as at 30 June, 2019, and the statement of financial performance, statement of changes in net assets, statement of cash flows and statement of comparison of budget and actual amounts for the year then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the Constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, because of the significance of the matters discussed in the Basis for Adverse Opinion section of my report, the financial statements do not present fairly, the financial position of Wote Technical Training Institute as at 30 June, 2019, and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) and do not comply with the Public Finance Management Act, 2012 and the Technical and Vocational Education Training (TVET) Act, 2013.

Basis for Adverse Opinion

1. Errors of Presentation and Disclosures in the Financial Statements

Review of the financial statements prepared and presented for audit revealed errors of presentation as follows:

- i. Table of Contents includes ageing of debtors and creditors analysis as part of the indices under Page 20 which is not in the financial statements.
- ii. Page numbers under ii and xii have not been indicated.
- iii. Page numbers from 10 to 15 appear in the middle of the pages. This has caused obstruction of some of contents in the said pages.
- iv. Title of the financial statements is either missing or incomplete from Page 5 to 19.

- v. Information provided under Management Discussion and Analysis report is very summarized and does not make use of descriptive tools such as diagrams, charts and tables to make information more understandable. In addition, details of operational and financial performance for the year under review have not been included.
- vi. The financial statements as presented are incomplete as the following disclosures are missing: General information, statement of compliance and basis of preparation, adoption of new and revised standards, summary of significant accounting policies and significant judgments and sources of estimation uncertainty.
- vii. The following indexes required as per the prescribed reporting template have not been included; Progress on follow up of auditor's recommendation, projects implemented by the entity and recording of transfers from other government entities.

In view of the above, the presentation and disclosures in the financial statements do not fully comply with the reporting format prescribed by the Public Sector Accounting Standards Board (PSASB) and the International Public Sector Accounting Standards.

2. Unaudited Opening Balances

The statement of financial position reflects total assets and liabilities of Kshs.496,593,039 and 3,626,149 respectively as at 30 June, 2018. However, Management did not submit the financial statements for the year ended 30 June, 2018 to Auditor-General for audit. This is a contravention of Section 68(1)(k) of the Public Finance Management Act 2012 which requires each National Government entity to prepare annual financial statements and submit within 3 months after the end of each financial year to the Auditor General for audit.

In the circumstances, the accuracy and completeness of the opening balances could not be confirmed.

3. Variances Between Statement of Financial Performance and General Ledger

Comparison of the statement of financial performance with the general ledger revealed variances as detailed out below:

Item Revenue	Financial Statements (Kshs.)	General Ledger (Kshs.)	Variance (Kshs.)
Local Transport and Travelling	2,479,978	2,477,777	2,201
Electricity, Water and Conservancy	2,842,555	2,839,914	2,641
Contingencies	704,410	704,670	(260)
Repairs Maintenance and Improvements	1,550,486	1,549,086	1,400
Boarding, Equipment and Stores	6,323,220	6,332,209	(8,989)
Practical Fees	2,784,247	2,671,197	113,050

Item Revenue	Financial Statements (Kshs.)	General Ledger (Kshs.)	Variance (Kshs.)
Registration Fees	841,865	838,645	3,220
Expenditure			
Medical Fees	420,620	420,350	270
Local Transport and Travelling	7,412,245	7,492,545	(80,300)
Marketing and Registration	1,061,614	1,062,614	(1,000)
Student Council	765,136	763,136	2,000

No explanation or reconciliation was provided for the variances.

In the circumstances, the accuracy and completeness of the statement of financial performance as at 30 June, 2019 could not be confirmed.

4. Statement of Financial Position

Statement of financial position reflects the total assets of Kshs.399,390,377 and total reserves and liabilities of Kshs.527,045,440 as at 30 June, 2019 resulting in a variance of Kshs.127,655,063. No explanation was given for the anomaly.

In the circumstances, the completeness and accuracy of the statement of financial position as at 30 June, 2019 could not be confirmed.

5. Statement of Cash Flows

Review of the statement of cash flows revealed the following errors:

- i. The statement of cash flows reflects Kshs.9,149,570 in respect to cash and cash equivalents as at the end of the year which is however at variance with a balance of Kshs.8,657,492 in the statement of financial position. The resultant difference of Kshs.492,078 has not been explained.
- ii. The statement of cashflows has also accounted for grants for development amounting to Kshs.2,547,250 twice as both cash flows from operating and financing activities.

In the circumstances, the statement of cash flows as presented does not reflect the correct position on cash movements for the year as well as the closing balance as at 30 June, 2019.

6. Cash and Cash Equivalents

The statement of financial position reflects Kshs.8,657,492 in respect of cash and cash equivalents as disclosed under Note 19 to the financial statements. However, review of the documents provided in support of the balance revealed the following anomalies:

6.1 Differences with the Cashbook and Financial Statements

Comparison of the bank balances as per the cashbooks with the financial statements revealed a difference of Kshs.1,947,705,25 as detailed below:

Bank Account	Financial Statements Balance (Kshs.)	Cashbook Balance (Kshs.)	Variance (Kshs.)
Main Account KCB -1105324559	950,213.00	787,426.15	162,787
Absa Operations Account (2021583580)	7,597,236.00	5,812,318	1,784,918
Total	8,547,449	6,599,744	1,947,705

No explanation or reconciliation was provided for the variances.

