



REPUBLIC OF KENYA



**REPORT  
OF THE**

**TASK FORCE ON THE INSPECTION OF**

**THE 1997**

**REGISTRATION OF VOTERS**

**AND**

**GENERAL ELECTIONS**

**EXPENDITURE**

KENYA NATIONAL ASSEMBLY

Accession: 10014186

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## **REPORT OF THE TASK FORCE ON THE 1997 GENERAL ELECTIONS EXPENDITURE**

Pursuant to the instructions issued by the Government regarding the inspection and reporting on the expenditure incurred on 1997 Registration of Voters and the General Elections, the Treasury formed a Task Force to carry out inspection for verification of the expenditure incurred on the two operations.

The Treasury, through the Accountant General, selected technical officers drawn from the Accounting, Auditing and Suppliers professions to carry out the exercise and held briefing sessions on the modalities and observations to be reported on. The Clerk of the National Assembly was advised by the Treasury to finance the operations from the funds allocated to the Electoral Commission for which he was the Accounting Officer.

The Clerk of National Assembly made arrangement for the operations of the Secretariat that was headed by Treasury representatives. The Task force was divided into two groups as detailed in Annex I.

Twenty five teams, comprising of two officials in each team, were dispatched to cover the 62 districts in the country, excluding Nairobi, in which the two exercises were carried out under the Districts Elections Co-ordinators (DEC's) who had been appointed by the Electoral Commission (E.C.). The teams were sent out on 27th July, 1998 and were required to report back their findings by 10th August, 1998. Most of the districts reports were submitted on 30th August and were consolidated as detailed in Annex II.

The consolidated report is by no means exhaustive due to the limitation of the time allowed to the Task Force to complete the exercise but it forms the basis on which future formulation of prudent General Elections district budgets should be managed.

Emphasis was put on the areas that were to be addressed in the course of the inspection by the teams as follows:-

1. Amount allocated in AIEs for
  - (i) Registration of Voters
  - (ii) The General Elections

2. Total amounts spent on

- (a) Registration of Voters
- (b) The General Elections

3. **Classification of the total amount spent on:-**

- (a) Payment of allowances
- (b) Payment of Transport Hire
- (c) Repairs of GOK vehicles
- (d) Fuel filled to GOK vehicles
- (e) Construction of CO-ordinators Offices
- (f) Other Services

4. **Procurement Procedures**

- (a) To confirm whether all procurements procedures were followed for 3 above and where not, to give reasons why not followed and to indicate what authority was used (i.e District Tender board, DTB Chairman, Electoral Commission, Ministry of Works etc.)
- (b) For 3 (e), to get the Electoral Commission's approval letter or name of the authorising E,C agent. To indicate how the expenditure was accounted for. To indicate whether there were motor vehicle inspection reports from Ministry of Works and,
- (c) To indicate whether all the vouchers were approved by the Internal Auditors.

5. **On Pending Bills:-**

- (a) Get the actual pending bills and split them as in paragraph 3 above.
- (b) Indicate whether they qualify for payment in terms of paragraph 4 above.



- (c) Get the explanations to the reasons of non-settlement.
  - (d) Find out whether all the pending bills were for invoices raised during the Registration/Elections period, i.e before 30th January, 1998. If not, get the reasons as to why the DEC's continued spending after the electoral exercise.
  - (e) For PMG rejections, get the cheque number issued by the District Treasury to confirm payment.
6. Civic nomination fees collected and how it was accounted for. Note if there were any shortfalls and how it was treated.
7. Confirm whether the External Auditors visited the district and whether there were audit queries raised as at the date of inspection. If Yes, highlight the issues raised in your report.
8. Any other irregularities that may be observed the course of the inspection.

## **REPORTS HIGHLIGHTS**

The Secretariat perused, edited and highlighted the reports revelations in the following areas:

### **1. Payment or Personal allowances**

- (a) The polling clerks and counting assistants were paid for more days than had been estimated.
- (b) The number of clerks and counting assistants were increased beyond the original figure due to unavoidable circumstances e.g., setting-up of extra polling stations, delays extension of voting and vote counting processes.
- (c) The election officials were paid for more days than was estimated. The Elections Co-ordinators, Returning Officers, and their Deputies were still in their respective areas of operations long after the exercises ~~was~~ <sup>were</sup> concluded.



- (d) Other officers in the districts were paid allowances which had not been provided for in the estimates.
- (e) Some of the election officials in some districts were paid on higher rates than those provided for in the estimates.
- (f) Security personnel in most district remained unpaid due to uncertainty of who were <sup>to</sup> be paid. The general belief was that all security officers in the district should be paid. In the districts where the allowances were paid the entire security force was included in the payment schedules which differed form district to district. There were not specific guidelines which had been sent out by the Electoral Commission.

2. **Transport hiring, repairs and fuelling**

*payment of security personnel had been delegated to the Commissioner of Police*

- (a) The total amount incurred on transport constituted a major part of the over-expenditures in terms of hiring, repairs, fuelling and maintenance of vehicles, aircrafts and boats. There were major irregularities in transport expenditure in general as was observed during the inspection.
- (c) Some DEC's hired more vehicles than the number that had been authorised by the Electoral Commission.
- (d) Most vehicles, GOK and the hired vehicles, allegedly required mechanical attention and the cost of repairs was major component of costs. In other many cases hired vehicles were fuelled by use of election funds in addition to the payments on hiring contract charges. This resulted to double charges for the same services. It has been observed that most merchants and institutions hiring out their vehicles took the advantage of the election funds issued to repair their vehicles.
- (e) The District Commissioner's also took advantage of the elections funds available to fuel and repair their vehicles for their use other than those of elections purposes.

3. **Materials and Equipment Procurements and inventories**

- (a) Lack of proper co-ordination by DEC's and co-operation among the personnel in the districts contributed to purchases of materials which would have otherwise been avoided. This resulted to wastage which did not assist the efficiency of the elections.

- (b) Lack of co-operation between the DEC's and District Commissioner's were observed. The requirements that DEC's were to authorise expenditures as the AIE holders were deliberately disregarded by District Commissioner's who acted as AIE holders in diversion of funds to uses other than election activities. In some districts there was no co-operation between DEC's and the Returning Officers who often bought materials and processed payments which resulted in duplication of purchases. No Supplies Officers were attached to the DEC's to assist, advise, oversee and co-ordinate procurement processes.
- (c) Proper procurement procedures were floated and some cases they were not communicated to DEC' by those who floated the Government procurement procedures. The Electoral Commission failed to address on the procedures to DEC's and did not direct that DEC' had to go through the DTB for all elections procurements.
- (d) There were cases where stores were ordered, paid for but not delivered as happened in Lamu District for materials worth Kshs.176,308.60. The Task force left the materials not delivered as it completed the inspection.
- (e) Loss of durable stores was prevalent as relates to pressure lamps, construction materials etc. Some Returning Officers have not accounted or returned some of non-consumable items to DEC's.

#### **4. Non-Observance of Regulations**

- (a) Procurement and accounting regulations and procedure were extensively floated or disregarded by DEC's. This cut across all the districts in the country. District Tender Boards were generally not consulted to evaluate the procurements.
- (b) Commitments and payments were in some cases not processed through the Vote Books. The omissions in use of vote Books for control of commitments and payments caused many bills to pend after the exercise.
- (c) In other instances losses of public funds which should not have occurred if the procedures ben followed were caused through the negligence of DEC's.
- (d) Details which should have been attached to vouchers were often not made available. Schedules of payment rolls for allowances were not attached to vouchers in some instances.

- (e) Details of hire of private vehicles were not shown to the inspection teams in some districts. Mechanical reports for GOK vehicles which were repaired should have been acquired from Ministry of Works were not sought for. There were no controls on fuelling of vehicles, both GOK and hired vehicles.
- (f) It would appear there was an assumption that the Electoral Commission was not subject to the existing Government financial and procurement regulations and procedures. Procurements were mostly made without observance of the regulations and procedures in force.
- (g) Personnel remuneration and allowances rates were not determined in accordance with the existing regulations or in accordance with DPM authority issued for the two exercises.
- (h) It was established that the Chairman-Electoral Commission had not issued instructions on procedures and rates to be observed on payment of allowances and procurement procedures.

## **RECOMMENDATIONS**

1. Thorough audit should be carried out on all expenditure incurred in all districts so as to ascertain the actual losses of public funds.
2. The District Elections Co-ordinators involved in causing losses, together with those who assisted in the perpetration, should be charged in court of law to answer for the losses they caused.
3. Electoral Commission should hire, on temporary contractual basis, District Election Co-ordinators, who are professional financial managers of proven integrity and honesty.
4. The contracted election officials and the support staff should be trained on Government Financial and Procurement Procedures before they are entrusted with management of public funds.
5. The Internal Auditors in the districts should pre-audit all vouchers of expenditure as required by the regulations in order to ensure that all procurement and accounting regulations and procedures are followed.



6. The Electoral Commission should prepare very detailed budgets, on district basis, with the assistance of DEC's who should be well versed with the environmental vagaries and other needs of their districts of their jurisdiction.
7. The AIE's to DEC's should be strictly limited to the ceiling of the districts detailed budgets.
8. Communication facilities should be availed to all DEC's to enable the Accounting Officer to communicate changes which they may need to be communicated to DEC' on emergencies.
9. There should be established a committee in the Electoral Commission which should be responsible to advise the Accounting Officer on financial management propriety of the voted funds.
10. The Electoral Commission should issue instructions circulars to DEC's in which their responsibilities, liabilities, accountability and requirement of their transparency should be spelt out so that they shall not please ignorance of what is required of them when they are found to have mismanaged public funds.
11. Rates of payment of allowances by the Electoral Commission to its officer and agents should be fixed by DPM as required by relevant regulations.

**Japhet K. Masya, EBS, OGW**  
**ACCOUNTING OFFICER**  
**ELECTORAL COMMISSION OF KENYA**

## Task Force Members.

### 1. Secretariat:

A. K. Muchira	-	Assistant Accountant General, Treasury
J. M. Muchira	-	Accounts Controller, National Assembly
L. N. Mekenye	-	Senior Clerk Assistant, National Assembly
B. N. Mwendwa	-	Senior Sergeant-at-Arms, National Assembly
R. S. Andalo	-	Secretary, National Assembly
Damaris Wangui	-	Secretary, National Assembly
S. Salamba	-	Secretary, National Assembly
Joan Gatakaa	-	Secretary, Treasury
Lucy Ngeche	-	Support staff, National Assembly

### 1. District Teams

Name	Designation	District
A. M. O. Omolo J. M. Muriithi	Senior Supplies Officer Accountant II	Malava/Lugari, Kakamega, Vihiga
G. Maina Mukabi J. Kihuro B. O. Achola	Accountant I Accountant II Accountant I	Mt. Elgon, Bungoma, Teso
K. Kisingu F. M. Njoroge	Supplies Officer I Internal Auditor II	Busia, Siaya, Kisumu
J. K. Mwangi J. A. Kakoyo	Internal Auditor I Supplies Officer II	Rachuonyo, Homa Bay, Migori, Suba
P. Ojwang S. K. Mutua	Internal Auditor I Supplies Assistant	Kuria, Kisii, Nyamira
J. C. Kiduya J. A. Obure	Senior Supplies Officer Accountant II	Turkana, West Pokot, Trans Nzoia
S. M. Masabe B. M. Kiambi	Accountant I Supplies Assistant	Uasin Gishu, Keiyo, Marakwet
F. M. Muteti M. K. Boit	Auditor I Supplies Officer II	Baringo, Koibatek, Nakuru
Lucy Kariuki N. E. Sayi	Accountant I Accountant II	Samburu, Laikipia

P. M. Miingi J. N. Kamuria	Accountant I Internal Auditor I	Nandi, Kericho
J. O. Obong'o A. M. Mbevi	Supplies Officer I Internal Auditor II	Bomet, Trans Mara
Philip E. Odoyo Daniel O. Mosome	Internal Auditor I Audit Examiner I	Nairobi
B. O. Ochola J. M. Wanjau	Accountant I Accountant II	Narok, Kajiado
S. K. Kuria H. A. G. Maina	Accountant I Accountant II	Mandera, Wajir
J. W. H. Wamaguru R. A. Momanyi	Supplies Officer I Accountant II	Garissa, Tana River
J. O. Mukungu E. M. Rugito	Internal Auditor I Internal Auditor II	Lamu, Malindi
T. J. Aseka B. Khisa	Supplies Officer I Accountant II	Kilifi, Mombasa
A. S. Akatsa K. Onchwando	First Clerk Supplies Officer I	Taita Taveta, Kwale
S. O. Obudo J. M. Malunda	Senior Accountant Accountant I	Kiambu, Nyandarua
J. O. Amara K. O. Adwando	Accountant I Supplies Officer I	Thika, Nyeri
J. W. Muthonge D. Simiyu	Internal Auditor I Supplies Assistant	Maragua, Muranga, Kirinyaga
K. E. Nyakoyo R. C. Macharia	Accountant I Internal Auditor II	Moyale, Marsabit, Isiolo
F. K. Macheho G. K. Mulwa	Internal Auditor II Supplies Officer II	Nyambene, Tharaka/Nithi, Meru
F. K. Kiragu W. B. Muimi	Internal Auditor I	Embu, Mbeere
S. N. Mwige E. L. Wanalwenge	Senior Supplies Officer Internal Auditor I	Mwingi, Kitui
J. O. Okello R. N. Mutokaa	Accountant I Supplies Officer I	Makueni, Machakos



HEADQUARTERS AND NAIROBI PROVINCE1. Allocation of funds

Records maintained by the Clerk National Assembly of Kenya do not reflect separate funds allocated to Electoral Commission Headquarters and the District Election Co-ordinator Nairobi for both voters registration and General Election.

Total funds allocated to both the Headquarters and the DEC Nairobi were as follows:-

<u>Allocated Item</u>	<u>Amount</u>
300 - Personnel Costs	5,000,000.00
301 - Other Operating Costs	42,000,000.00
302 - General Elections	436,057,587.00
304 - Registration of Voters	<u>285,173,417.00</u>
Total	<u>768,231,004.00</u>

2. Registration of Voters Expenditure (Item 304)

A total of Ksh.93,336,571.25 was spent in Nairobi on registration of voters exercise. The amount is classified as follows:-

1.Allowances	46,418,526.40
2.Transport Hire	13,232,820.00
3.Fuel Repair Expenses	1,077,383.05
4.Other Services	<u>32,636,841.20</u>
Total	<u>93,336,571.25</u>

3. General Elections

Expenditure incurred on General Election for Nairobi Area amounted to Ksh.1,637,528,438.00 summarised as below:-

1.Allowances	361,145,823.30
2.Transport Hire	308,110,339.70
3.Fuel & Repairs	6,739,185.00
4.Other Services	961,533,090.30
Total	<u>1,637,528,438.00</u>

4. Electoral Commission of Kenya Secretariat Services (Item 300)

Expenditure charged to personnel services at the Secretariat amounted to Ksh.4,084,960.50 as detailed below:-

1.Allowances	Ksh.3,227,142.40
2.Transport Hire	Ksh. 222,561.75
3.Fuel & Repairs	<u>Ksh. 635,253.35</u>

Total Ksh. 4,084,960.50

**(ii) Other Operating Expenses(Item 301)**

1.Allowances	Ksh.7,066,463.60
2.Transport Hire	Ksh.1,951,381.40
3.Fuel & repairs	Ksh.5,657,947.70
4.Other Services	Ksh. <u>25,644,095.60</u>

Total 40,319,888.30

**5. Procurement Procedures**

Existing procurement were followed to obtain goods and services except Election allowances which were paid on the authority of the Chairman ECK and not Directorate of Personnel Management.

**6. Pre-Audit Payment vouchers**

Most vouchers were pre-audited by Internal Audit Unit except a few with a total expenditure of Ksh.351,940.00 in respect of voter registration which were not processed through Internal Audit.

**7. Pending Bills**

As at 13/08/98, pending bills in respect of General Election expenses amounted to Ksh.16,733,946.10 as summarised below:-

1.Personal Claims	Ksh. 1,652,350.00
2.Merchants	
-Legal fees (various lawyers)	Ksh. 1,000,000.00
-Transport hire (DOD)	Ksh.13,855,881.50
-Other Expenses	Ksh. <u>265,711.60</u>
Total	Ksh. <u>16,773,946.10</u>

It is confirmed that pending bills examined qualify for payment in accordance with existing procurement procedure and financial regulations. Non-settlement was mainly due to cash flow problems.