6.2 Un-disclosed Cash in Hand Balance

The board of survey report presented for audit revealed that the Institute had cash in hand balance of Kshs.320,905 as at 30 June, 2019 which was not disclosed in the financial statements.

Consequently, it was not possible to confirm the accuracy and completeness of the cash and bank balance of Kshs.8,657,492 reflected in the financial statements as at 30 June, 2019.

7. Local Transportation and Travel

The statement of financial performance reflects expenditure of Kshs.80,552,372 in respect of operating expenses as disclosed under Note 17 to the financial statements. Included in the expenditure is an amount of Kshs.7,412,245 in relation to local transport and travel which was not supported with relevant documentation such as; ledgers, schedules, work tickets, imprest warrants and surrender vouchers.

In the absence of relevant supporting documents, the validity, accuracy and completeness of the expenditure of Kshs.7,412,245 incurred in local transport and travel could not be confirmed.

8. Staff Costs

The statement of financial performance reflects an expenditure of Kshs.16,759,574 incurred on staff costs as disclosed under Note 13 to the financial statements. However, review of documents revealed that the amount included Kshs.1,121,654 which was paid to a security company for provision of security services but misclassified as staff costs.

Consequently, staff costs for the year was overstated by Kshs.1,121,654 relating to security services.

9. Receivables from Exchange Transactions

The statement of financial position reflects receivables from exchange transactions balance of Kshs.28,492,728 as disclosed under Note 20 to the financial statements. Included in the balance are debtors totalling Kshs.9,841,546 that were not supported by way of a detailed ageing analysis. In addition, the statement shows a comparative balance of Kshs.116,492,060 while the disclosure Note 20 to the financial statements has a nil comparative balance. Further, Management did not demonstrate any tangible efforts towards recovery of these debts.

In the circumstances, the validity, accuracy and recoverability of receivables from exchange transactions of Kshs.9,841,546 could not be confirmed.

10. Trade and Other Payables

The statement of financial position reflects a balance of Kshs.22,000,099 in respect of trade and other payables from exchange transactions as disclosed under Note 24 to the financial statements. The balance includes amount of Kshs.678,950 relating to refundable deposits which has been disclosed separately in the statement of financial position.

In view of the foregoing, it has not been possible to ascertain the fair statement of trade and other payables balance of Kshs.22,000,099 as at 30 June, 2019.

11. Property, Plant and Equipment

The statement of financial position reflects Kshs.362,240,157 in respect of property, plant and equipment as disclosed under Note 21 to the financial statements. However, the statement of financial position reflects a comparative balance of Kshs.376,376,306 while the disclosure Note 21 to the financial statements has a nil balance on the same. In addition, the following unsatisfactory matters were noted:

11.1 Undisclosed Acquisition of Assets

Review of the general ledger and supporting documents revealed that during the year, the Institute acquired assets valued at Kshs.11,415,101 which were not disclosed in the financial statements as detailed out in the table below:

Asset Details	Date Paid	Payment Voucher Number	Payee	Amount Kshs.
Isuzu bus registration number KCP602K registered on 20th November 2018	16/11/2018	03805	Ryce East Africa Ltd	6,765,376
Restaurant workshop equipment	13/7/2018	D099	Serviscope E.A. Ltd	2,036,224.
Restaurant workshop equipment	18/11/2018	DO101	Serviscope E.A. Ltd	896,496

Asset Details	Date Paid	Payment Voucher Number	Payee	Amount Kshs.
Not indicated	16/10/2018	03739	Ryce East Africa Ltd	1,300,000
Supply and installation of Kitchen equipment LPG	26/2/2019 and 07/3/2019	D102 and 04211	Wilmak Engineering Services Ltd	417,005
Total				11,415,101

11.2 Lack of Assets Register

Management did not provide for audit a fixed asset register and it was therefore not possible to confirm the details and accountability over the non-current assets owned by the Institute as well as the accuracy of the values reflected in the financial statements. This is a breach of Section 139(1&2) of Public Finance Management (National Government) Regulations of 2015.

In the circumstances, the accuracy and completeness of property plant and equipment balance of Kshs.362,240,157 shown in statement of financial position could not be confirmed.