**8. Parliamentary and Civic Nomination fees**

Nairobi with a total of eight electoral areas, had seventy(70) and four hundred and fifteen (151) parliamentary and civic contestants respectively during 1997 General Election. Accordingly a total of Ksh.765,000.00 was collected and accounted in respect of nomination fees.

(i) 70 Parliamentary candidates @ 5,000.00 =	350,000.00
(ii) 415 Civic candidates @ 1,000.00 =	<u>415,000.00</u>
Total =	<u>765,000.00</u>

9. **External Auditors**

It was established that external auditors test-checked some payment vouchers during their routine audit but no material queries were raised.

10. **Filing and Custody of Payment vouchers**

Lack of storage space for payment vouchers and general misfiling of vouchers created serious bottlenecks during the inspection.

Philip E. Oduyo

Daniel O. Mosome

**SAMBURU DISTRICT**

**REGISTRATION OF VOTERS**

During the Voter Registration exercise, Mr. W. Mutai was the District Elections co-ordinator

(The total amount issued for the Registration exercise was Ksh.25,023,780.00 and the amount spent on allowances for registration was Ksh.17,749,355.00.

(ii) **Transport Hire**

A total of Ksh.25,000.00 was spent on Transport hire during voter registration. There wasn't much need for hire of transport at this time. The rate approved was Ksh.60.00 per Km on tarmac roads and Ksh.100.00 per Km on rough roads.

(iii) **Repair of GK Vehicles**

Several vehicles were repaired for the voter Registration exercise. A sum of Ksh.1,159,560.00 was spent on repair of GK vehicles for the exercise. We observed that in some of the payment vouchers there was no pre-inspection certificates by the Ministry of Works. In others, the LSOs were not attached.

We could not get satisfactory reply from the officers we interviewed since the co-ordinator who was there during the Voter Registration could not be traced. We established that some of the vehicles used with private registration numbers belonged to Samburu County Council and Maralal High School.

(iv) **Fuel**

A total sum of Ksh.652,757.00 was spent on fuel during the voter registration exercise. We observed that it was economical to purchase bulk fuel from a few suppliers from where all the vehicles were to be served. LSOs and other documents were evident.

(v) **Other services**



During Voter Registration exercise, several expenditures and services could not easily be identified to a particular item. A total of Ksh.233,584.00 was spent in that manner during this exercise. These included furniture, stationery, travelling and accommodation etc.

#### GENERAL ELECTIONS - SAMBURU

During this exercise, Mr. Ole Mamaiyo took over from Mr. W. Mutai who was assigned similar duties in Laikipia.

##### (i) Allowances

Total of the A.I.Es issued to this District for the conduct of the General Elections was Ksh.22,560,451.00. Out of this amount Ksh.9,108,541.00 was spent on allowances. The officers who benefited from the allowances were as follows:-

We noted that allowances continued to be paid even after the elections. When we asked for the reasons we were not given proper explanations as to why this was being done.

We noted that the following payment vouchers were paid without supporting documents.

<u>Date</u>	<u>P.V/No.</u>	<u>Payee</u>	<u>Amount</u>
21.1.98	0070	DEC	101,700.00
4.2.98	0151	DEC	18,400.00
5.1.98	0217	DEC	1,311,000.00

##### (ii) Payment of Transport Hire

Several vehicles were contracted for the conduct of 1997 General Election. The total amount spent under this item was Ksh.2,754,174.00. Proper procedures were not followed but were later ratified by the DTB via their min No.SBV/DTB/5/97 - on 4/3/98. Minutes attached.

The rates approved were as follows:-

Ksh.60.00 Per Km for tarmac roads

Ksh.100.00 per Km for rough roads

##### (iii) Repair of G.K. Vehicles

Amount spent of repair of GK vehicles during the elections was Ksh.6,175,375.00. We noted that on some of the vouchers that no inspection certificates from the MOPW were issued. When we inquired why the inspection had not been done we were told that the exercise was urgent and that they had no time to go through the normal procedures.

It was not clear on the accounting and mode of delivery of the following tyres.

<u>Date</u>	<u>Payee</u>	<u>P.v No.</u>	<u>Amount</u>
22.2.98	J. Waithaka	0001	1,377,466.30

The payment voucher shows 90 tyres and tubes as having been purchased. But available evidence shows that 57 tyres and tubes with various specifications were received and issued.

It was not shown 70 tyres and tubes for Ksh.830,550.00 payable to Nakuru Machinery House was entered and issued out. The P.V. No. was 0081.

(iv) Fuel

The amount used on fuel during the general elections was Ksh.321,820.00.

(v) Construction of Co-ordinators Office

None was constructed.

(vi) Other Services

Amount of Ksh.416,918.00 was spent on various services during the elections. These ranged from photocopying to travelling and accommodation and also telephone expenses.

Pending bills - Samburu District

Voter Registration

Supplier - J. Waithaka Ksh.491,505.00

Repair of the following vehicles

Supplier - Bhogals Garage Ksh.271,760.60

Repair of GK S295

General Elections

(1) Gestetner Services Ksh. 32,693.45

(2) Top Hill Hotel Ksh.208,380.00

Ksh. 1,004,399.05

As for J. Waithaka's Bills Inspection certificates by MOPW was done on 13.1.98 and LSOs issued in April and May, 1998. Invoice was issued on 27.7.98.

We learnt that procedures were followed but the minutes were with the co-ordinator. Payment recommended as the co-ordinator has been informed by the District Treasury staff to comply.

As for Top Hill Hotel presiding officers were feted in that hotel on instructions from the co-ordinator. No quotations or right procedures were followed.

As for Gestetner's bill procedures for the service rendered were not followed. It is not clear which machines were serviced.

We noted that there was laxity on the part of the District Treasury staff to process these bills since Treasury was not reimbursing.

Nomination fees

Amount paid Ksh.105,000.00 vide cheque No.001045 of 10.12.97 for Ksh.79,000.00 and cheque No.001066 of 11/12/97 for Ksh.26,000.00. This was paid to Clerk National Assembly.

We did not have access to the record for the candidates involved since the co-ordinator was not there.

## P.M.G. Rejections

The total P.M.G. rejections for Samburu District was Ksh.616,752.00.

We were informed that external Auditors had visited that district to audit on elections but no report was left behind. Nor were any audit queries raised by the external auditor.

## LAIKIPIA DISTRICT

### 1. Voter Registration

The total A.I.Es issued for voter registration was Ksh.15,875,540.00.

#### (i) Allowances

Out the above amount spent on allowances is Ksh.8,703,840.00.

#### (ii) Transport Hire

The amount spent on transport hire is Ksh.66,600.00. We observed that LSO were issued for transport hire during registration.

#### (iii) Repair of G.K Vehicles

Total amount spent of repair of GK vehicles is Ksh.1,843,490.00 the relevant certificate were signed in all cases. There was no inspection report from MOPW. There were also cases where individuals were servicing GK vehicles using their money and later claiming a refund.

#### (iv) Fuel

The amount spent on fuel during votes registration is Ksh.903,349.00.

#### (v) Other Services

Certain expenditure were incurred which could not be identified with the main categories of expenditure. These include telephone stationers, photocopying etc.

A total of Ksh.571,395.00 was spent this way.

## Laikipia - General Elections

Total A.I.Es issued in respect of General Elections is Ksh.25,420,251.00. The expenditure is split into the following categories:-

### Allowances

Amount spent on allowances was Ksh.12,680,758.00. We observed that most vouchers were not being stamped "paid". The explanation given for not stamping on the vouchers were not convincing. Allowances continued to be paid well beyond the general elections.

### (ii) Transport Hire

The amount spent on Transport hire for the General Elections was Ksh.5,193,260.00.

We noted that proper procedures were not fully followed while hiring transport. When asked why this was so the explanation was that the elections were around the corner and everything was to be in place. See the attached payment copy vouchers.



<u>Pv/No.</u>	<u>Payee</u>	<u>Amount</u>
0420	P.G. Gichohi	Ksh.2,805,000.00
0414	Kirinyaga R. Garage	Ksh.2,295,000.00

(iii) Repair of GK Vehicles

A total of Ksh.4,712,852.00 was spent on repair of GK vehicles during the general elections. In most cases we did not see the work inspection certification prior to the tendering process.

(iv) Fuel

A total of Ksh.1,088,314.00 was spent on fuel during the General Elections. We noted that some of the officers were fuelling vehicles using their money and later being refunded.

(v) Other Services - General Elections

Other expenditure which could not be clarified among the sepcific categories outline earlier was also incurred. This was Ksh.1,040,519.00. This kind of expenditure included travelling telephone expenses, stationery, polling booths etc.

Pending Bills - Laikipia

- |     |                       |                |
|-----|-----------------------|----------------|
| (a) | payment of Allowances | Ksh.109,600.00 |
| (b) | Repair of GK vehicles |                |

18.03.98

P. G. Gichohi Repair of GK 634 W and GK V161 Ksh.98,790.00

18.3.98

P.G. Gichohi	Ksh.20,160.00
Repair of GK 289B	

25.12.97

Sengei Auto Spares	Ksh. 18,095.00
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GK J624 No. LSO

27.6.98 Senai Auto Spares	Ksh.244,350.00
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(C) Fuel

30.6.98	Ngarua Total Station	Ksh. 2,204.00
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14.10.97	Sammy Ndungu Evans	Ksh. 13,168.00
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GK 16C

GK 702T

(D) Construction of co-ordinator office - Laikipia

No such construction took place. But however lands office had already approved the plot and plan and Bill of Quantities prepared by the Ministry of Works. Total of the plan comes to Ksh.2.2M. Funds awaited from Electoral Commission to start construction.

(E) Other Services

25.8.97	Nanyuki Simba Lodge	ksh.4,970.00
	Meals	

The reason advanced for the non-settlement of the bills include; Treasury embargo on reimbursement to Electoral Commission, suppliers also delayed in issuing invoices

## LAIKIPIA DISTRICT

PMG Rejection for Laikipia District was Ksh.61,099.15. The reason given by the District Accountant for the rejection was that Treasury had placed an embargo on National Assembly Reimbursement.

We were informed that the external auditor had visited the district to check on the accounts of the election but they did not leave their report behind.

### Nomination fees

Records available show that Ksh.168,000.00 was collected, of these Ksh.167,000.00 was surrendered vide cheque No.001353 of 9.12.97.

The balance of Ksh.1,000.00 was refunded to one of the civic candidates whose papers were nullified for technical errors.

### Observations

A comparison of the total A.I.E.s issued Vs the total expenditure as per the available payment vouchers, and the balances in the vote book revealed some significant differences in both districts. This prompted us to make use of the RGAS/04 in a bid to confirm the total expenditure. The following is a summary of our findings.

### Samburu District

Total A.I.E.s issued	Ksh.47,584,231.00
Total Expenditure as per the vouchers	Ksh.38,603,084.00
Total Expenditure as per the RGAS/04	Ksh.44,739,755.00

Conclusion: vouchers to the tune of Ksh.6 million were not available to us for inspection

## LAIKIPIA DISTRICT

Total A.I.E. issued	Ksh.41,295,791.00
Total expenditure as per vouchers	Ksh.36,830,725.00

Total expenditure as per RGAS.04 (excluding May, 1997 to August, 1997) Ksh.43,887,728.00. This expenditure is far above the A.I.E. Issued. Also vouchers to the tune of Ksh.6 million were not available to us for inspection.

The following payment vouchers were not available to us for inspection:-

<u>VR.NO.</u>	<u>PAYEE</u>	<u>KSH.</u>
0318	D.E.C.	1,899,000.00
	various D.E.C.	1,087,400.00
	various D.E.C.	1,142,700.00

## MOYALE DISTRICT

### 1. ALLOCATION:

Total amount allocated to the District as per sixteen (16) A.I.E.'s was kshs:41,793,550.00 in respect of both Registration of Voters and General Elections during the financial years 1996/97 and 1997/98.

## 2. EXPENDITURE

During both exercises a total sum of kshs: 38,853,249.65 was incurred as classified below:-

Items of Expenditure      Registration of voters      General Elections

a) Allowances	9,596,475
b) Hire	5,738,000
c) Repair of G.K. Vehicles	3,924,775
e) Construction of Polling Booths	3,848,500
g) Other Services	30,000

## 3. Procurement Procedures

(a) In our investigation we found out that the procurement procedures were properly followed. The only areas where we were not satisfied were on hire of transport and fuel. There was no record of the registration numbers of the vehicles hired and stations where they served during the exercise.

In case of fuel, there were no detail orders or register to account for the consumption.

(b) There was no construction of the co-ordinator's office work apart from partitioning of the rented offices costing Ksh:30,000.00.

In addition the co-ordinator erected polling booths in all the stations and the normal procedures were followed.

(c) In the process of our inspection we found out that most of the payment vouchers were not pre-audited by Internal Auditor. The explanation given was that the auditor was only one officer within the District and in his absence there was no one to continue yet the operations were going on.

## 4. Pending Bills

(a) The total amount of Ksh.478,822.00 in respect of pending bills remained uncleared by the time the exercise was closed as indicated below:-

Repair of GK vehicles Ksh.150,000.00, other services Ksh.328,822.00 during the exercise period but were delayed by lack of liquidity at the District Treasury until the AIEs were frozen. Therefore, according to our finding the claimants who are still writing to the District Accountant should be cleared since all the procedures were properly followed.

(b) There was only one (1) P.M.G. rejection totalling to Ksh.220,000.00 which was paid vide cheque No.000920 of 9.4.98. Although the cheque was drawn for the same amount, it was later cancelled immediately the runner-up returned with the rejection and before the claimant collected the cheque. Therefore, the amount has since been included among the pending bills.

## 5. Civic Nomination

In the District, a total of Ksh.57,000.00 from 4 Parliamentary and 37 Civil candidates was collected. The same had been forwarded to the Clerk, National Assembly, Nairobi vide co-ordinator's letter Ref.MLE/ELE.GEN/ECK/VOL. 1/4 of 16th December, 1997 in the form of a cheque No:000519 of 11th December, 1997.

6. Lastly the External Auditors had not visited the station by the time of our inspection.

## MARSABIT DISTRICT

### ALLOCATION

1. The District received eighteen (18) A.I.E's totalling to Ksh.65,796,527.00 for both Registration of Voters and General Elections exercises.
2. The total amount incurred during both Registration of Voters and General Elections was Ksh.65,225,158.05

Please note that the pending bills are included in the expenditure.

3. Procurement Procedures:

(a) Due to factors like time allocated for elections, security risk of the area, delay in issue of AIE's weather conditions during the period, and lack of knowledge of Government Financial procedures by some co-ordinators some of the payments and orders were made without following the normal procedures. Some of these procedures had to be formalised later after expenditures had been incurred through DTB.

(b) The District Election Co-ordinator was in a rented office. The only amount spent under this item was the erection of Polling Booths which was authorised accordingly.

(c) Not all the vouchers were pre-audited or examined later by the Internal Auditors. There was a claim that the auditor is only one office who if he happens to be away there will be no business of that office.

4. Pending Bills

The District Election Co-ordinator has an outstanding bill totalling to Ksh:1,072,923.00 in respect of repairs to GK vehicles Ksh:804,892.00.

Other Services:-

Telephones Ksh: 119,031.70

Hotel Expenses for Training officials Ksh: 149,000.00

The delay in completing the repairs to GK vehicles and processing payment at the District Treasury due to inadequate cash liquidity was the main cause of these bills having not been cleared within the stipulated period. As such there is need to settle them since they were quite in order. The invoices were all dated 5.1.98 for repairs of GK vehicles.

5. Civic Nomination Fees:

A total of Ksh.60,000.00 was collected from five (5) Parliamentary and thirty five (35) Civic candidates and accounted for vide miscellaneous receipt Nos: BH 700257 charged to A/C No: 0-880-000-673/4. The amount was submitted through P.M.G. Treasury by the District Accountant during the week ending 11.12.97 and 19.12.97 respectively.

6. External Auditors:

The External Auditors last visited the District in April, 1997.

Lastly, the Co-ordinators for both Moyale and Marsabit swapped during the General Election period which delayed our inspection since both officials had to be present at one point to answer some of the queries raised.

ISIOLO DISTRICT

1. ALLOCATION

The District received sixteen (16) AIEs for both Registration of Voters and General Elections totalling to Ksh.35,346,256.00.