12. Unexplained Balances on Related Entities

Review of the financial statements revealed additional workings outside the disclosure notes on account of related parties' transactions with amounts totaling Kshs.122,152,078 as detailed out in the table below:

Note No.	Description	Entity	Amount Kshs.
9	Transfers from non-exchange transactions	Ikutha TVC	19,948,359
		Kibwezi West TVC	12,382,154
		Wambuli TVC	2,503,715
		Nuu TVC	3,124,460
10	Revenues from Non-exchange transactions	NYS fees collection	12,677,744
		Capitation	17,070,000
		KCB foundation allocation	3,070,670
		Helb allocation	7,034,500
22	Work in progress	Ikutha South TVC	16,706,966
		Kibwezi West TVC	10,776,966
25	Retentions	Ikutha South TVC	2,736,437
		Kibwezi West TVC	5,910,796
28	Payables to Contractors	Ikutha South TVC	2,736,437
		Kibwezi West TVC	5,472,874
	Total		122,152,078

No explanation was provided on the nature and the effects of the transactions to the Institute's financial statements for the year ended 30 June, 2019. In addition, these transactions/balances were not disclosed under related parties' transactions as provided in the prescribed reporting template.

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of Wote Technical Training Institute management in accordance with ISSAI 130 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my adverse opinion.

Key Audit Matters

Key audit matters are those matters that, in my professional judgment, are of most significance in the audit of the financial statements. I have determined that there are no key audit matters to communicate in my report.

REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES

Conclusion

As required by Article 229(6) of the Constitution, because of the significance of the matters discussed in the Basis for Conclusion on Lawfulness and Effectiveness in Use of Public Resources section of my report, based on the audit procedures performed, I confirm that public resources have not been applied lawfully and in an effective way.

Basis for Conclusion

1. Failure to Submit Previous Years' Financial Statements for Audit

The Institute did not submit financial statements for the 2013/2014 to 2017/2018 financial years to the Auditor-General for audit as required. This is a contravention of Section 29(1 & 2) of second schedule of the Technical and Vocational Education and Training Act, 2013 and Section 68(1) of the Public Finance Management Act 2012 which stipulates that, technical training institutions shall submit financial statements to the Auditor-General for audit within 3 months after the end of each financial year.

To this extent, the Management is in breach of the Law.

2. Unauthorized Over-expenditure

Review of the statement of comparison of budget and actual amounts revealed that the Institute incurred expenditure over and above the approved budget totalling Kshs.58,886,610 under three components as detailed out below:

Expenditure	Final Budget Kshs.	Actual Expenditure Kshs.	Variance Kshs.	% Variance
Bulk Purchases of Water & Electricity	2,400,000	4,232,664	(1,832,664)	176
Staff Costs	11,000,000	16,759,574	(5,759,574)	152
Operating Expenses	29,258,000	80,552,372	(51,294,372)	275
Total	42,658,000	101,544,610	(58,886,610)	138

Management did not provide documents for audit to confirm the approval of the excess expenditure as required under Regulation 54(1) and (2) of Public Financial Management (National Government) Regulations, 2015.

Consequently, the Institute contravened the Law.

3. Lack of Approved Budget

The statement of financial performance reflects receipts and expenditure for the year of Kshs.92,607,340 and Kshs.129,212,417 respectively. However, no supporting documents were provided for audit to show that annual estimates relating to the year under review were submitted to the Cabinet Secretary for approval. This is a contravention of the requirements of Section 22 of Second Schedule of Technical and Vocational Education and Training (TVET) Act, 2013, and Regulation 31(1) and (2) of the Public Finance Management Act (Regulations) 2015.

Consequently, the Management is in breach of the Law.

4. Irregularity in Procurement of Goods and Services

During the year under audit, the Institute procured through request for quotations method; goods and services, bulk water supply and boarding equipment and stores worth Kshs.4,236,226, Kshs.809,300 and Kshs.3,644,470 respectively from suppliers who had not been prequalified in the year. This was contrary to the provisions of Section 95(3) of Public Procurement and Asset Disposal Act of 2015 which stipulates that procuring entity shall only invite tenders from approved persons who have been prequalified.

To this extent, the Management is in breach of the Law.

5. Irregular Advance Payments

Review of payment documents for the year revealed that the Institute paid a total of Kshs.2,423,664 vide P.V. No. DOIO1 and P.V. No. D0099 of 16/11/2018 and 13/7/2018 respectively as advance payments in respect to a contract for installation of a food and beverages restaurant.

Date	Details	Contract Sum (Kshs.)	Advance Payment (Kshs.)
16/11/2018	Supply of Kitchen Equipment for LPG installation at food and beverage restaurant.	2,545,280	2,036,224
13/07/2018	Supply of Kitchen Equipment for LPG installation at food and beverage restaurant.	387,440	387,440
Total		2,932,720	2,423,664

The advance payment which represented about 83% of the total contract sum of Kshs.2,932,720 was paid without any form of security from the contractor which exposes the Institute to loss in the event of non-performance of the contracts. Further, this was done in contravention of section 147(1) of the Public Procurement and Asset Disposal Act, 2015 which stipulates that advance payments should not exceed 20% of the contract sum and should be secured.

Consequently, Management breached the Law.

The audit was conducted in accordance with ISSAI 4000. The standard requires that I comply with ethical requirements and plan and perform the audit to obtain assurance about whether the activities, financial transactions and information reflected in the financial statements are in compliance, in all material respects, with the authorities that govern them. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

REPORT ON EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND OVERALL GOVERNANCE

Conclusion

As required by Section 7(1)(a) of the Public Audit Act, 2015, because of the significance of the matters discussed in the Basis for Conclusion on Effectiveness of Internal Controls, Risk Management and Overall Governance section of my report, bases on the audit procedures performed, I confirm that, internal controls, risk management and overall governance were not effective.

Basis for Conclusion

Lack of a Risk Management Policy and Disaster Recovery and Business Continuity Plan

The audit revealed that the Institute did not have in place an approved Risk Management Policy and a Disaster Recovery and Business Continuity plan. This is contrary to the provisions of Section 165(a) and (b) of the Public Finance Management (National Government) Regulations 2015, which requires the Accounting Officer to ensure that the National Government entity develops risk management strategies which include fraud prevention mechanisms and develop a system of risk management and internal control that builds robust business operations.

The Institute therefore lacks a blue print for identifying, and mitigating against risks in case of a disaster.

The audit was conducted in accordance with ISSAI 2315 and ISSAI 2330. The standard requires that I plan and perform the audit to obtain assurance about whether processes and systems of internal control, risk management and overall governance were operating effectively, in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

Responsibilities of Management and Board of Governors

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

In preparing the financial statements, Management is responsible for assessing the Institute's ability to continue to sustain services, disclosing, as applicable, matters related to sustainability of services and using the going concern basis of accounting unless Management is aware of intention to terminate the Institute or cease operations.

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

In addition to the responsibility for the preparation and presentation of the financial statements described above, Management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities which govern them, and that public resources are applied in an effective way.

The Board of Governors is responsible for overseeing the Institute's financial reporting process, reviewing the effectiveness of how the entity monitors compliance with relevant legislative and regulatory requirements, ensuring that effective processes and systems are in place to address key roles and responsibilities in relation to governance and risk management, and ensuring the adequacy and effectiveness of the control environment.

Auditor-General's Responsibilities for the Audit

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of Section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement and weakness when it exists. Misstatements can arise from fraud

or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In addition to the audit of the financial statements, a compliance audit is planned and performed to express a conclusion about whether, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the authorities that govern them, and that public resources are applied in an effective way, in accordance with the provisions of Article 229(6) of the Constitution and submit the audit report in compliance with Article 229(7) of the Constitution.

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal control in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7(1)(a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the Constitution. My consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under the ISSAIs. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Because of its inherent limitations, internal control may not prevent or detect misstatements and instances of non-compliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance the Institute's policies and procedures may deteriorate.

As part of an audit conducted in accordance with ISSAIs, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management.
- Conclude on the appropriateness of the Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue to sustain its services. If I conclude that a material

uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the Institute to cease to continue as a going concern or to sustain its services.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the Institute to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

I communicate with the Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that are identified during the audit.

I also provide Management with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.


CPA Nancy Gathungu, CBS
AUDITOR-GENERAL

Nairobi

14 January, 2022

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

IV. STATEMENT OF FINANCIAL PERFORMANC FOR THE YEAR ENDED 30TH JUNE, 2019

		2018/2019	2017/2018
		Kshs	Kshs
REVENUE	Note		
Revenue from non-exchange transactions	9	8,503,800	23,307,200
Revenue from exchange transactions	10	80,160,056	81,553,053
Revenue from Facilities & Equipment	11	3,943,484	1,881,800
Total Revenue		92,607,340	106,742,053
EXPENSES			
Bulk Purchases of Water & Electricity	12	4,232,664	1,910,324
Staff Costs	13	16,759,574	8,565,356
BOG Members Expenses	14	705,500	-
Depreciation & Amortization	15	14,136,149	-
Repairs and Maintenance	16	1,222,480	-
Operating Expenses	17	80,552,372	33,242,869
Administrative Expenses	18	11,603,679	11,969,637
Total Expenses		129,212,417	55,688,186
Surplus (Deficit) for the Period		(36,605,078)	51,053,867

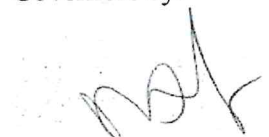
The notes set out on pages 10 to 19 form an integral part of the Annual Financial Statements.

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

V. STATEMENT OF FINANCIAL POSITION AS AT 30TH JUNE, 2019

	Note	2018/2019 Kshs	2017/2018 Kshs
Assets			
Current Assets			
Cash And Cash Equivalents	19	8,657,492	3,724,673
Receivables From Exchange Transactions	20	28,492,728	116,492,060
Total Current Assets		37,150,220	120,216,733
Non-Current Assets			
Property, Plant And Equipment	21	362,240,157	376,376,306
Work In Progress		-	-
Total Non-Current Assets		362,240,157	376,376,306
Total Assets		399,390,377	496,593,039
Liabilities			
Current Liabilities			
Trade And Other Payables From Exchange Transactions	24	22,000,099	3,626,149
Refundable Deposits	24	678,950	-
Retentions	25	-	-
Deferred Income	26	-	-
Payables For Construction Contracts	28	-	-
Total Liabilities		22,679,049	3,626,149
Capital Reserves & Surpluses			
Revenue Reserves	27	14,448,789	51,053,867
Capital Reserves	28	489,917,602	441,913,023
Total Capital Reserves & Surpluses		504,366,391	492,966,890
Total Reserves And Liabilities		527,045,440	496,593,039
Total Assets		399,390,377	496,593,039
Total Liabilities		527,045,440	496,593,039
Variance - To Capital Reserves		(127,655,063)	-