2. Expenditure

The exercise for both Registration of Voters and General Elections a total sum of Ksh.35,505,613.05 was spent as detailed below:-

<u>Items</u>	<u>Registration of Voters</u>	<u>General Elections</u>
(a) Allowances	10,540,710.00	8,321,740.00
(b) Transport Hire	- 3,360,350.00	
(c) Repair of GK Vehicles	- 2,090,184.40	5,605,188.75
(d) Fuel	- 696,292.00	1,079,654.00
(e) Construction of Co-ord's office	-	
(f) Polling Booths	-	671,145.00
(g) Other Services	<u>885,039.80</u>	<u>2,055,309.10</u>
	<u>14,212,226.20</u>	<u>21,093,386.85</u>

3. Procurement Procedures

(a) In some cases it was discovered that the procurement procedures were floated. There was a case where the co-ordinator was paying an agreed amount and fuelling personal vehicles during the exercise without either DTB or any other authority.

(b) The District Election Co-ordinator was accommodated in privately rented office. The expenditure indicated was for the construction of Polling Booths at all stations which was authorised by the Chairman Electoral Commission.

(c) Not all the vouchers processed were pre-audited by the Internal Auditor. This was due to the absence of the officer on off-duty or leave during the period. The Internal Auditors are only two (2) officers stationed in the District.

4. Pending Bills

(a)	(i) Repairs of GK Vehicles	860,746.80
	(ii) Other services	418,036.00
	(iii) Construction of Polling Booths	<u>62,765.00</u>

**1,341,547.00**

The above pending bills have been included in total expenditure and they were falling within the period of the exercise. Although some invoices were raised after 30th January, 1998 the commitments were during the exercise period.

**P.M.G Rejections**

<b><u>Voucher No.</u></b>	<b><u>Cheque No.</u></b>	<b><u>Amount</u></b>
0096	004160	2,280.00
0106	Cash	5,800.00
0173	"	12,000.00
0174	"	8,307.00
0171	"	10,000.00
0169	"	27,000.00
0144	004270	38,720.00
0143	004268	59,879.40
0135	004269	127,192.10
0142	004269	69,766.40
0015	Cash	<b><u>35,138.00</u></b>
<b>Total</b>		<b><u>436,082.90</u></b>

5. On Civic Nomination fees a sum of Ksh.123,000.00 was received from eight (8) Parliamentary Candidates and eighty three (83) Civic candidates for the two constituencies in the District. The amount was paid over to the Chairman ECK vide cheque No.000374 of 28.5.98 for Ksh.44,000.00 and 000282 of 7.1.98 for Ksh.79,000.00.

6. The District Treasury had already been visited by the External Auditors at the time of our visit and raised the following queries:-

(a) The amount of Ksh.16,000.00 paid to Marshallah Jard Ngologo for hire of hall for training assistant Registration Officers and meals provided to the same. No list of trainees and copy of local service order attached.

(b) Ksh.24,500.00 paid to Linco Motor Spares and Accessories in respect of spare parts supplied. The auditor wanted to know the GK vehicle which was fitted with the parts of the voucher was not certified.

(c) On scrutiny of the payment of Ksh.105,000.00 for fuel supplied it was discovered that neither S13 nor delivery note nor Detail Orders for receipt of petrol were attached. The Auditors wanted to know how the petrol was accounted for and furnish their office with the copies of quoted missing documents.

The above exercise was conducted in December, 1997 for the period ending 30th June, 1997.

The District Election Co-ordinator has since responded to the above queries satisfactorily.

**RACHUONYO DISTRICT**

**(NYANZA PROVINCE)**

DEC - Mr. Agutu

1.	<b>Total Allocation</b>	-	<b>Ksh.53,130,185.00</b>
2.	<b>Total Amount Spent:</b>	-	
	(a) Registration of Voters		<b>Ksh.25,966,329.70</b>
	(b) General Elections	-	<b><u>Ksh.27,158,419.00</u></b>
			<b><u>Ksh.53,124,748.70</u></b>
3.	<b><u>Classification of Expenditure:-</u></b>		
	(a) Allowances	-	<b>36,151,509.70</b>
	(b) Transport Hire	-	<b>13,093,000.00</b>
	(c) Repair of GK vehicles	-	<b>1,625,554.40</b>
	(d) Fuel	-	<b>1,352,381.20</b>
	(e) Other Services	-	<b><u>902,303.40</u></b>
			<b><u>53,124,748.70</u></b>
4.	<b><u>Procurement Producers</u></b>		

Procurement procedures were not followed during the General Elections. The District Election Co-ordinator claimed that they were not instructed by the ECK to follow Government procurement procedures and hence used his own initiative.

The hire of transport during the General Elections was most chaotic. There were no fixed rates of hire. Vehicles of the same capacity were hired at different rates ranging from Ksh.5,500.00, 8,000.00, 12,000.00, 15,000.00, 100,000.00, 50,000.00, 60,000.00 and 40,000.00 per day without any reasons at all.

However, there were some vehicles which were hired at special rates than the rest and are worth mentioning here.

5. **Pending Bills**

The pending bills were in respect of voter registration and made up of the following:-

(a) Allowances	<b>Ksh.141,071.50</b>
(b) Hire of transport	<b>Ksh.409,950.00</b>
(c) Fuel	<b>Ksh.13,067.20</b>
(d) Other Services	<b><u>Ksh.19,138.00</u></b>
	<b><u>Ksh.583,226.70</u></b>

All vouchers were approved by the District Internal Audit officers. External Auditors also visited the District but their reports are not yet out.

Civic nomination fees of Ksh.139,000.00 was collected and the team managed to come with the cheque No.001536 for the same amount to the Clerk, National Assembly.

The District Election Co-ordinator Mr. Joshua Nyaboga, was drawing daily allowance at the same time paying accommodation to a hotel called MOSAC at the rate Ksh.1,500.00 per day and lunches and suppers at Ksh.350.00 per day.

Accommodation plus lunches and dinners Ksh.213,400.00.

**HOMA BAY DISTRICT**

**DISTRICT ELECTION CO-ORDINATOR (MR. H. E. S. ONYANGO)**



1. Total allocations for both registration of Voter and General Elections are Ksh.46,447,815.00

2. Total amount spent on:-

(a) Registration of voters	Ksh.23,195,319.90
(b) General Elections	<u>23,177,442.50</u>
	<u>46,372,762.40</u>

3. Classification of Expenditure

(a) Allowances	Ksh.33,221,938.85
(b) Transport Hire	Ksh.7,437,931.50
(c) Repair of GK Vehicles	Ksh.1,455,699.30
(d) Fuel	Ksh.2,512,507.25
(e) Other Services	<u>Ksh.1,744,685.50</u>

4. Procurement Procedures

Procurement procedures were followed in respect to the purchase of fuel only. The other purchases were done using EC authority or the District Election Co-ordinator's initiative.

All vouchers were approved by the Internal Audit officers.

5. Pending Bills

All the pending bills arose from the registration of voters as follows:-

(a) Allowances	Ksh.236,604.00
(b) Hire of transport	Ksh.1,200,000.00
(c) Repair of GK vehicles	Ksh.24,219.00
(d) Other Services	<u>Ksh.22,753.00</u>
	<u>Ksh.1,483,576.00</u>

6. Civic nomination fees of Ksh.149,000.00 was collected and submitted to the Clerk, National Assembly vide cheque No.001465 of 17/2/98.

7. External Auditors visited the District and their reports are not yet out.

## MIGORI DISTRICT

### DEC - MR. MAERI

1. Total Allocation for voters - Ksh.83,019,601.00

Registration and General Election.

2. Total Expenditure:-

(a) Registration of voters	Ksh.42,179,070.00
(b) General Elections	<u>Ksh.40,163,644.35</u>
	<u>82,342,714.35</u>

3. Classification of Expenditure

(a) Allowances	48,212,391.85
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(b) Hire of Transport	22,200,935.00
(c) Fuel	3,233,908.25
(d) Repair of GK Vehicles	4,395,591.60
(e) Other Services	<u>4,299,887.65</u>
	<u>82,342,714.35</u>

4. Procurement Procedures

There were no procurement procedures allowed in respect of repairs carried out on Government vehicles used during voter registration and General Elections. Private vehicles were hired at different rates ranging from Ksh.3,500.00, 18,000.00, 6,000.00, and 7,500.00 per day. There were no indication of type, make and capacity of vehicle indicated to determine the class for purpose of charging appropriate rates.

All vouchers were approved by Internal Audit officers.

5. Pending bills

All pending bills arose from the registration of voters as follows:-

a) Allowances	-	Ksh. 678,798.00
b) Transport Hire	-	Ksh.5,350,500.00
c) Repair of GK vehicles	-	Ksh. 60,740.65
d) Fuel	-	Ksh. 50,317.00
e) Other Services	-	<u>Ksh. 60,329.90</u>
<b>Total</b>		<u><b>6,200,685.55</b></u>

6. **P.M.G. REJECTIONS:**

a) Allowances	-	568,833.50
b) Transport Hire	-	120,000.00
c) Repair of GK vehicles	-	230,205.00
d) Fuel	-	33,677.80
e) Other services	-	<u>4,430.00</u>
		<u>957,146.30</u>

Total pending bills (6,200,685.55 + 957,146) =Ksh.7,157,831.85

Civic nomination fees was collected and submitted to the Clerk, National Assembly vide cheque no.00519 for Ksh.227,000/-. The same was acknowledged vide MR NO> BL 406060 of 5th June, 1998.

External auditors visited the district and their reports are not yet out.

**DISTRICT ELECTION CO-ORDINATOR (D.E.C.) MR. A. ORWA**

1.	Total Allocation	-	Ksh.38,654,361.00
2.	Total Expenditure	-	
a)	Registration of Voters	-	14,553,397.90
b)	General Election	-	<u>19,822,944.35</u>
	Total		<u>34,376,342.25</u>

**3. CLASSIFICATION OF EXPENDITURE**

a)	Allowance	-	20,163,536.00
b)	Repair of G.K. vehicles	-	1,332,102.85
c)	Transport Hire	-	8,420,688.00
d)	Fuel	-	1,900,492.00
e)	Construction of Co-ordinator's office	-	777,120.00
f)	Other Services	-	1,782,403.00

**4. PROCUREMENT PROCEDURES**

Procurement procedures were followed during Registration of Voters but abandoned general elections. The reason given was that there was no time to follow the long Government procedures. It was noted that all payment vouchers were approved by the District Internal Audit officers.

**5. Pending Bills**

All pending bills arose from Registration of Voters as follows:-

(a)	Allowance	Ksh.67,897.00
(b)	Repair of GK Vehicles	706,028.05
(c)	Hire of Transport/Boats	541,000.00
(d)	Fuel	373,485.45
(e)	Construction of Office	58,085.00
(f)	Other Services	<u>113,190.00</u>

**6. P.M.G. Rejections - Ksh.2,278,589.00**

Total pending bills (1,859,685.50 + 2,278,589) = 4,138,274.50.

**7. Civic nomination fees was collected and submitted to the Clerk, National Assembly vide cheque No.060721 for Ksh.79,000.00.**

**8. External Auditors visited the District and their reports are not yet out.**

## TAITA/TAVETA

### 1. Allocations:

The total AIEs issued to the District for both the 1997 Registration of Voters and General Elections exercise amounted to a total sum of Ksh.57,629,686.00.

### 2. Total Expenditure

The Vote Book, which was well kept showed that there was no over-expenditure. And accordingly, the total amounts spent on both exercise were as follows:-

(a) Registration of Voters	Ksh.24,529,977.30
(b) General Elections	Ksh. <u>32,900,625.50</u>
Total	<u>Ksh.57,430,602.80</u>

### 3. Classification of Expenditure

As the Vote was a one-time account, most payment vouchers combined expenses of different items, e.g. fuel expenses would be combined with stationery, repairs, hotel accommodation etc, thereby making it difficult to separate the same for analysis. Therefore the classification cannot be said to be most accurate but did our best to show as the position stood on the ground, i.e.

#### (a) Registration of voters:

i Payment of allowances	21,108,460.00
ii Hire of transport	152,000.00
iii Repair of GK vehicles	1,706,406.00
iv Purchase of Fuel	1,21,9,590.80
v Construction of DEC's office	-
vi Other Services	<u>343,520.00</u>
	<u>24,529,977.00</u>

#### (b) General Elections:

i Payment of Allowances	21,282,097.60
ii Hire of transport	1,283,500.00
iii Repair of Gk Vehicles	7,482,518.10
iv Purchase of Fuel	1,407,387.30
v Construction of DEC's office	-
vi Other Services	<u>1,445,122.50</u>
	<u>32,900,625.50</u>

### 4. Procurement Procedures

(a) Procurement procedures were followed to some extent in that purchases of items like tyres, fuel for GK vehicles were procured through the already contracted suppliers. But in cases like the hire of transport, no quotations were invited nor were there any government contracts. Hiring was mostly done by the Returning offices in consultation with the DEC depending on the urgency of the case at hand. The D.S.O was not involved in this matter. The rates of payment were arrived at by the DEC officers and the supplier.

#### (b) Construction of DEC Office

The office for DEC was not constructed in this District because there was already adequate

office accommodation. This office has been in use since the 1992 General Elections. Therefore there was no urgent need to construct a new office for the DEC.

(c) Internal Audit

The Internal Audit officers did not actually append their signatures on individual payment vouchers, but approved the payments through the District Treasury's cash book for P.M.G. reimbursements.

5. Pending Bills

(a) The pending bills which include unpaid telephone charges and P.M.G. rejections amount to Ksh.2,106,408.25. They are listed as follows:-

(i) P.M.G. Rejections - Ksh.1,959,466.40

These are payment vouchers which went through the vote book, and the suppliers paid by the District Treasury, and were due for reimbursement by the P.M.G. Unfortunately, the District cash book was not cleared.

(ii) Un-paid Telephone Charges - Ksh.146,941.75

These are current telephone bills due for payment but which have not been charged on any vote i.e. not been entered in the Vote Book.

(b) All the pending bills qualify for payment.

(c) None settlement of reimbursement by the P.M.G. occurred due to lack of funds after the withdrawal (suspension) of AIEs by the Government.

(d) Invoices for the pending bills were raised during the period of the Registration of Voters/General Elections.

(e) District Treasury cheque numbers relating to the P.M.G. rejections are as follows:-

<u>Cheque No.</u>	<u>Amount</u>
001197	57,183.00
000200	77,000.00
001245	78,436.00
000360	12,590.00
000363	68,000.00
004003	
000404)	678,509.40
000405)	
000375	165,990.00
000376	26,143.00
000218	130,400.00
000259)	
000260)	<u>665,215.00</u>
Total	<u>1,959,466.00</u>

6. Nomination Fee:

(a) The Parliamentary and Civic nomination fees in this District was collected as follows:-

Wundanyi	40,000.00
Mwatate Constituency	50,000.00
Taveta Constituency	29,000.00
Voi Constituency	_____ -

Total 119,000.00

(b) Nomination fees collected for Voi constituency was not remitted to the District Treasury but was allegedly submitted directly to the ECK Headquarters by the Voi Returning Officer. The actual amount was also not disclosed.

7. External Audit

By the time of our inspection, the External Audit officers had already visited and audited the District accounts. And on enquiry, we were informed by the District Accountant that no audit query had been received yet, after the Audit visit.

8. Observations:

In the course of our inspection exercise, we did not observe much in terms irregularities, other than what we have already highlighted. The other point which we must mention, is the case of payment voucher No.0786 for Ksh.289,936.25, paid to Gilgil Telecommunications company. There was no LPO or any quotations. We were also not explained whether the expense occurred as a result of overhaul or purchase of a telephone exchange switch board. More information may be needed on this expense.

KWALE DISTRICT

1. Allocations:-

The total AIEs allocated to the allocated to the District for both the 1997 Registration of Voters and General Elections exercise amounted to Ksh.48,395,092.00 Date

2. Expenditure

For both the Registration of Voters and General Elections, the Vote Book reflected an un-spent balance of Ksh.566,793.35. The actual total expenditure was reflected as shown below:-

(a) Registration of Voters	Ksh.15,641,169.35
(b) General Elections	<u>Ksh.32,186,949.30</u>
Total	<u>Ksh.47,828,118.65</u>

3. Classification of Expenditure

As the Vote was a one-time account, most payment vouchers combined expenses of different items, e.g. fuel expenses would be combined with stationery, repairs, hotel accommodation etc, thereby making it difficult to separate the same for analysis. Therefore the classification cannot be said to be most accurate but did our best to show as the position stood on the ground, i.e.