The Financial Statements set out on pages 1 to 10 were signed on behalf of the Institute Council/ Board of Governors by:


Chairman of Board of Governors
 Date: 26.04.2021

FINANCE OFFICER
 WOTE TECHNICAL TRAINING INSTITUTE
 P. O. Box 377 - 90300, MAKUENI
 Email: info@wotetti.ac.ke
 DATE: 26/04/2021 SIGN: 
Finance Officer
 ICPAK No: 26190
 Date: 26/04/2021


Principal
 Date: 26.4.2021

WOTE TECHNICAL TRAINING INSTITUTE
 P. O. Box 377-90300, MAKUENI
 TEL: 020-2624243
 TEL: 0728 658 649 / 0731 642 021

PRINCIPAL
 WOTE TECHNICAL TRAINING INSTITUTE
 P. O. Box 377-90300, MAKUENI
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 TEL: 0728 658 649 / 0731 642 021

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

VI. STATEMENT OF CHANGES IN NET ASSET FOR THE YEAR ENDED 30TH JUNE, 2019

Reserves	Revaluation Reserves	Fair value adjustment Reserves	Retained Earnings	Capital/Development Grants/Funds	Total
	Kshs	Kshs			Kshs
Balance as at 1 July 2017				335,170,970	335,170,970
Revaluation Gains				-	-
Fair Value Adjustments on quoted investments				-	-
Total Comprehensive Income				83,434,853	83,434,853
Capital/Development Grants received During the year				23,307,200	23,307,200
Transfer of depreciation/Amortization from Capital Funds to Retained earnings			51,053,867		51,053,867
Balance as at 30 June 2018	-	-	51,053,867	441,913,023	492,966,890
Balance as at 1 July 2018	-	-	51,053,867	441,913,023	492,966,890
Revaluation Gains	-	-			-
Fair Value Adjustments on quoted investments					-
Total Comprehensive Income				84,103,540	84,103,540
Capital/Development Grants received During the year				8,503,800	8,503,800
Transfer of depreciation/Amortization from Capital Funds to Retained earnings			(36,605,078)	(44,602,761)	(81,207,839)
Balance as at 30 June 2019	-	-	14,448,789	489,917,602	504,366,391

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

VII. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE, 2019

	Note	Current Year 2018/2019	2017/2018
Cash flows from operating activities			
Receipts			
Government grants and subsidies	9	8,503,800	23,307,200
Cash flows from Exchange Transactions	10	80,160,056	81,553,053
Cash flow from Rents facilities and equipment	11	3,943,484	1,881,800
		92,607,340	106,742,053
Payments			
Bulk Purchases of Water & Electricity	12	4,232,664	1,910,324
Staff Costs	13	16,759,574	8,565,356
B.O.G Members Expenses	14	705,500	-
Depreciation & Amortization	15	14,136,149	-
Repairs and Maintenance	16	1,222,480	-
Operating Expenses	17	80,552,372	33,242,869
Administrative Expenses	18	11,603,679	11,969,637
		129,212,417	55,688,186
Net cash flows from operating activities		(36,605,078)	51,053,867
Cash flows from investing activities			
Purchase of property, plant, equipment and intangible assets	21	-	-
Construction of Buildings (Work in Progress)	22	(0)	-
Proceeds from sale of property, plant and Equipment		-	-
Decrease/(Increase) in investments		-	-
Net cash flows used in investing activities		(0)	-
Cash flows from financing activities			
Grants for development	9b	2,547,250	-
Repayment of borrowings		-	-
Increase/ (Decrease) in Other Payables	24	18,373,950	-
Increase in Payables to Contractor	28	-	-
(Increase)/ Decrease in Receivables	20	87,999,333	-
Decrease in Deferred Income	26	-	-
Net cash flows used in financing activities		108,920,533	-
Cash and cash equivalents at the beginning of the Year		3,724,673	-
Net increase/(decrease) in cash and cash equivalents		5,428,955	51,053,867
Cash and cash equivalents at end of the year	19	9,149,570	3,724,673
Per Financial Statements		<u>8,657,492</u>	<u>3,724,673</u>

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

VIII. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30TH JUNE, 2019

	Original budget	Adjust.	Final budget	Actual on comparable basis	Performance difference	% Change
	2018-2019	2018-2019	2018-2019	2018-2019	2018-2019	
REVENUE						
Revenue from Exchange Transactions						
Personnel Emoluments	6,840,000		6,840,000	8,516,398	1,676,398	25
Local ,Transport & Travelling	3,420,000		3,420,000	2,479,978	(940,023)	(27)
Electricity , Water & Conservancy	3,420,000		3,420,000	2,842,555	(577,445)	(17)
Contingencies	4,000,000		4,000,000	704,410	(3,295,590)	(82)
Library	3,420,000		3,420,000	664,420	(2,755,580)	(81)
Repairs Maintenance & Improvements	1,710,000		1,710,000	1,550,486	(159,514)	(9)
Tuition	19,000,000		19,000,000	31,729,492	12,729,492	67
Activity Fees	3,420,000		3,420,000	2,702,706	(717,294)	(21)
Development Fund	4,560,000		4,560,000	5,718,840	1,158,840	25
Medical	684,000		684,000	200,300	(483,700)	(71)
Boarding, Equipment & Stores	-		-	6,323,220	6,323,220	
Practical Fees	-		-	2,784,247	2,784,247	
Industrial Attachment	-		-	1,167,951	1,167,951	
Registration Fees	-		-	841,865	841,865	
Bus Maintenance	-		-	908,000	908,000	
Insurance	-		-	1,246,430	1,246,430	
N.Y.S	-		-	-	-	
Capitation	-		-	-	-	
HELB	-		-	-	-	
Bursaries (Fees)	-		-	8,377,733	8,377,733	
Examination	-		-	700,050	700,500	
Caution Money	-		-	496,415	496,415	
Student Council	-		-			

Driving Test	-	-	204,560	204,560	
Revenue from Exchange Transactions	50,474,000	-	50,474,000	80,160,056	29,686,505
Revenue from Facilities and Equipment					
Hire of Facilities	1,700,000	1,700,000	850,744	(849,256)	10
Disposal of Idle Assets	-	-	2,040	2,040	
Rent From Canteen	-	-	-	-	
Other Revenue	1,700,000	1,700,000	852,784	(847,216)	
Grants for Operations (GOK)	24,000,000	24,000,000	5,956,550	(18,043,450)	
Makueni County Government			3,090,700	3,090,700	
Bursary			-	3,070,670	
HEL B			-	2,623,000	
Conditional Grants					
GOK Development Funding	-	-	-	-	
Main Gate/Perimeter Wall	-		2,547,250	2,547,250	
Ikutha TVC	-	-	-	-	
Kibwezi West TVC	-	-	-	-	
KITUI EAST TVC	-	-	-	-	
Wambuli TVC	-	-	-	-	
Nuu TVC	43,500,000	43,500,000	-	(43,500,000)	(100)
Total Conditional Grants	67,500,000	67,500,000	2,547,250	(50,211,830)	
Revenue from Non-Ex. Trans.	67,500,000	-	67,500,000	11,594,500	(50,211,830)
T O T A L S INCOME	119,674,000	-	119,674,000	92,607,340	(21,372,541)

EXPENDITURE

Use of Goods

140 Electricity Expenses
141 Water, Fuel And Conservancy

Total Use of Goods

Staff Costs

Service Appreciation Fund
House Allowance
Medical Allowances
Passage And Leave Expenses
Personal Emoluments
Responsibility Allowance

Total Staff Costs

BOG Meetings & Committees

Total BOG Meetings

Repairs, Maintenance & Improvement

Total Repairs and Maintenance

Operating Expenses

Boarding Equipment & Stores
Medical Fees
Activity expense
Library Expense
Tuition Expense
Local Transport & Travelling
Bus Maintenance
Practical Expense
Marketing & Registration expense
Insurance (Vehicles and Students)
Rent (hostels)
Examinations
Development Fund expenses
Student Council
Caution

1,200,000	1,200,000	1,800,289	(600,289)
1,200,000	1,200,000	2,432,375	(1,232,375)
2,400,000	2,400,000	4,232,664	(1,832,664)

1,500,000	1,500,000	-	1,500,000
-	-	-	-
-	-	-	-
-	-	-	-
9,500,000	9,500,000	16,759,574	(7,259,574)
-	-	-	-

11,000,000	11,000,000	16,759,574	(5,759,574)
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1,500,000	1,500,000	705,500	794,500
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1,500,000	1,500,000	705,500	794,500
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2,400,000	2,400,000	1,222,480	1,177,520
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2,400,000	2,400,000	1,222,480	1,177,520
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8,298,000	8,298,000	17,827,872	(9,529,872)	39
684,000	684,000	420,620	263,380	
1,976,000	1,976,000	2,675,681	(699,681)	(35)
2,800,000	2,800,000	353,623	2,446,377	87
11,000,000	11,000,000	8,996,590	2,003,410	
4,500,000	4,500,000	7,412,245	(2,912,245)	
-	-	1,789,514	(1,789,514)	
-	-	1,246,808	(1,246,808)	
-	-	1,061,614	(1,061,614)	
-	-	709,120	(709,120)	
-	-	204,000	(204,000)	
-	-	13,139,250	(13,139,250)	
-	-	23,929,199	(23,929,199)	
-	-	765,136	(765,136)	
-	-	21,100	(21,100)	