(a) Registration of voters:

i Payment of allowances	13,520,849.00
ii Hire of transport	231,249.00
iii Repair of GK vehicles	836,080.65
iv Purchase of Fuel	562,213.40
v Construction of DEC's office	-
vi Other Services	<u>490,776.50</u>

15,641,169.35

(b) **General Elections:**

i	Payment of Allowances	23,388,026.60
ii	Hire of transport	4,667,576.00
iii	Repair of Gk Vehicles	1,780,864.40
iv	Purchase of Fuel	880,575.00
v	Construction of DEC's office	-
vi	Other Services	<u>1,469,907.30</u>
		<u>32,186,949.30</u>

4. **Procurement Procedures**

(a) Apart from just a few cases, procurement procedures were not keenly observed. Some purchasees of spare parts and tyres for GK vehicles were done through contracted suppliers. While most times, repairs were arranged through the DEC office without involving the DSO or DTB.

Hire of transport and the agreed amount was arrived at between the DEC, the Returning Officer and the Suppliers. No quotations were invited nor were there any specific guidelines on the rates offered per kilometer. It was mostly decided depending on the urgency of the issue at hand. The variations were sometimes due unpredictability of waiting charges and the agreed period.

Procurement of fuel was done at the discretion of the DEC and his officers. The few bulk purchases were done to fuel the GK vehicles involved in the exercises. Other purchases were procured through cash imprests which did not consider procurement ceilings. It was actually a case of disbursement of cash to the officials doing the various purchases and in turn they surrendered the receipts for preparation of payment vouchers.

(b) **Construction of D.E.C.'s Office**

The DEC's office was not constructed in this District. The office block the DEC has been occupying since the 1992 General Elections was still available. So there was no urgent need to seek for commission's approving letter nor certificates from the Ministry of Works.

(c) **Internal Audit:**

The Internal Auditors did not append their signatures on the actual payment vouchers. But they approved them through the District Cash Book for P.M.G. reimbursements. The District Accountant explained that these were the arrangements prevailing at that time.

5. **Pending Bills**

(a) The pending bills are itemised as follows:-

i	Payment of Allowances	73,921.00
ii	Hire of transport	-
iii	Repair of GK vehicles	87,786.00
iv	Purchase	554,982.00
v	Construction of DEC's office	-
vi	Other Services	<u>169,028.25</u>
		<u>885,717.25</u>

(b) The above pending bills were already entered in the Vote Book. It only remains payment.



(c) None settlement of these pending bills occurred due to lack of adequate funds at the District Treasury. (refer - Office of the President circular letter no. AC 1/2/VOL X/45 of 22nd May 1998).

(d) The bills were for invoices raised within the period of the Registration of Voters/General Election exercises.

(e) No P.M.G. rejections

6. Nomination fees:

The Parliamentary and Civic nominations fees in the District were collected as follows:-

Matuga Constituency	82,000.00
Msambweni Constituency	77,000.00
Kinango Constituency	<u>54,000.00</u>

213,000.00

Amount forwarded to National Assembly	212,000.00
Amount not yet forwarded (late recovery - 3/6/98)	1,000.00

7. External Audit

The External Audit officers had not visited the District Treasury by the time of our visit. But they were being expected to arrive at any time. So, there was no audit query pertaining to both exercises.

8. Observations:

Further to our earlier comments in this report, another observation worth mentioning was in the area of the officials manning the Electoral Commission affairs in the District. Effective control of Financial and supplies matters were almost lacking. The Accounting and procurement procedures were either ignored or were deliberately not followed. But in our observation, it could have been as a result of experience or knowledge about the central government accounting system and supplies procurement procedures on the part of DEC together with his team.

We would therefore, suggest that in future, for such very important but expensive exercise to be run more efficiently, the DEC should be a person well versed in administration of government finances, especially the central government accounting, and supplies management system.

INSPECTION REPORT FROM  
MALINDI - ELECTORAL CO-ORDINATOR

1. Total Amount allocated - Kshs. 29,457,257.00

2.(a) Total Amount Spent on  
Registration of Voters - Kshs. 9,487,824.95  
General Election - Kshs. 19,968,962.85  
Ksh. 29,456,887.80

3. (a) Payment of Allowances

(i) Registration of Voters) - Kshs.20,203,375.00  
(ii) General Elections )

(b)	Transport Hire	-	Kshs.5,768,049.50
(c)	Repairs of GK	-	Kshs. 281,466.00
(d)	Fuel	-	Kshs. 942,314.15
(e)	Rent (Cordinators Office "		94,550.00
(f)	Other Services	- "	1,202,953.15
	Booths and Furniture		
	410,000 x 135,000-	"	545,000.00
	Accommodation-	"	<u>419,180.00</u>
	<b>TOTAL.....</b>	<b>KSHS.</b>	<b><u>29,456,887.80</u></b>

- 4(i) (1) On hiring of vehicles  
(a) tendering procedures were not followed.

Reasons given to why they were ignoring local tendering procedures were

1. Time limit
2. Government vehicles were not available
3. They were also avoiding the laid down government procedures on tendering.
4. They did not want to involve the Chairman of DTB and Supplies Officer.
5. There were no orders followed in choosing the lowest bidder.
6. They went as far as repairing private vehicles because there was no proper agreement:  
Signed.
7. On private hire most vehicles did not have documents to show the consumption per KM, and therefore, we could not ascertain the total consumption per vehicle.

(II) Deviation of Funds

1. Kshs.95,000 was used to purchase electrical typewriter for the DC - Malindi
  2. Kshs.16,000 was used to buy adding machine for the DC Malindi.
  3. Kshs.12,034.40 was used to instal telephone for the electoral coordinator.
  4. Kshs.135,000 was used to purchase 6 filing cabinets for the coordinator and the price was on higher side.
- (C) No. The reason being that the internal auditor was in disagreement with the procedured followed for the payments.

5. Pending Bills Ksh 189,968.55

- (6) Civic Nomination fees collected was Ksh.145,000 but they have not submitted the same amount to national Assembly.
- (7) The external auditors visited the District Treasury but they did not raise any query.
- (8) Personal Allowances  
Copies of schedules were used in payment yet there were no signatures for the payees.
- (ii) Supplies Officer was not signing the LPOS' and LSO's
- (iii) Imprest taken by the co-ordinator was never used on intended purposes.
- (iv) The filing system was not good
- (v) There was a voucher for Kshs.2,250,410 which we did not see or get but it was entered both in the cash book and the vote book.
- (vi) There were also repairs done on private vehicles.
- (vii) There were three vouchers amounting to Kshs.3,972,188.00 which were not signed by the District Accountant but were paid and passed through the votebook. They were detailed as follows:-

BY .....

MR. JONAI OTIENO MUKUNGU  
MR. ELIJAH MAUGI ROGITO

## SIAYA DISTRICT TREASURY

Total Amount allocated to:-

1. Registration of Voters	Ksh.44,896,410.00
2. General Elections	<u>Ksh.30,629,417.00</u>
<b>Grand Total</b>	<u><b>Ksh.75,525,827.00</b></u>

Registration of voters	Ksh. 44,896,410.00
Total A.I.E.s issued for General Election	Ksh. 30,629,417.00

The total amount on vouchers availed to us was Ksh. 60,308,259.75

**Procurement Procedures:-**

According to the vouchers availed to us most of the government procurement procedures were not followed and the officers handling ECK work were incompetent.

The Government accountable document like SII which is a counter requisition and issue voucher was no where. Also lacking was S3 cards, S12 etc.

### Internal Audit

All the vouchers availed to us had already been checked by the Internal Audit and none had been rejected.

### Pending Bills

The total amount of pending Bills was Ksh.694,757.90 as per the schedule attached.

We observed that the District Election Co-ordinator is claiming mileage at the time he is using government money to fuel his vehicle. The vehicle is being hired.

We encountered two vouchers:-

1. Francis Kadimu vehicle No.KLU 326 total amount Ksh.108,500.00.
2. Francis Kadimi vehicle No.KLU 326 saloon total amount Ksh.108,500.00.

The two vouchers are claiming payment for the time - double payment

Pending Bills for Payment Ksh. 3,210,044.80

### 7. P.M.G. Rejections

There were no P.M.G. rejections.

### 8. Civic Nomination Fee

The total amount collected as civic nomination fee was ksh.292,000 and it was forwarded to the Clerk National Assembly vide cheque no.001614 dated 23rd March 1998.

### External Auditors

The External Auditors who visited the District only examined the General Election Expenditure but did not look at Registration of Voters. Attached is a letter showing the areas of queries.

## KISUMU DISTRICT TREASURY

Total amount allocated for

1.	Registration	ksh.42,869,740.00
2.	General Election	ksh.40,678,681.00
	Grand total	ksh.83,548,421.00

The classification of the expenditure was rather impossible since all the A.I.Es were on one account and the officers had used one line account.

The total amount on vouchers availed to us was Ksh.52,090,167.75 which showed a deficit of Ksh.30,458,253.25.

### Procurement Procedures

On procurement government procedures were not followed to the letter. Common uses item supposed to be procured from Supplies Branch like tyres and tubes were bought on free market.

Most of the vouchers which had alot of irregularities were not availed to us, e.g. the voucher which paid stones. No authority was availed to us from either the DTB or CTB for any expenditure.

The personnel handling procurement was not competent to handle bulky work for ECK.

The total amount of money i.e. A.I.Es does not tally with expenditure.

All the vouchers availed to us had been approved by the Internal Audit officers.

### Pending Bills

We were not given the vouchers of pending bills because the officers claimed that they had already posted them to ECK. They were as follows:-

(a) Allowances	-	Sh.2,217,000.00
(b) Hire of Transport	-	Sh.5,105,000.00
(c) Repair of GK Vehicles		Sh. 450,183.75
(d) Hire of Office	-	Sh. 377,190.00
(e) Telephone		Sh. 467,935.00
(f) District Treasury	-	Sh. <u>314,641.00</u>
Total	-	Sh. <u>8,931,948.25</u>

### Civic Nomination Fee

A total of Ksh.311,000.00 was received as Civic Nomination fees and deposited to the District Treasury vide official receipt No. BK.230049 and no cheque has been drawn to ECK.

### External Audit

By the time we were examining the Kisumu records, the external Audit officers were around doing the same.

### BUSIA DISTRICT

Total Amount Allocated for:-

(i)	Registration of Voters	Kshs.22,721,000.00
(ii)	General Election	Kshs.15,149,615.30

## Procurement procedure

Government procurement procedures were followed up to the letter.

Very few anomalies were detected and reasons as to why, were satisfactory.

- All the voucher had been approved by the internal audit officer and other relevant authorities.

### IV. Pending bills

According to the number of vouchers availed to us for pending bill the amount was minimal relative to the other districts. We scrutinized them thoroughly and we found that due to the urgency and nature of work during the last General election some voucher had to be raised after election was over.

A very convincing example was G.K. vehicles which have been borrowed from different government departments, before the last General election were in good order but after, some had developed some mechanical problem so they had to rectify them.

### PENDING BILLS Ksh. 405,547.90

IV. The external Auditor has visited the district and no audit queries have been raised.

Total Recovery of lost item Revenue	62,151.45
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1.	BL	248140	-	248143	1186/90
2.	BL	248153	-	248200	3086/30
3.	BL	248201	-	248250	8515/00
4.	BL	248251	-	248288	7291/60
5.	BL	248355	-	248460	7409/20
6.	BL	248401	-	248450	9384/95
7.	BL	723460	-	723460	8670/45
8.	BL	72340L	-	723450	8683/40
9.	BL	72355L	-	723600	<u>8274/95</u>
					<u>64151/45</u>

The above Revenue Recovered from Electoral Commission of Kenya loss of material has not yet been remitted to Electoral Commission of Kenya Account.

### CIVIC NOMINATION FEE Ksh. 202,000.00

### GARISSA DISTRICT

1. The total amount issued for both registration of voters and general election was kshs 50,514,124.75 (see below).

2. Total amount spent on;

(a) Registration of voters	Kshs 33,940,308.90
(b) General elections	Kshs 26,386,288.00

3. CLASSIFICATION OF EXPENDITURE

(A) REGISTRATION OF VOTERS EXERCISE

(a)	Payment of allowances	Kshs. 16,336,268.00
(b)	Payment of transport hire	Kshs. 5,054,000.00
(c)	Repair of G.K Vehicles	Kshs. 3,151,399.00
(d)	Fuel	Kshs. 2,170,164.90
(e)	Construction of DEC Offices	-
(f)	Other services	Kshs. 7,228,477.00

(B) GENERAL ELECTION

(a)	Payment of allowances	Kshs. 13,668,322
(b)	Payment of transport hire	Kshs. 4,970,000
(c)	Repair of G.K vehicles	Kshs. 1,097,145
(d)	Fuel	Kshs. 1,313,500
(e)	Construction of DEC Office	-
(f)	Other services	Kshs. 5,337,321

4. (A) PROCUREMENT PROCEDURES-REGISTRATION OF VOTERS

(a) i) Transport hire;

- The quotation N° GSA/ECK/347/96-97 transport hire did not specify if the hiring cost was inclusive of fuel. Some of the vehicles hired were fuelled by E.C.K ,while others were not. For example KAB 585, KJH 874 MSG 851 and KAD 890 etc were fueled.

- The quotation did not request bidders for information on registration numbers of the vehicles to be involved in the exercise.

This could eliminate the possibility of payments made for vehicles purported to have worked yet they did not exist or were long grounded.

- The duration of contract was not specified.

Some observations were made which required comments from the E.C.K office.

In the order N°1 dated 19/6/97 above the dates of the period covered were not indicated. The invoice is dated 20/6/97. In the order N°2 dates of the period covered are shown as from 1/6/97 to 30/6/97.

This raises a possibility of a double payment for the 13 vehicles out of the 15 vehicles involved. In the order N° 3 dates or period covered were not specified both in the L.S.O and the invoice.

There was scarcity of official records to confirm use of hired vehicles. Work tickets available covered Dujis constituency. Two work tickets covered Lagdera and Ijara constituencies.

(a) ii) Repair of G.K vehicles;

-Cash sale receipts were used for some repairs carried out locally for values which warranted use of L.S.Os

This is irregular.

- Some of the repairs carried out on G.K vehicles were not entered in the logbooks.

For example;

4 (a) iii) Others Services

- Quotation number GSA/DEC/33/96-97 of 22/6/1997 was not presented to the District Tender Board for adjudication yet the individual value of the items purchased required prior D.T.B authority. See below.

4 (b) N/A

4 (c) VOUCHERS APPROVAL BY THE INTERNAL AUDIT

(i) Some payment vouchers were not approved by the district internal auditors.

i) Some payment vouchers were approved by the Internal Audit Officers and not authorized by the district accountant.

4(B) PROCUREMENT PROCEDURES -GENERAL ELECTION.

(a) Expenditure .

(i) Transport hire

Several orders were placed against Quotation N°GSA/ECK/157/97-98 DTB minute N°4/sp/97-98 - Hire of transport.

Some observations were made in each case as shown below;

The number of vehicles paid for is 15 where as the dtb minuted 4/SP/9 7-98 recommended only 5 vehicles from the transporter. Destinations are not given nor the officers being transported.

The period within which the services were rendered is not known in the order or the invoice. The destinations are not given (constituency, pollinga centre etc.)

Note

During the elections time only one constituency (Dujis) was fully accessible by road.Lagdera constituency was about 25% accessible. Fafi and Ijara were not accessible by road.

4(B)

(a) ii Repair of G.K vehicles

- Four G.K. vehicles were repaired using cash sale instead of L.S.O.

- A payment was made to M/S Safeway metal works (Garissa) using cash sale receipt for repair of some G.K vehicles which were not identified.

Payment voucher n°0087 dated 6/4/98

cash receipt n°2035 of 10/1/98

value - kshs 69,500.

4(B)

(a)iii Fuel;

4 (B)

(a)(iv) Other services;

- Orders were written in February 1998 for materials supplied during elections period since no funds were available then.

-Polythene sheet rolls (24)@ 18,600/= per roll amounting to kshs 446,400/= were bought using cash sale receipt n°498 of 28/12/98 supplied by N.W. Mugo.