Total Operating Expenses	29,258,000	-	29,258,000	80,552,372	(51,294,372)	
Administrative Expenses						
KATTI /CAPA Workshops & Conferences	2,000,000		2,000,000	1,133,615	866,385	43
Performance Contracting ISO & TVET Trade fairs	5,000,000		5,000,000	5,607,687	607,687	12
Bus Maintenance	-		-	4,862,377	4,862,377	
Practical Expense	-		-	-	-	
Registration Expense	-		-	-	-	
Institute Infrastructural Improvement	11,750,000		11,750,000			0
Administrative Expenses & Contingencies	2,500,000		2,500,000			0
Administrative Expenses	21,250,000	-	21,250,000	11,603,679	6,336,449	
Ikutha South TVC			-	-	-	
Kibwezi West TVC			-	-	-	
KITUI East TVC			-	-	-	
Mentorship Projects (WIP)	-	-	-	-	-	
Other Disbursements	-	-	-	-	-	
David Wambuli TVC	-	-	-	-	-	
Nuu TVC	-	-	-	-	-	
Capitation	-	-	-	-	-	
Development Fund Expense	8,366,000	-	8,366,000	-	8,366,000	100
Institute Bus & Driving School Truck			-		-	
G.O.K Development funds	43,500,000		43,500,000		43,500,000	
Total Other Assets	51,866,000	-	51,866,000	-	51,866,000	
Depreciation and Amortization						
Buildings	-		-	4,240,945	(4,240,945)	
Property, plant and equipment	-		-	626,149	(626,149)	
Motor Vehicles	-		-	5,307,180	(5,307,180)	
Computers	-		-	3,416,985	(3,416,985)	
Intangible Assets	-		-	355,960	(355,960)	
Furniture	-		-	188,930	(188,930)	
	-	-	-	14,136,149	(14,136,149)	

TOTAL EXPENDITURE

119,674,000	-	119,674,000	115,076,269	1,287,859
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IX. BUDGET COMPARISON SUMMARY

	Original budget	Adjustments	Final budget	Actual on comparable basis	Performance difference	% Change
REVENUE	2018-2019	2018-2019	2018-2019	2018-2019	2018-2019	
Revenue From Exchange Transactions	50,474,000	-	50,474,000	80,160,056	29,686,056	59
Revenue From NON-Exchange Transactions	67,500,000	-	67,500,000	8,503,800	(58,996,200)	-87
Total Revenue	117,974,000	-	117,974,000	88,663,856	(29,310,144)	
EXPENSES						
Bulk Purchases of Water & Electricity	2,400,000	-	2,400,000	4,232,664	1,832,664	
Staff Costs	11,000,000	-	11,000,000	16,759,574	- 5,759,574	-52
BOG Members Expenses	1,500,000	-	1,500,000	705,500	794,500	
Repairs and Maintenance	2,400,000	-	2,400,000	1,222,480	1,177,520	
Provision for Depreciation	-	-	-	14,136,149	14,136,149	
Operating Expenses	29,258,000	-	29,258,000	80,552,372	51,294,372	175
Administrative Expenses	21,250,000	-	21,250,000	11,603,679	6,336,449	30
Mentorship Projects	-	-	-	-	-	
Other Assets	51,866,000	-	51,866,000	-	51,866,000	
Total Expenditure	119,674,000	-	119,674,000	129,212,418	118,012,752	

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Boarding, Equipment & Stores	6,323,220	16,283,585	Capitation	17,070,000.00
Practical Fees	2,784,247	5,058,349	Tuition	56,760.00
Industrial Attachment	1,167,951	558,850	P.E	21,390.00
Registration Fees	841,865	1,351,324	EWC	3,000.00
Bus Maintenance	908,000	221,700	LT&T	2,355.00
Insurance	1,246,430	988,894	RMI	1,335.00
NYS	-	-	Activity Fees	5,160.00
capitation	-	-		90,000.00
HELB	-	-		17,070,000.00
bursaries (fees)	-	-		
Examination	8,377,733	-	KCB Foundation	
Caution money	700,050	-	Allocation	3,070,670.00
Student Council	496,415	-	Tuition	39,070.00
Driving test	204,560	-	Examination	9,000.00
Total revenue from exchange transactions	80,160,056	81,553,053		
			Total	48,070.00
				3,070,670.00
11 Revenue from Facilities and Equipment				
Hire of Facilities	850,744	1,881,800	HEL B Allocation	Year 2018/2019
Disposal of Idle Assets	2,040	-	Tuition	7,034,500.00
Makueni tusomee computer nduani project	3,090,400	-	P.E	3,210.00
	3,943,484	1,881,800	EWC	3,000.00
			LT&T	1,260.00
12 Bulk Purchases of Water & Electricity			RMI	1,200.00
Electricity Expenses	1,800,289	1,910,324	Activity Fees	800.00
Water, Fuel And Conservancy	2,432,375	-	Insurance	830.00
	4,232,664	1,910,324	Examination	1,500.00
				4,200.00
13 Staff Costs				1,846,556.25
Personal Emoluments	2019	2018		16,000.00
Responsibility Allowance(N/A)	KShs	KShs		7,034,500.00
	16,759,574	8,565,356		
	-	-		