The items were not obtained from the existing contractor and no quotations were invited.

APPROVAL BY INTERNAL AUDITOR

4 (c ) All vouchers checked had been approved by the Internal Audit Officer.

5 PENDING BILLS SH.15,295,639.

5(C)

(1) Reasons for non-settlement of pending Bills-Registration exercise.

-The A.I.E,did not coincide with the commencement of the exercise.

Supplies and services were incurred before the A.I.Es were received,the debt accumulated was first cleared on arrival of the A.I.Es.Funds were depleted since the level of expenditure on various items exceeded the amounts on the A.I.Es ,some bills were still pending by the end of the exercise.

-Personnel allowances far exceeded their allocations.The number of officers are more and more categories of personnel were involved in view of the nature of the district.

For example;

Administration staff,chiefs and sub-chiefs.

More security personnel for enhanced security demand in the district.

- After June 1997 all G.K. vehicles were withdrawn from E.C.K and they had therefore to hire vehicles up to 23/8/97 for the purpose of verification of registers and correction of any errors.

-E.C.K.had given no guidelines on expenditure based on the period up to when the exercise came to an end.



Reasons for non settlement of pending Bills-election exercise.  
Bills - election exercise.

- Some of the bills incurred during the registration exercise were settled using the election A.I.E to encourage further co-operation from the suppliers.

- There were some unforeseen developments which affected the exercise e.g El-nino rains.

- Election materials left behind in the constituencies offices had to be collected and transported to ECK offices using hired transport, after the elections.

Fafi,Ijara,and Lagdera constituencies were in accessible by road and planes were used to ferry ballot boxes to the counting centers and left them there.

**5 (D) Reasons for continued spending after 30th January 1998**

- There are pending bills for expenditure incurred after 30th January 1998 due to the following reasons;

- Personnel allowances were required to be paid to the counting clerks,security personnel,drivers,polling staff etc.Since the counting exercise went beyond 31st January 1998. This involved all the constituencies.

- Repairs were required for G.K vehicles involved.

- Office rent and telephone service continued after 30th January 1998.

- Hire of transport for ballot boxes to E.C.K office Garissa was required as late as march 1998.

-Payment of security officers and other office staff was needed up to when the ballot boxes were returned to Nairobi.

**5 (E) P.M.G REJECTIONS - KSH.953,940.00**

CIVIC NOMINATION FEES.

- Amount collected was Sh.250,000 but only Sh.22,000 was remitted to the District Treasury.

The money remitted was later issued on IOU's in form of loose imprest to individuals.

The amount taken on IOU's or loaned to individuals have not been recovered to date.

**7. AUDIT QUERIES RAISED BY THE EXTERNAL AUDITORS**

Audit verifications were carried out on the expenditure incurred during the registration of voters.

- There was excessive purchase and use of polythene sheet rolls.

- The purchase of material for the polling booths, and the construction and transportation of the same meant for all the constituencies,was not viable since only one constituency out the four was accessible by road.

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value - kshs 69,500.

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For example;

Administration staff,chiefs and sub-chiefs.

More security personnel for enhanced security demand in the district.

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-Payment of security officers and other office staff was needed up to when the ballot boxes were returned to Nairobi.

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The money remitted was later issued on IOU's in form of loose imprest to individuals.

The amount taken on IOU's or loaned to individuals have not been recovered to date.

7. AUDIT QUERIES RAISED BY THE EXTERNAL AUDITORS

Audit verifications were carried out on the expenditure incurred during the registration of voters.

- There was excessive purchase and use of polythene sheet rolls.

- The purchase of material for the polling booths, and the construction and transportation of the same meant for all the constituencies,was not viable since only one constituency out the four was accessible by road.

- There was poor accountability of materials.

There was no permanent ledger card/book and no receipts or issue documents were being used.

Unqualified personnel were left to handle supplies transactions and payments of personnel allowances leading to irregular and uneconomical expenditures.

(c) Report compiled by;

1. J. W. WAMAGURU

2. R.A. MOMANYI

**TANA RIVER DISTRICT**

1. The total amount allocated for both registration of voters and General election was Kshs.49,677,070.00. See blow:

2. Total amount spent on:

(a)	Registration of voters was	Kshs.28,394,613.40
(b)	General Election was	Kshs.18,629,239.05

3. EXPENDITURE

(A) **REGISTRATION OF VOTERS**

(a)	Payment of allowances	Kshs.23,172,503.00
(b)	Payment of transport hire	Kshs. 1,481,350.00
(c)	Repair of G.K. Vehicles	Kshs. 1,410,847.80
(d)	Fuel	Kshs. 987,185.25
(e)	N/A	
(f)	Other Services	Kshs. 1,342,726.85

(B) **GENERAL ELECTION**

(a)	Payment of allowances	Kshs.12,578,525.00
(b)	Payment of transport hire	Kshs. 2,117,000.00
(c)	Repair of G.K. Vehicles	Kshs.926,007.60
(d)	Fuel	Ksh. 822,633.50
(e)	Other Services	Kshs. 2,185,072.95

4. (A) **PROCUREMENT PROCEDURES-REGISTRATION OF VOTERS**

(a) **Expenditure**

(i) **Transport hire**

-There was no contract made by the co-ordinator for hire of transport.

-Arrangements for hire of transport were made by individual returning officers

-Local Service Orders or Local Purchase Orders were not used.

-General rate of transport hire was 7,000/= per vehicle, per day.



(ii) Repair of G.K. Vehicles

-Repairs carried out on G.K. vehicles were paid using cash sale receipts.

(iii) Other Services

-Only small quantities were required, however no Local Service Orders or Local Purchase Orders were used and no use was made of the existing contracts by District Supplies Officers.

-Telephone bill brought forward from the month of -

P.V. No.0157 of 24/2/98 for Kshs.139,760.35. The expenditure for telephone for the month of October, was excessive.

4. (B) **PROCUREMENT PROCEDURE - GENERAL ELECTIONS**

(a) Expenditure

(i) Transport Hire

-There was no contract made by the co-ordinator for hire of transport.

-Arrangements for hire of transport were made by individual returning officers

-Local Service Orders or Local Purchase Orders were not used.

-The rates differed depending on capacity of the boat hired and the area covered.

The rates used were 7,000/=. 12,000/=. 15,000/= and 35,000/=.

-One vehicle identified as KAF only was hired for unknown period at a total amount of Kshs.103,000. No quotations were invited, no order was written and the dates and destinations of the trips were not shown.

(ii) Repair of G.K. Vehicles

-Quotations no.5 and no.7/97/98 gave a list of the vehicles to be repaired but gave no details of the repairs required, nor inspection reports.

-Half of the total repairs carried out were paid using cash sale receipts

(iii) Fuel

Fuel was bought as per the existing contract

Comments

There is no confirmation that this transaction actually took place, nor was it viable due to flooding in all the constituencies.

4.(C) Most of the vouchers ere not signed by the internal audit officer since these were processed when he was away.

5. (a) PENDING BILLS-REGISTRATION OF VOTERS

(i)	Payment of allowances	Kshs.54,960
(ii)	Payment of transport hire	Kshs. Nil
(iii)	Repair of G.K. Vehicles	Kshs. Nil
(iv)	Fuel	Kshs. Nil
(v)	Other services	<u>Kshs.10,390</u>
	Total	<u>Kshs.65,350</u>
		=====

5. (b) Yes they qualify for payment in case of other services.

5 (c) Reasons for non-settlement

-Incuse of personal claims it was due to lack of proper evidence,  
-Some claimants presented their claims late,  
-There were some irregularities in claims in terms of dates and receipts presented.

5. (a) **PENDING BILLS - GENERAL ELECTIONS**

(i)	Payment of allowances	Kshs. 393,780.00
(ii)	Payment of Transport hire	Kshs. 81,000.00
(iii)	Repair of G.K. Vehicles	Kshs. 1,340,640.00
(iv)	Fuel	Kshs. 477,123.10
(v)	Other services	<u>Kshs. 67,780.50</u>
	Total	<u>Kshs. 2,360,323.60</u>

(b) They qualify for payment

REASONS FOR NON-SETTLEMENT

(c) A total of 2,240,310.95 balance still unspent on A.I.E was frozen on 30th June, 1998 before these payments could be made.

(d) -Election materials continued flowing from the polling center as late as February, 1998 e.g. ballot boxes. For this reason expenditure on transport hire and personnel allowance continued being incurred.  
-Telephone lines allocated to returning officers were not disconnected by 30.1.98  
-Rent for the D.E.C. offices continued

(e) P.M.G. REJECTIONS

The following are cheque Nos for P.M.G. rejections totaling Ksh. 1,291,791.50.

6. **CIVIC NOMINATION FEES**

The total amount collected was Kshs.161,000. This was remitted by crediting P.M.G. on A/C 0-910-000-670/X vide receipt nos.

404193	-	46,000
404194	-	60,000
404179	-	<u>55,000</u>
Total		<u>161,000</u>

7. **EXTERNAL AUDITOR - AUDIT QUERIES**

The External Auditor visited the district but has not communicated his observations.

8. **OTHER IRREGULARITIES**

There were no other serious irregularities observed

Report compiled by:

1. J. W. WAMAGURU
2. R. A. MOMANYI

**INSPECTION REPORT ON THE 1997 REGISTRATION OF VOTERS AND GENERAL ELECTIONS  
EXPENDITURE AND COLLECTION OF CIVIC NOMINATIONS FEES**

**EMBU DISTRICT**

I, the undersigned carried out an Audit Inspection on the above mentioned District from 27/7/98 to 31/7/98 and my observations were as follows:

**1. Amount Allocated for:**

**(a) Registration of Voters:**

Registration of Voters Exercise started in December, 1996 first by identifying Primary Schools which were to act as centres for registration, district wide. It was not until early June, 1997, that the actual Registration started, which spilt over to the next financial year. The Authority to Incur Expenditure (A.I.E.) allocated to Embu District were as follows:

**For 1996/97 Financial Year**

<b>Date</b>	<b>A. I. E. No</b>	<b>Amount Kshs.</b>
1. 9/5/97	066607	500,000.00
2. 21/5/97	066693	500,000.00
3. 22/5/97	066730	1,139,000.00
4. 30/5/97	066803	2,139,400.00
5. 19/6/97	066872	<u>3,282,940.00</u>
		7,561,340.00
		=====

**1997/98 Financial Year**

6. 3/7/98	066973	1,273,000.00
-----------	--------	--------------

Amount allocated for Registration of Voters for 1996/97 Financial Year was Kshs.7,561,340.00 and Kshs.1,273,000.00 for the 1997/98, consequently making the total allocation to be Kshs.8,834,340.00 (Eight million eight hundred thirty four thousand three hundred forty shillings).

**(b) General Elections: For 1997/98 Financial Years**

<b>Date</b>	<b>A. I. E. No.</b>	<b>Amount Kshs.</b>
1. 9/7/97	067000	5,290,000.00
2. 6/8/97	37069	3,470,050.00
3. 15/9/97	37132	1,281,400.00
4. 8/10/97	37219	211,240.00

5.	28/11/97	37304	499,720.00
6.	10/12/97	37358	4,339,313.00
7.	18/12/97	37424	4,339,313.00
8.	7/1/98	37487	3,011,500.00
9.	22/1/98	38175	<u>324,250.00</u>
			22,766,786.00
			=====

The total allocation for both Registration of Voters and General Election for Financial Years 1996/97 and 1997/98 was Kshs.31,601,126.00 (Thirty one million six hundred one thousand and one hundred twenty six shillings only), as illustrated above. I verified that A.I.E.S were received at the Embu District Treasury through the District Elections Co-ordinator.

2. **Total amount spent on:**

(a) **Registration of Voters:** 1996/97

During the Financial Year 1996/97 the total amount spent was Kshs.9,124,530.15 which reflected an over expenditure of Kshs.1,563,190.15

as compared to the amount allocated of Kshs.7,561,340/= . The expenditure of Kshs.9,124,530.15 can be classified as follows:

	Kshs.
a.	Payment of Allowances 7,814,636.00
b.	Payment of Transport Hire -
c.	Repair of G. K. Vehicles 569,876.00
d.	Fuel 640,000.00 -
e.	Construction of Co-ordinator Office -
f.	Other Services <u>100,019.15</u>
	9,124,530.15
	=====

**Over-Expenditure**

As for the 1997/98 Financial Year, the total amount spent was nil as compared to an amount allocated to Kshs.1,273,000.00. The net effect for the Expenditures vis-a-vis amount issued for the two financial years as pertaining to Registration of voters reflected on over-expenditures of Kshs.290,190.15 as illustrated below:

	<u>1996/97</u> Kshs.		<u>1997/98</u> Kshs.		<u>Total</u> Kshs.
AIE's Issued	7,561,340.00	+	1,273,000.00	=	8,834,340.00
Expenditure	9,124,530.15	+	-	=	<u>9,124,530.15</u>
Over-expenditure			290,190.15		
					=====

No valid reason was given as to why the above over expenditure was incurred.

**(b) Total amount spent on General Elections:**

The total amount spent on General elections during the 1997/98 Financial Year was Kshs.20,924,983.10 which reflects savings of Kshs.1,841,802.90 in comparison to the amount allocated during the same period. The expenditure can be classified as follows:

	Kshs.
a. Allowances	16,164,604.00
b. Transport Hire	2,736,000.00
c. Repair of G. K. Vehicles	1,034,326.00
d. Fuel	408,814.40
e. Construction of Co-ordinations office	35,484.85
f. Other Services	<u>545,754.85</u>
	20,924,983.10
	=====

**3. Expenditure Classification**

**(a) Allowances:**

It is important to note that the Allowances which amounted to Kshs.16,164,604.00 during the year underreview, some Payment Vouchers were paid without following proper procedure. For instance

P.V. No.0001 of 7/8/97 for Kshs.872,310.00  
P.V. No.0085 of 20/1/98 for Kshs. 5,000.00  
P.V. No.0056 of 21/1/98 for Kshs.102,000.00  
P.V. No.0043 of 5/1/98 for Kshs. 39,150.00  
P.V. No.0011 of 13/1/98 for Kshs.101,450.00

These P.V.'s were paid without Imprest Warrants being applied for, instead I.O.U.'s were effected contrary to the financial regulations.

**(b) Transport Hire:**

This item consumed a total of kshs.2,736,000.00. A total of 150 vehicles were hired at the rate of Kshs.6,000/= per day for 3 days reflecting a total of Kshs.2,700,000.00. Kshs.36,000.00 for 3 vehicles working for 2 days had been hired earlier. However, I did not see or verify copies of log-books which were supposed to be attached as supporting documents.

**(c) Repair of G.K. Vehicles:**

Under this item a total of Kshs.1,034,326.00 was spent. I noted that a Private Car Registration No.KAG 297P which was said to have been damaged during the Election Exercise, the D.E.C. authorized an expenditure of Kshs.65,000/= for its repair. I was not shown any authority from the Headquarter authorizing the same. This was reflected under P.V.0114 of 9/2/98. G.K. A886 consumed total of Kshs.103,915.00 for repairs a figure I found to be too high for one car despite mechanical inspection report being attached to P.V. No.0113 of 9/2/98. P.V.-0026 of 30/6/97 for Kshs.25,436.00 which falls in 1996/97 financial, the money was spent to purchase tyres for G.K. vehicles, however I did not verify any Registration numbers in the supporting documents.

**(d) Construction of Co-ordinators Office:**

The District Election Co-ordinator for Embu Districts operates from Electoral Commission's office which was constructed in 1995. The office is quite spacious since it can accommodate a Secretary's office, a Clerk's office, Co-ordinator's office and two stores. It also has electricity. The building according to the D.E.C. costed Kshs.200,000.00 (approximately). The funds to put up this building came from a saving accrued during the 1995 Siakago By-Election and a civic election in Runyenjes. He informed me that he did obtain authority from Electoral Commission Office Nairobi. Kshs.35,484.85 which has been reflected at 2(b) a. above was the amount spent for purchase of 4 steel doors at Kshs.5,000.00 each, paints and finishing of wiring.

**(e) Other Services:**

Kshs.545,754.85 was spent on this item. This included purchase of stationery, hire of halls, running seminars, paying telephone and water bills. However a number of these expenses were incurred through the use of I.O.U.s as I was informed that most of them were of emergency nature contrary to laid down regulations.

The breakdown has been illustrated below: General Election Exercise.

	<u>1996/97</u>	<u>1997/98</u>	<u>Total Kshs.</u>
		Kshs.	Kshs.
AIEs Issued:	- +	22,766,786.00 =	22,766,786.00
Expenditures:	- +	20,924,983.10 =	<u>20,924,983.10</u>
Savings			1,841,802.90
			=====

The above table illustrates an excess of Income Over Expenditure (surplus) of Kshs.1,841,802.90 at the close of 1997/98 financial year.

However if this figure is merged with the Over Expenditure of Kshs.290,190.15 reflected under Registration of Voters Exercise we will have a net effect of Kshs.1,551,612.75 as Excess Income Over Expenditure in the final analysis.

The District Accountant informed me that the District Treasury had to operate with less than Kshs.2.7 million from the A.I.E. allocated to District Election Co-ordinator as a result of the A.I.E.'s been frozen from Nairobi Treasury Headquarters. In other words, the District Treasury returned Kshs.2.7 million to the Exchequer through the Paymaster General (P.M.G.) System, but my findings revealed that Kshs.1,551,612.75 remained unspent.

**4. Procurement Procedures**

(a) The District Election Co-ordinator reverted to what had been set and laid down by the District Tender Board. Consequently all firms that had won tenders to supply various items to all Government Departments were to supply the Electoral Commission in Embu District. I did verify that all procurement procedures were adhered to, except for items which were not within the scope of the D.T.B. e.g. polling booths, whereby authority was sought from Chairman Electoral Commission.

- (b) However despite the District Election Co-ordinator having built a beautiful office in 1995, from funds accrued during the 1995 By-Elections, I did not see or verify approval letters from the Commission nor certificates from ministry of Works.
- (c) All the Payment Vouchers were not approved by the Internal Auditors, I was informed that this was as a result of Treasury Circular No.4 of 6th March, 1997.

**5. Pending Bills:**

- (a) Pending Bills were classified as follows:

Kshs.

(i)	Allowances:	19,105.50
(ii)	Other Services:	
	-Petition inquiry	68,826.00
	-Telephone	33,145.35
	-Electricity	1,744.90
	-Postal Rental Box	1,800.00
(iii)	Fuel	<u>101,366.40</u>
		<u>206,882.65</u>
		225,988.50
		=====

- (b) The above illustrated pending bills do qualify for payments since all procurement procedures were put in place.
- (c) The Bills were unpaid due to the A.I.E.s being frozen.
- (d) All the pending bills apart from one which falls under Allowances for Kshs.1,735.50 were all paid after January 30th 1998. No valid reasons were given as to why the D.E.C. went on spending after 30th January, 1998.

**6. Civic Nomination Fees**

There were two constituencies and 29 civic wards in Embu District. A total number of 125 candidates contested for the 29 civic seats, each paid Kshs.1,000.00 making it a total of Kshs.125,000/=. There were 13 candidates who contested the 2 Parliamentary seats, each paid Kshs.5,000/= adding upto Kshs.65,000/=. Consequently the total amount collected from both civic and parliamentary seats was Kshs.190,000.00.

A cheque No.001777 payable to Clerk, National Assembly dated 30/7/98 was drawn vide Payment Voucher No.0479.

- 7. The External Auditors have visited the District, but the Audit Queries had not been raised as at the date of my Inspection.

**PREPARED BY  
S.K. KIRAGU**

**INSPECTION REPORT ON THE 1997 REGISTRATION OF VOTERS AND GENERAL ELECTIONS  
EXPENDITURE AND COLLECTION OF CIVIC NOMINATIONS FEES**

**MBEERE DISTRICT**

I, the undersigned carried out an Audit Inspection on the above mentioned District from 3/8/98 to 10/8/98.

**1. Amount Allocated for:**

**(a) Registration of Voters**

**1996/97 Financial year**

	<b>Date</b>	<b>A.I.E. No.</b>	<b>Amount Kshs.</b>
1.	12/5/97	066647	500,000.00
2.	22/5/97	066711	500,000.00
3.	22/5/97	066731	1,031,000.00
4.	30/5/97	066804	2,031,280.00
5.	19/6/97	066873	3,110,160.00
			7,172,440.00

**1997/98 Financial Year**

6.	3/7/97	066938	1,273,000.00
7.	11/7/97	037047	3,580,210.00
8.	6/8/97	37070	2,280,050.00
9.	15/9/97	37133	1,252,300.00
10.	8/10/97	37220	216,440.00
11.	31/10/97	37253	61,560.00
			8,663,560.00

Amount allocated for Registration of Voters for the financial year 1996/97 was Kshs.7,172,440.00 and Kshs.8,663,560.00 for 1997/98 reflecting a total allocation of Kshs.15,836,000.00.



**(b) General Election for 1997/98 Financial Year**

	Date	A.I.E. No.	Amount Kshs.
1.	28/11/97	37305	499,720.00
2.	10/12/97	37359	3,969,413.00
3.	18/12/97	37425	3,969,413.00
4.	7/1/98	37488	4,795,000.00
5.	22/1/98	38176	324,250.00
6.	18/2/98	38031	241,000.00
			13,798,796.00

The total allocation for both Registration of Voters and General Election for financial years 1996/97 and 1997/98 was Kshs.29,634,796.00 (Twenty nine million six hundred thirty four thousand seven hundred ninety six only) as illustrated above. I verified that the said amount was received at the Mbeere District Treasury through the District Elections Co-ordinator.

**2. Total amount spend on:**

**(a) Registration of Voters: 1996/97**

At the closure of 1996/97 financial year the total amount spent was Kshs.7,155,269.60 which reflected savings of Kshs.17,170.40 as compared to the amount allocated of Kshs.7,172,440.00. The expenditure of Kshs.7,155,269.60 can be classified as follows:

	Kshs.
(a) Payment of Allowances	6,895,446.00
(b) Payment of Transport Hire	38,505.60
(c) Repair of G.K. Vehicles	42,575.00
(d) Fuel	140,523.00
(e) Construction of Co-ordinator's Office	-
(f) Other services	38,220.00
	<u>7,155,269.60</u>
	=====

**1997/98**

During the year under review the total amount spent on Registration of Voters was Ksh.424,111.40 as compared to total allocation of Kshs.8,663,560.00 reflecting savings of Kshs.8,239,448.60.

The total expenditure of Kshs.424,111.40 can be classified as follows:

	Kshs.
(a) Payment of Allowances	179,113.00
(b) Payment of Transport Hire	15,771.40
(c) Repair of G.K. Vehicles	119,324.50
(d) Fuel	53,843.00
(e) Construction of Co-ordinators Office	-
(f) Other Services	<u>56,059.50</u>
Savings	424,111.40 =====

The net effect for the Expenditure vis-a-vis the amount allocated for the two financial years as pertains to Registration of voters reflected a surplus of Kshs.8,256,619.00 as illustrated below.

	1996/97	1997/98	Kshs.
AIE's Issued	7,172,440.00	+ 8,663,560.00	= 15,836,000.00
Expenditure:	7,155,269.60	+ 824,111.40	= <u>7,579,381.00</u>
			8,256,619.00 =====

No valid reason was given to justify the above savings

**(b) Total amount spent on General Elections:**

The total amount spent on General Elections during the 1997/98 financial year was Kshs.21,678,436.00 which reflected over expenditure of Kshs.7,879,640.00 in comparison to the amount issued during the same period of Kshs.13,798,796.00. The expenditure can be classified as follows:

	Kshs.
(a) Allowances	15,430,825.00
(b) Transport Hire	5,073,106.00
(c) Repair of G.K. Vehicles	357,923.00
(d) Fuel	190,944.00
(e) Construction of co-ordinators Office	-
(f) Other Services	<u>625,638.00</u>
	21,678,436.00 =====

**3. Expenditure Classification:**

**(a) Allowances**

During the year under review Allowances amounted to the tune of Kshs.15,430,825.00. A good number of these allowances were paid without following the proper procedures of applying for Imprest and later surrendering it, instead I.O.U.'s were put in place. For instance:

<u>PV No.</u>	<u>Date</u>	<u>Amount</u>
0047	20/11/97	6,400.00
0046	20/11/97	5,500.00
0038	7/11/97	61,600.00
065	17/12/97	217,725.00
138	26/1/98	206,475.00
081	31/12/97	3,073,000.00

(b) **Transport Hire**

A total of Kshs.5,073,106.00 was spent under this item. A number of vehicles were hired at the rate of Kshs.7,000/= per day. However, the number of days varied drastically i.e. ranging from 1 to 35 days. For instance car Registration number KQQ521 was hired for 35 days and was paid Kshs.245,000.00, KRW 524 hired for 29 days paid Kshs.203,000.00 I was not told what criteria was used for the variation of days. Besides this no copies of Log Books were attached.

(c) **Other Services:**

Kshs.625,638.00 was spent on other services which included purchase of stationery, lamination of voters cards, Typewriters, newspapers, Telephone, furniture and, Polling Booths. Photocopying consumed a total of Kshs.101,589.00 No.L.S.O. (Local Supplies Order) was raised. Newspapers were bought though no provisions had been set aside for this item. Kshs.41,886.00 of P.V. No.0038 dated 19.1.98 was spent on purchasing tyres for a private vehicle KYF597, no valid reason was given to justify this expense.

**Over Expenditure**

It is important to note that the net effect of the amounts issued vis-a-vis the expenditures during the period under review the breakdown is shown below: General Election.

1996/97	1997/98	Total Kshs.
AIEs Issued: +	13,798,796.00 =	13,798,796.00
Expenditure: +	21,678,436.00 =	<u>21,678,436.00</u>
Over Expenditure		<u>7,879,640.00</u>
		=====

The above table illustrates excess expenditure in 1997/98 financial year. However, if we merge this figure with the savings reflected under Registration of Voters Exercise there was net effect of Kshs.376,979.00 as savings in the final analysis.

According to the District Accountant, they had spent all the monies issued for the Registration of Voters and General Election Exercises. The said savings was spent but the Payment Vouchers plus their supporting documents could not be traced since the District Accountant and his team are in the process of settling down and setting proper systems for keeping their documents especially the Payment Vouchers as this is a new District.

**4. Procurement Procedure**

(a) The District Election Co-ordinator resorted to what had been set and laid down by the District Tender Board. Consequently all firms that had won tenders to supply various items to Government Departments were to supply the Electoral commission in Mbeere

District. I did verify that all procurement procedures were adhered to except for items which were not within the scope of District Tender Board e.g. Polling Booths. In such instances authority was sought from the Chairman of the Electoral Commission.

- (b) The District Election Co-ordinator operates from a rented office in Siakago, paying a monthly rent of Kshs.4,000/= per month.
- (c) Most Payment Vouchers were not authorized by the Internal Auditors especially the ones falling under 1996/97 financial year. I was informed by the District Accountant that this was as a result of Treasury Circular No.4 of 6th March, 1997 which did not give the Internal Auditors outright authority to approve Payment Vouchers.

**5. Pending Bills**

Pending Bills were classified as follows:

	Kshs.	Cheque No.
(a) Allowances	8,204.00	
(b) Repair of G.K. Vehicles	470,583.30	
(c) Other Services:		
P.M.G. 9/5/98 (i) Kamsons Ltd	22,059.00	Cheq. No.000227
Rejection 19/5/98 (ii) C.M.C. Motor Group	14,975.00	" 000232
(iii) Crispin Ngare	21,925.00	Cash
(iv) Sundry Persons	11,800.00	Cash
(v) Fred Njuguna	3,600.00	Cash
(vi) Office Rent	12,000.00	Outstanding
(vii) Telephone	14,191.00	Outstanding
	79,335.40	
	=====	

The above pending bills do qualify for payment as per procurement procedures except for Kshs.470,583.10 Repair of G.K. Vehicles. No. Proper procedure was adhered to, since I did not verify any committal documents as pertains to procurement L.P.O's, or LSO's and repairs valuation. It seemed that the agreement was done verbally contrary to the laid down regulations.

**5. Nomination Fees**

The total nomination fees collected was Kshs.101,000.00. The breakdown is as follows:

- (i) 10 Parliamentary candidates paid Kshs.50,000.00 i.e. Kshs. 5,000/= per candidate;
  - (ii) 51 civic candidates who paid Kshs.51,000.00 i.e. Kshs.1,000/= per candidate.
- Kshs.101,000.00 was paid to P.M.G. through account number 0.910.000.670 - x on 10/12/97.

- 6. The External Auditors have visited the District but the Audit Queries had not been raised as at the date of my inspection.

Prepared by:  
**S. K. KIRAGU**

**NAKURU DISTRICT**

**1. AMOUNT ALLOCATED FOR BOTH REGISTRATION OF VOTERS AND THE GENERAL ELECTIONS:-**

**REGISTRATION OF VOTERS 1996/97**  
**ITEM - 0-910-000-304/2 - Ksh.213,489.60**

**FINANCIAL YEAR - 1997/98**  
**ITEM 0-910-000-304/2 - Ksh.3,227,000.00**

**ITEM 0-910-000-302/6 - Ksh.25,848,610.00**

**GENERAL ELECTIONS**

**ITEM NO. 0-910-000-302/6 - Ksh.42,758,101.00**

**2. CLASSIFICATION OF EXPENDITURE:-**

**REGISTRATION OF VOTERS:-**

**Payment of allowances                   Ksh. 35,166,387.00**  
**Payment of Transport hire   - Ksh.     Nil**

**Repair of GK vehicles   -     Ksh. 2,560,729.70**  
**Fuel   Ksh. 5,600,944.30**

**Construction of Co-ordinators**  
**office   -             Nil**  
**Other Services                         -     Ksh. 1,010,601.80**

**TOTAL   Ksh. 44,338,662.80**

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**3.   GENERAL ELECTIONS**

**a)   Payment of Allowances                   Ksh. 24,521,065.00**  
**Payment of Transport hire           Ksh. 5,601,919.00**  
**Payment of GK vehicles             Ksh. 3,816,097.60**  
**Fuel   Ksh. 2,848,339.50**  
**Construction of office               Ksh. 2,457,382.00**  
**Other services                         Ksh. 2,841,076.00**

**TOTAL   KSH. 42,085,877.00**

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**NOTE:**

We could not ascertain the actual expenditure on each item as required in the guidelines to the inspection teams because most of the payment vouchers especially those paid through temporary imprests could combine different expenses e.g repairs to GK vehicles, Fuel, Allowances and other services. Also some payment vouchers were not made available to us because they were either missing or have been misplaced.

But for the payment vouchers made available to us the classification of the expenditure was as above.

4. **PROCUREMENT**

The procurement of services and works during the above exercises were as follows:

a) **Allowances**

Allowances to hired personnel were paid as per the rates given by the election commission.

**Observation:**

In voucher No. 0436 dated 24-12-97 amounting to 1,170,000.00 being payment for general election allowances to 27 presiding officers and 94 Deputy presiding officers manning Nakuru Town station. These payments were effected on 24-12-97, which was before the election day. There is no reason given for pre-payment.

b) **Hire of Transport**

(i) The election commission authorised the election co-ordinators to hire privately owned vehicles to assist in transport during the General Election. The rates for hire per vehicle per day was approved by the District Tender Board in Min No.: NKU 24/97/98. Observation on the payment vouchers relating to hire of transport shows that there was no copy of the log books attached to the vouchers, hence one could not ascertain ownership of the hired vehicle.

(ii) In voucher 0485 dated 31-12-97 payable to the Election co-ordinator amounting to kshs. 988,182, for hire of 51 vehicles which served Naivasha constituency. The invoices attached to the voucher seem to be written by two people as seen from the hand-writing. The serial numbers on the invoice follow each other serially but the payees are different. Also the invoices do not bear any letter head or stamp of the invoicing company or person.

(iii) **Supply of Election booths**

The District tender board approved the supply of Election booths at a rate of kshs. 900 per Booth as reflected in DTB Minute No. NKU/DTB/7/20/97-98 of 9-12-97. Three firms happen to be the lowest and the board awarded all the three firms to supply to the nearest constituency. In order to ease transport costs. M/S TopLink marketing Agencies which is among the firms didn't quote on the official (SIO) form. The Quotation is on the firms letter head and without date. Also signatures of the officers opening the Quotation do not appear on the letter.