Total Staff Costs		16,759,574	8,565,356
14 BOG Members Expenses		2018/2019	2017/2018
Sitting Allowance	KShs		KShs
Total BOG Members' Remuneration	705,500	705,500	-
15 Depreciation and Amortization	11		
Buildings	4,240,945	-	-
Property, plant and equipment	626,149	-	-
Motor Vehicles	5,307,180	-	-
Computers	3,416,985	-	-
Intangible Assets	355,960	-	-
Furniture	188,930	-	-
	14,136,149	-	-
16 Repairs and Maintenance	1,222,480		
Total Repairs and Maintenance	1,222,480	-	-
17 Operating Expenses			
Boarding Equipment & Stores	17,827,872	-	-
Medical Fees	420,620	10,749,718	
Activity expense	2,675,681	178,435	
Library Expense	353,623	2,929,688	
Tuition Expense	8,996,590	604,452	
Local Transport & Travelling	7,412,245	6,790,382	
Bus Maintenance	1,789,514	6,798,663	
Practical Expense	1,246,808	963,370	
Marketing & Registration expense	1,061,614	2,239,989	
Insurance (Vehicles and Students)	709,120	1,612,495	
Rent (hostels)	204,000	375,677	
Examinations	13,139,250	-	
Development Fund expenses	23,929,199	-	
Student Council	765,136	-	
Caution	21,100	-	
Total Operating Expenses	80,552,372	33,242,869	

WOTE TECHNICAL TRAINING INSTITUTE
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

The above amounts have been communicated to and reconciled with the parent Ministry

Finance Officer
Wote Technical Training Institute

Head of Accounting Unit
Ministry Of Education

FINANCE OFFICER
WOTE TECHNICAL TRAINING INSTITUTE
P.O. Box 377 - 80300, MAKUENI
Email: info@wotetci.ac.ke
DATE: 26/04/2021 SIGN: 

Sign: -----

Sign: -----

APPENDIX III: INTER-ENTITY TRANSFERS

ENTITY NAME:		Wote Technical Training Institute		
Break down of Transfers from the State Department of Technical Education				
FY 2018/2019				
a. Recurrent Grants				
		Bank Statement Date	Amount	FY
i.	Recurrent grants	05/10/2018	5,959,550	2018/2019
ii.	Capitation	28/02/2019	17,070,070	2018/2019
iii.	Capitation	26/07/2019	17,070,070	2018/2019
Total			40,099,690	
b. Development Grants				
i.	Perimeter Wall / Main Gate Construction	08/10/2018	1,273,625	2017/2018
ii.	Perimeter Wall/Main Gate Construction	11/03/2019	1,273,625	2018/2019
iii.	Perimeter Wall /Main Gate Construction	26/07/2019	2,547,250	2018/2019
Total			5,094,500	
c. Direct Payments				
Mentorships –Construction Works				
i.	Kibwezi WestTVC	30/10/2018	1,605,697	2018/2019
ii.	Kibwezi West TVC	11/02/2019	8,670,761	2018/2019
iii.	Kibwezi West TVC	30/06/2019	5,780,508	2018/2019
iv.	Ikutha TVC	30/10/2018	3,241,393	2018/2019
v.	Ikutha TVC	06/02/2019	12,965,573	2018/2019
vi.	Kitui East TVC	26/07/2019	20,000,000	2018/2019
Total			39,298,359	
d Recurrent Grants For The Mentorships				
i.	Nuu TVC	30/10/2018	500,000	2018/2019
ii.	Nuu TVC	20/02/2019	2,015,000	2018/2019
iii.	David Wambuli TVC	30/10/2018	500,000	2018/2019
iv.	David Wambuli TVC	20/02/2019	995,000	2018/2019
v.	David WambuliTVC	30/06/2019	1,000,000	2018/2019
Total			5,010,000	

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2019.

Aged Debtors Analysis as at 30th June, 2019

Receivables in arrears	0-30 Days	30-60 Days	60-90 Days	90-120 Days	Over 1 Year Old	Total	Prior Year
	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	
Trade Receivables							
Student Receivables	5,000,500	6,800,000	3,000,050	2,100,249	3,250,000	20,150,799	
Total	5,000,500	6,800,000	3,000,050	2,100,249	3,250,000	20,150,799	-

Aged Creditors Analysis as at 30th June, 2019

Payables in arrears	0-30 days	30-60 days	60-90 days	90-120 days	Over 1 yearold	Total	Prior Year
	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	
Qualified Bidders	-	1,968,070.00	-	-	-	1,968,070.00	
Pre-Qualified Bidders	-	17,985,819	-	-	-	17,985,819	
Persons with Disabilities (PWDs)			-	-	-		
Total		19,953,889	-	-	-	19,953,889	-