(c) **CONSTRUCITON OF ELECTION OFFICE**

The construction of the election office was awarded to M/s Kalalu Building Constructors. P.O Box 10290, Nakuru at a cost of Kshs 2,450,000. The Disrict works officer, who drew the bills of quantities estimated the cost to be kshs 1,682,600. I find the range (768,000) between the actual cost and the estimated cost to be quite high. This is 31% of the actual cost. I propose the board should have advised the secretariat to go for more quotations from other registered constrators. Also there was no authority to construct the office from the Election Commission otherwise all other procurement regulations were followed.

(iv) All paid vouchers were approved by internal audit.

5. PENDING BILLS

A) The following is the classification of the pending bills:-

a)	Allowances	Kshs.	79,591.50
b)	Transport hire	Kshs.	355,500.00
c)	Repair to GK vehicles	Kshs.	663,049.00
d)	Fuel	Kshs.	340,978.00
e)	Construction of office	Kshs.	1,750,000.00
f)	Other services	Kshs.	105,086.50
TOTAL		Kshs.	<u>3,294,405.40</u>

B) In our view there is no reason why these bills should not be paid.

C) These bills could not be paid because the Electoral Commission had frozen the funds.

D) These services were for expenses incurred during the election period.

E) There is no PMG rejection on the Electoral Co-ordinators expenditure.

6. CIVIC NOMINATION FEES

Amounts collected for Civic Nomination fees totalled Shs. 325,000/=

The amount was forwarded to the Chairman, Electoral Commission of Kenya vide the following cheques:-

Molo Constituency cheque No. 000136 for	- shs. 57,000.00
Subukia Constituency cheque No. 000135 for	- shs. 32,000.00
Naivasha Constituency cheque No. 000137 for	- shs. 99,000.00
Rongai Constituency cheque No. 000134 for	- shs. 25,000.00
Nakuru Constituency cheque No. 000133 for	- shs. 112,000.00
TOTAL	- Shs. <u>325,000.00</u>

NOTE:-

Nomination fees for Kuresoi Constituency totalling shs 54,000.00 i.e Kshs 10,000/= for Parliamentary and Kshs 44,000/= for Civic Nomination fees has not been received from the Returning officer as on 4th August 1998 as per the records held by the District Electoral Co-ordinator - Nakuru district.

7. The External Auditor has not visited the District Treasury before our inspection so there is no audit query on the funds allocated for Registration of Voters nor for General Elections.

KOIBATEK DISTRICT

REGISTRATION OF VOTERS:-

Total AIEs for Registration of voters	=	Kshs.24,370,500.00
Expenditure as per vote book	=	<u>Kshs.24,368,504.00</u>
Unspent balance	=	Kshs. 1,996.00

## GENERAL ELECTIONS

Total AIEs for General Elections	=	Kshs.24,545,316.00
Expenditure as per vote book	=	<u>Kshs.24,545,219.60</u>
Unspent balance	=	<u>Kshs. 96.40</u>

## 2. CLASSIFICATION OF EXPENDITURE

### REGISTRATION OF VOTERS

Other Services	=	Kshs. 533,677.15
Payment of Allowances	=	Kshs.16,563,424.00
Payment of Transport hire	=	NIL
Repair to GK vehicles	=	Kshs. 841,277.40
Fuel	=	Kshs. 2,602,555.70
Construction of Co-ordinators office	=	<u>NIL</u>
TOTAL	=	<u>Kshs.20,540,933.30</u>

## 3. GENERAL ELECTIONS

Payment of allowances	=	Kshs.9,978,445.90
Payment of Transport hire	=	Kshs.4,794,980.00
Repair of GK vehicles	=	Kshs.1,767,089.30
Fuel	=	Kshs.1,484,288.60
Construction of office	=	Kshs.2,970,367.00
Other Services	=	Kshs. 870,874.85
TOTAL	=	<u>Kshs.21,866,043.00</u>

### NOTE:-

We could not ascertain the actual expenditure on each item as required in the guideline to the Inspection teams because most of the payment vouchers especially those those paid through temporary imprests could combine different expenses e.g repairs to GK vehicles, fuel, allowances and other expenses. Also some payment vouchers were not made available to us because they were either missing or have been misplaced.

But for the payment vouchers made available to us the classification of the expenditure was as above.



#### 4. PROCUREMENT

The procurement of services and works during the above exercise were as follows:-

##### (a) Allowances

Allowances to hired personnel were paid in accordance to rates given by the election commission.

##### (b) Repair of Motor Vehicles and Purchase of Spare Parts

For repairs and supply of motor vehicle spare parts, circulation of quotations were restricted to firms which were awarded annual contracts by the District Tender Board. Also the tender Board authorised the supplies officer and the District mechanical and electrical engineer to repair all Government vehicles to be used during the elections in contracted garages without reference to the District Tender Board.

Observation:- The District Mechanical and electrical Engineer did not avail his certificate of completion on the following vehicles repaired.

- (i) repair and service to GK Y40 at a cost of Kshs.48,000/= as per L.S.O No.A212809
- (ii) repair and service to GK 792 at a cost of Kshs.154,150.05 as per L.S.O No.541727 and 541728

##### Construction Works

- (a) The District works officer approved payment of extra kshs. 28,900/= as per voucher No.185 of 27/4/98 being extra costs incurred by the contractor on bush clearing and uprooting of trees on the construction site of the election office. Cost revalidation should have been referred to the District Tender Board for approval.
- (b) The construction of election office was awarded to Melilo Constructors of P. O. Box 156, Eldama Ravine. The contractor was only to supply labour and the materials to be supplied by other contracted companies.

The award of the tender done through selective tendering and not open tender as required. The Chairman District Tender Board did not give authority to go on selective tendering. Otherwise all other procurement procedures were followed.

##### (c) Hire of Transport

The rates for hire per vehicle per day was approved by the District tender board. Observation on the payment vouchers shows that there was no copy of the log books attached to the vouchers, to ascertain ownership of the hired vehicles and whether the vehicles were road worthy.

All paid vouchers were approved by the Internal audit.

#### 5. PENDING BILLS

##### GENERAL ELECTIONS

Allowances		Kshs. 34,420.00
Transport hire	-	NIL
Repairs to GK vehicles	-	Kshs. 92,170.00

Fuel		Kshs.105,900.00
Construction of Office	-	Kshs.540,748.00
Other Services	-	<u>Kshs. 499.00</u>
<b>TOTAL</b>	<b>-</b>	<b><u>Kshs.773,737.00</u></b>

- (b) We do not see the reason why the pending bills should not be paid. These pending bills were fully processed payment vouchers which had passed through vote book, authorized by the District Accountant and even approved by the Internal Auditor.
- (c) These payment vouchers could not be paid because the Electoral Commission had frozen the funds.
- (d) These pending bills were for services rendered during the Election period.
- (e) The total P.M.G rejections amounted to Kshs.2,167,460.35 most of which were paid by cash.

6. CIVIC NOMINATION FEES

Nomination fees for Parliamentary	5000 x 4	=	20,000/=
Nomination fees for civic	1000 x 40	=	<u>40,000/=</u>
<b>Total Nomination fees</b>		<b>=</b>	<b><u>60,000/=</u></b>

This amount was forwarded to the Chairman Electoral Commission of Kenya vide cheques numbers 0285 and 0286 dated 27th January 1998 for the above amount.

7. EXTERNAL AUDITORS VISIT

The External Auditors visited the District Treasury in May 1998 and raised an audit query.

The issue raised was in connection with the construction by the District Electoral Co-ordinator of an office, car park and a hall.

The Co-ordinator was asked to indicate whether he had prior Treasury approval to divert money allocated for Election exercise to the construction of the above which was outside the "ambit" of the vote.

8. Repair and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the DTB. Otherwise we could not ascertain whether the spares received were fitted on the respective GK vehicles because the issue certificate (S11) was not used in the process of issue.

REGISTRATION OF VOTERS:- - 1997/98

Total AIEs for Registration of voters	=	Kshs.41,394,150.00
Expenditure as per vote book	=	<u>Kshs.41,393,417.00</u>
Unspent balance	=	<u>Kshs. 773.00</u>

## GENERAL ELECTIONS - 1997/98

Allocation as per total AIEs	=	Kshs.43,655,850.00
Expenditure as per vote book	=	<u>Kshs.43,655,658.45</u>
Unspent balance	=	Kshs. 191.55

### 2. CLASSIFICATION OF EXPENDITURE

#### REGISTRATION OF VOTERS

Payment of Allowances	=	Kshs.26,635,991.50
Payment of Transport hire	=	NIL
Repair to GK vehicles		Kshs. 5,166,282.40
Fuel		Kshs. 8,279,044.00
Construction of Co-ordinators office	=	NIL
Other expenses	=	<u>Kshs. 1,110,532.60</u>
TOTAL	=	<u>Kshs.41,191,769.00</u>

#### GENERAL ELECTIONS

Payment of allowances	=	Kshs.15,780,322.00
Payment of Transport hire	=	Kshs.15,018,150.00
Repair of GK vehicles	=	Kshs. 3,368,646.40
Fuel		22.90
Construction of Co-ordinators office	=	NIL
Other Services	=	<u>Kshs.1,648,142.00</u>
TOTAL	=	<u>Kshs.43,468,682.00</u>

#### NOTE:-

We could not ascertain the actual expenditure on each item as required because most of the payment vouchers especially those paid through temporary imprests could combine different expenses e.g repairs to GK vehicles, fuel, allowances and other expenses. Also some payment vouchers have been entered in the vote books but they could not show clearly whether they were for registration of voters or for General Elections.

### 3. PROCUREMENT

#### Findings on Procurement of Works and Services

##### (a) Allowances

Allowances to hired personnel were paid in accordance to rates given by the election commission. List of schedules bearing the names and signatures of payees were attached to all vouchers paying

the allowances.

(b) **Hire of Transport**

There was no privately owned vehicle hired during the registration of voters. During the General election, privately owned vehicles were hired to assist in transport of personnel and election materials. The rates for hire per vehicle per day was approved by the District Tender Board.

Observation:- In voucher No.84 dated 26/2/98 amounting to Kshs.10,230/= being payment for repair of a privately owned vehicle bearing registration No.KQK 341.

Otherwise all other procurement regulations were followed.

(c) **This District did not contract the election office.**

4. **Repair of GK Motor Vehicles**

Repair and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the District Tender Board. Circulation of quotation was restricted to those garages and autospares shops which were awarded annual contracts. We could not ascertain whether the spares received were fitted on the respective GK vehicles because the issue certificate (SII) was not used in the process of issue.

5. **PENDING BILLS**

Allowances	Kshs. 128,800.00
Transport	Kshs. 475,000.00
Repairs to GK vehicles-	Kshs.1,124,321.40
Fuel-	NIL
Construction of Office	NIL
Other Services -	NIL
Total Pending Bills -	Kshs.1,728,121.40

(b) **There is no reason why the bills should not be paid.**

(c) **These pending bills were not paid because the Electoral Commission had not issued enough funds.**

(d) **Most of these bills were for services rendered during the election period.**

(e) **P.M.G rejections:-**

There were only two payment vouchers which were rejected by P.M.G. These were:-

- Payment voucher No.769 for Shs.13,000/= paid by cash on 28/4/98 to clear an imprest.
- Payment voucher No.8293 for Shs.13,500/= paid by cheque No.001199 on 24/4/98 to pay repair to GK Nos 298 during election time.

The total rejection by PMG is Shs.26,500/=

6. CIVIC NOMINATION FEES

The total civic nomination fees was Kshs.63,000/= from 63 contestants and a cheque No.006262 of 27/5/98 payable to the Clerk to the National Assembly was issued. Parliamentary fees was Kshs.20,00 and also was forwarded to Nairobi vide the above cheque. A total of which was Shs.83,000/=

7. No external Auditors have visited the District before the date of our visit.

8. Repairs and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the DTB. Otherwise we could not ascertain whether the spares received were fitted to the respective GK vehicles because the issue certificate (S11) were not used in the process of issue.

BOMET DISTRICT

1. Amount Allocated for:-

Registration of Voters -	38,560,520.00
General Elections	<u>38,681,087.00</u>
Total	<u>77,241,607.00</u>

2. Total Amount spent on:-

(a) Registration of Voters	38,559,885.00
(b) General Elections	<u>38,663,142.00</u>
	<u>77,223,027.00</u>

3. Classification of Expenditure

(a) Payment of Allowances -	27,592,891.00
(b) Payment of Transport hire	7,615,400.00
(c) Repair of G.K. Vehicles -	2,767,931.00
(d) Fuel	3,563,801.00
(e) Partitioning of Co-ord's Office	60,350.00
(f) Others	987,639.00

Note: We derived the figures from the payment vouchers presented to us.

- 4(a) (i) Transporters during the general elections were paid a flat rate of Sh.7,000.00 regardless of the model of the vehicles and engine capacity.
- (ii) Repairs of G.K. Vehicles were carried out by private garages without inspection reports from Ministry of Works.
- (iii) We were not provided with detail orders for bulk fuel used during the general elections.
- (iv) Partitioning of the Co-ordinators office was done without Electoral Commission authority

and the Ministry of Works did not certify the work done.

- (v) Polythene paper worth Sh.230,000.00 was bought in cash.
- (b) (i) No authority was obtained from the Electoral Commission for partitioning the coordinator's office.
- (ii) The Expenditure of Sh.60,350.00 was far much higher than the actual work done.
- (iii) The payment voucher was not certified by Ministry of Works.
- (c) Most of the payment vouchers were not approved by internal audit officers.

5(a)	Allowances	-	1,560,200.00
	Repairs	-	12,000.00
	Others		<u>642,060.00</u>
	Total	-	<u>2,214,262.00</u>

- (b) (i) Allowances:-

The payment vouchers were signed in February, 1998 while all schedules do not indicate when the work was done.

- (ii) Tyres and Tubes:-

No invoices nor receipt vouchers(S13) were attached to the payment vouchers. Only triplicate LPOs were attached.

- (c) The A.I.E. for the exercise had been exhausted.
- (d) refer to 5(b)
- (e) P.M.G. rejections

- 6. (i) Civic nomination fees collected was Sh.99,000.00 and is still in deposit account.
- (ii) Recoveries of lost items from officers of Sh.76,518.30 is also deposited with the district treasury.
- (iii) The nomination fee for Bomet Constituency was reported lost after the officer who collected passed away and the matter was reported to the police.

7. The External Auditor visited the district and we did not see any audit queries at the time of our inspection.

#### 8. Irregularities

- (i) Some officers were paid higher rates of allowances than the Electoral Commission recommendations.
- (ii) Schedules for payment of allowances did not reflect the periods the allowances were payable.
- (iv) All payment vouchers for hire of transport did not indicate when and where the vehicles worked.

- (v) Majority of payment vouchers were not certified for the receipt of goods and services rendered.
- (vi) Total imprests of Sh.765,000.00 taken for travelling to Nairobi were accounted by use of signed schedules instead of the required production of receipted bills and valid travel tickets.

### TRANSMARA DISTRICT

#### 1. Amount allocated for:-

(a) Registration of Voters	Sh. 14,071,270.00
(b) General Elections	Sh. <u>12,296,830.00</u>
Total	<u>26,368,100.00</u>

#### 2. Total amount spent on:-

(a) Registration of Voters	14,062,317.00
(b) General Elections	<u>12,291,363.00</u>
Total	<u>26,353,680.00</u>

#### 3. Classification of Expenditure

(a) Payment of Allowances	20,893,983.95
(b) Payment of hire	
(c) Repair of GK vehicles	- 2,101,375.00
(d) Fuel	1,370,754.00
(e) Construction	38,615.00
(f) Other Services	869,601.05

4 (a) Quotations were not floated for hiring vehicle No.KZK 894 for transporting election material to Nairobi, two trips at Sh.25,000.00 each amounting to Sh.50,000.00.

(b) An amount of Sh.5,000.00 was used to partition the Co-ordinator's office and Sh.33,615.00 used in renovating the same office. The expenditure was certified by Ministry of Works. There was, however, no authority of Electoral Commission.

(c) Some few payment vouchers were not approved by Internal Audit officer.

#### 5. Pending Bills

(a) Allowances	Sh. 27,595.00
Repair of GK Vehicles	2,001,429.40
Fuel	76,628.00
Others	122,877.60

(b) They qualify for payment

(c) Reason for non settlement is lack of A.I.E.

(d) All were within the election period except for a telephone bill of May, 1998 for Sh.99,836.00.

(e) P.M.G. Rejections: All were paid in cash Sh.1,232,095.10

6. Civic nomination fees collected was Sh.51,000.00 and was sent to the Electoral Commission vide Cheque No.000454 of 15/12/97.

7. External Auditors visited the district but no queries had been raised at the time of our inspection.

8. Irregularities

(a) Mileage allowances were paid to the following officers without authority from the Electoral Commission:-

Mr. Fredrick M. Soi	Sh.31,818.05
Mr. J. R. Wamai	Sh.43,202.25

(b) Mr. J. R. Wamai recommended some officer to be paid a total of Sh.30,525.00 for services which were not relevant to the general election.

(c) A telephone line No.22131 was installed for the returning officer without authority from the Electoral Commission while telephone No.22097 for the co-ordinator was still in operation and readily available to the returning officer.

KERICHO DISTRICT

1. Allocation:

The total allocation for the exercise was:

(a) Registration of voters	34,562,580.00
(b) General Elections	<u>27,561,994.20</u>
Total	62,124,574.20

The details are as per attached schedule of A.I.Es at appendix II. However one A.I.E. No.37332 for Ksh.879,400.00 issued on 3/11/97 covered both registration exercise and the General Elections and could not adequately be apportioned. We have therefore entered it under the General Elections.

According to the Vote books, all the amount was used leaving a balance of Ksh.2,089.25 only.

2. Expenditure

(a) Allowances:

A total of Ksh.40,809,760.45 was paid to various officers during the exercise apportioned as

(a) Registration of	24,849,900.45
(b) General Elections	15,959,860.00

We received all the schedules attached to the vouchers and found that they were properly prepared and duly signed for by the respective payees.

However, due to the additional day of voting allowances amounting to Ksh.1,577,000.00 were not paid and are part of the pending bills.

See list of the pending bills attached at appendix III.

3. Transport:



Total expenditure for the two exercises amounted to Ksh.9,047,819.90 as per attached summary at appendix

I.

During our verification we observed the following:

- (i) Towards the end of the exercise, spares and fuel were purchased in cash instead of using the proper procedures of using LPOs and LSOs. For example spares worth Ksh.102,000.00 were purchased in cash at one point, although they were procured from the appointed local dealers.
- (ii) One GK vehicle S065 belonging to survey department was repaired during the elections for more than Ksh.100,000.00 which was not economical.
- (iii) An Agricultural finance Corporation vehicle KVF 949 was repaired for Ksh.72,950.00 which was more than could have been used to hire a private vehicle.
- (iv) Similarly the under listed vehicles were repaired at the same time.

GK U228	Ksh.85,700.00
GK R594	Ksh.25,480.00
GK N489	Ksh.40,000.00
GK Y864	Ksh.25,050.00
GK N428	Ksh.39,150.00
GK T290	Ksh.58,800.00

- (v) In most cases work tickets were not attached to claims by drivers and it was difficult to determine fuel usage during the the exercise.
- (vi) Fuel was drawn service stations which were contracted but detail orders were seldom used as copies were not attached to payment vouchers.

#### 4. Others

- (i) All the vouchers were properly authorised by the District Elections Co-ordinator. They were also signed by the Internal Audit Department staff. However, vital documents such as delivery notes and counter receipt vouchers (S13) were not attached.
- (ii) There was no construction of a new office, but the co-ordinator who is housed by the District Civil Registrar had his office partitioned, renovated and painted for Ksh.90,000.00.
- (iii) Other services included purchase of stationery, photocopying, repairs of furniture e.g. cabinets, payments of telephone and electricity bills, meals for presiding officers and their deputies while on safari. We considered the rates fair.

#### 5. Pending Bills

Pending bills for the two exercises amounted to Ksh.1,799,407.50. This does not include PMG rejections of Ksh.2,410,000.00, see appendix III.

The reason for non-payment were:-

- (a) Cash sales for Ksh.75,821.35 were erroneously misplaced by an outgoing District Election Co-

ordinator and were not discovered until March, 1998 according to the current co-ordinator who came in only during the general elections.

According to us they relate to the registration of voters and were payable.

- (b) Invoices for services rendered such as telephone bills and electricity were received very much later after the close of the exercise. However two invoices explained adequately although according to the Co-ordinator, the supplier delayed in forwarding the invoices.
- (c) PMG rejectons for the claims of week ending 3/4/98 included Ksh.134,000.00 have been submitted severally but no reimbursement were received as teh treasury had stopped reimbursement under vote 29 according to the District Accountant.

6. Civic Nomination fees

Total nomination fees amounted to Ksh.152,000.00 according to lists prepared and availed to us.

A cheque No.310447 dated 18/12/97 for the whole amount of Ksh.152,000.00 was prepared and and sent to the Electoral Commission and the details entered in the cash book for week ending 20/12/97.

7. Audit

The external auditors visited the District in May and have not submitted their report.

8. Conclusion

In our opinion the expenditure incurred was properly recorded and accounted for all the AIEs received.

The system of preservationof documents is reasonably adequate as they were readily available.

Apart from the anomalies quoted above the records produced, presented a fair view of the whole exercise in the District.

Peter M. Miingi  
John M. Kamuria

GENERAL ELECTIONS

1. ALLOCATION:

According to the AIEs presented to us,

Registration	Sh.31,141,080.00
General Election	Sh.45,817,238.00
<b>Total</b>	<b>Sh.76,958,318.00</b>

The funds were utilized as follows:-

	<u>Registration</u>	<u>General Election</u>	<u>Total</u>
Allowances	20,029,000.00	23,942,025.00	43,971,025.00

Repairs	6,155,533.00	15,188,623.00	21,342,156.00
Fuel	4,383,575.00	4,495,372.00	8,878,947.00
Transport hire	-	585,613.00	585,613.00
Booths	-	352,515.00	352,515.00
Others	<u>572,256.00</u>	<u>1,255,088.00</u>	<u>1,827,344.00</u>
Total	<u>31,040,364.00</u>	<u>45,817,236.00</u>	<u>76,957,600.00</u>

2. **Expenditure**

(a) **Allowances:-**

We received the allowance vouchers and schedules and they were both authorized and endorsed by the co-ordinator and the District Accountant. The payees had also signed the respective vouchers having received the cash.

(b) **Transport and repairs:-**

Repairs of vehicles were mainly carried out by four(4) garages namely:-

- (i) Kalenjin Auto Garage
- (ii) Kapsabet Auto Garage
- (iii) Kapsabet Motor Works
- (iv) Silas Tuti Garage

We noted that most repairs were done without vehicles first being inspected by qualified personnel from the Ministry of Works. LPOs, LSOs and quotations were hardly used.

We were informed that the co-ordinator borrowed vehicles from near-by institutions e.g Mosoriot Teachers College, Schools and some Parastatals e.g. AFC and Kenya Wildlife with the understanding that he repairs them including putting new tyres and not to pay hire fees.

(c) **Fuel**

The arrangement made by the co-ordinator was to pay directly to a contracted Local Petrol Station (TOTAL), orders were issued to relevant drivers for drawing fuel therefrom.

The storeman maintained a register where he recorded fuel drawn against LPOs issued.

However, we found evidence that vehicles hired were also accorded this facility.

There were also separate fuel claims for drivers who travelled outside the District especially to Nairobi. Most of these claims did not have work tickets to support them.

(d) **Transport Hire**

Hire of private vehicles occurred only during the General Election. However, this appeared to have been carried out properly following the procedures. There was an agreement to hire vehicles between the co-ordinator and vehicle owners which was attached to individual claims and there were also copies of log books to prove ownership of the vehicles.

(e) **Other Services**

Other services included installation of telephones in all constituencies as evidenced by paid Bill to Kenya Posts and Telecommunications. Also there is evidence that offices were rented but at rates

ranging from Ksh.1,000 to 4,000.00.

Travel claim to Nairobi by both Electoral Commission officials and the treasury staff were also common. On enquiry we were informed that they had to travel to Nairobi to seek reimbursement and collect AIEs while the co-ordinator and Presiding officers had to attend numerous meetings.

Other services paid for include:-

- (a) Purchase of stationery
- (b) Photocopying
- (c) Other minor stores

Most of this were procured in cash.

Polling booths were procured from three (3) firms at a very competitive price.

(f) Pending bills

There was only one pending bill of Ksh.241,445.70 for telephone services offered up to May, 1998.

P.M.G. rejections amounted to Ksh.7,709,964.00. According to Computer Data Printout, they were submitted late as follows:-

	<u>141,000.00</u>
Total	<u>7,709,964.00</u>

Nomination Fees

Nomination fees received during both the parliamentary and civic elections amounted to Ksh.239,000.00. We received a list of all the candidates and the amount paid.

The total amount collected was paid to the Electoral Commission of Kenya through a contra cheque issued by the District Treasury on 17/12/97 as requested. The Commission issued an official receipt No. BF.529963 on the same day, 17/12/97 and so confirmed having received the money.

Conclusion

1. All the vouchers and claims we required were available to us.
2. While the repairs were carried out locally by contracted Garages, we considered them excessive.
3. Many vouchers were not endorsed by the internal auditors and reason give were not satisfactory.
4. The External Auditors visited the District in mid June but their report had not been received by the time we were finishing our inspection.
5. In our view, the Election expenditure was fair and conformed with the projected budget.

Peter M. Miingi  
John M. Kamuria

MARAGUA DISTRICT

1. Amount allocated for both registraton of voters and general elections expenses:-

(a)	Registration of Voters	-	20,083,400.00
(b)	General Election Exp.	-	<u>18,221,264.00</u>
	Total Allocated	-	<u>38,304,664.00</u>

2. (a) Total amount spent on registration of voters is Ksh.19,599,146.70  
 (b) Total amount spent on Elections is Ksh.18,208,837.80

Total Expenditure 37,807,984.50

3. Classification of Expenditure

(a)	Allowances	26,481,665.00
(b)	Transport hire	1,059,800.00
(c)	Repair of motor vehicles	5,726,054.45
(d)	Fuel	3,767,935.00
(e)	Construction of Co-ordinators Office	Nil
(f)	Other Services	1,145,733.10

4. (a) Procurement Procedures

During the inspection it was observed that procurement procedures were being followed except during emergencies especially during the election period. The District Election Co-ordinator would however give his authority in such emergencies.

- (b) No office was constructed for the District Election Co-ordinator but he was allocated an office which was renovated. The renovation together with the furniture cost Sh.59,970.00.  
 (c) Some vouchers were not audited especially during the voter registration exercise as the internal Auditor had not been posted to the District

5. Pending Bills:

Allowances	Ksh.168,990.00
Repairs of GK Vehicles	74,568.55
Fuel	105,327.00
Others	<u>135,124.70</u>
Total	<u>484,010.25</u>

- (b) Yes they qualify as the expenditure relates to the relevant period and proper procurement procedures were followed as much as possible.  
 (c) Reason given for non settlement was lack of funds.

5(e) P.M.G. Rejections

Nomination Fees:-

Civic nomination fees totalling to Sh.225,000.00 was collected and is still being held at the District Treasury because they do not know the account into which to bank it.

7. The External Auditor visited the Treasury but did not examine the expenditure pertaining to the elections or registration of voters exercise.

The provincial internal auditor also visited the Treasury but has not issued a report to date.

## MWINGI DISTRICT

1. The amount allocated for Registration of voters in the financial year 1996/97 was ksh.18,166,77.00 broken down as follows:-

The amount allocated for Registration of voters and General Elections in the financial year 1997/98 was Ksh.60,724,827.85 broken down as follows:

2. The amount spent on the Registration of voters during the financial year 196/97 was ksh.17,584,358.05 out of the total allocation of kshs.18,166,700.00 leaving a balance of ksh.582,341.95. All the payment vouchers in support of the expenditure have been produced to us for inspection except the following:-

These vouchers represent questionable payments and were taken by the District Criminal Investigations Officer (D.C.I.O.) for further investigations.

One payment voucher for Ksh.2,750,000.00 payable to "various persons" for Hire of motor vehicles was available in photo-copy form.

The amount spent on Registration of voters and General Elections during the financial year 1997/98 was ksh.60,719,525.55 out of the total allocation of ksh.5,302.30. All the vouchers in support of the expenditure have been produced to us for inspection. Only one voucher No.017 for Kshs.2,750,000.00 payable to "various persons" for Hire of motor-vehicles was available in photocopy form.

3. The above expenditure is classified as follows:-

### REGISTRATION OF VOTERS - 1996/97

(a) Payment of allowances	11,327,650.00
(b) Payment of Transport hire	2,750,000.00
(c) Repair of G.K. vehicles	951,472.50
(d) Purchase of Fuel	1,866,915.55
(e) Construction of Co-ordinator's office	613,000.00
(f) Other services	<u>75,321.60</u>
	<u>17,584,358.05</u>

### REGISTRATION OF VOTERS AND GENERAL ELECTIONS - 1997/98

(a) Payment of allowances	33,854,745.00
(b) Payment of transport hire	12,932,000.00
(c) Repair of G.K. vehicle	7,743,781.05
(d) Purchase of Fuel	2,461,626.40
(e) Construction of co-ordinator's office	Nil
(f) Other services	<u>3,727,373.10</u>
	<u>60,719,525.55</u>

4. PROCUREMENT PROCEDURES:-

- (a) Major repairs to G.K vehicles was being done by D.T.B.'s contracted firms and by the use of Quotations with the assistance of the District supplies officer. We observed that many minor repair works were being done by various un-constructed firms and paid for in cash. We were informed that this so happened in circumstances when vehicles broke down in remote areas.

Most expenditure on stationery and other office requirements was done by cash in the name of the District Elections Co-ordinator. The accountability of the items purchased can not be ascertained since they were not taken on charge as required by the regulations.

Eleven(11) vehicles were alleged hired for a total of 100 days at the rate of kshs.5,000 per day per vehicle. The first period of hire of motor vehicles for registration of voters was before 30th June, 1997. This was paid for ride voucher No.0034 payable to "various persons" for Ksh. 2,750,000.00, Cheque No.000218 dated 30th June, 1997 payable to Mr. G.K. Musaba, District Elections Co-ordinator. The second period of hire of motor vehicles was from 1st July to 19th August 1997. Payment was done vide voucher no.0017 payable to "Sundry Persons" for ksh.2,750,000.00, cheque No.000067 dated 10th September, 1997 payable to Mr. G.K. Musaba. From the records and information available, it has not been possible for use to establish:-

- The exact work that the hired vehicles were doing,
- Know the ownership of the vehicles,
- Know the makes, types, models, carrying capacities, cc rating and any other details about the vehicles,
- Between which stations or places the vehicles were traversing.
  
- See any agreements, if any, between the owners of the vehicles and the District Elections Co-ordinator.

During the time of carrying out our inspection, the two registration officers of Mwingi North Constituency and Mwingi South Constituency, visited us with valuable information. The two, Mr. J.K. Mutunga and Mr. J.N. Kasiwa, informed us that it was only their two vehicles which they used during the registration of voters exercise in their respective constituencies. The other nine vehicle alleged hired were never hired at all. The two have not been fully paid for the use of their vehicles despite the fact the District Elections Co-ordinator having been paid for all the hired vehicles. We did not get an opportunity to talk to the District Elections Co-ordinator since throughout the time of our work, he never came to the office. He should be called upon to explain the circumstances surrounding the hire of the motor-vehicles.

- (b) The District Election Co-ordinator's office was constructed a cost of Ksh.613,000.00. This was paid for vide voucher No.0042 payable to M/S Mutio Building Contractors. We were not able to establish any further facts on this because the voucher was taken and is still being held by the District Criminal Investigations officer. It is suspected that the payment had some irregularities.
- (c) All the vouchers produced to us were processed through the office of the District Internal Auditor who did approve them.

5. PENDING BILLS Ksh.129,979.80

- 6. he total nomination fees collected was Ksh. 177,000.00  
The amount was accounted for through the P.M.G. system vide Misc. receipt No. 361267 of 28th January, 1998 vote No. R29, Account No. 0-910-000-670 as A.I.A.
- 7. The External Auditors have visited the station to carry out their routine Audit work. As at the time of our inspection, their Audit Report had not been made available.

COMPILED BY

S.N. MWIGE..... 10/8/98

**KITUI DISTRICT**

1. The amount allocated for Registration of voters in the financial year 1996/97 was ksh.18,065,600.00 broken down as follows:-

<u>A.I.E. NO.</u>	<u>SERIAL NO.</u>	<u>DATE</u>	<u>AMOUNT(KSH)</u>
NA/1996/97-90	066638	8/5/97	500,000.00
NA/1996/97-208	066733	22/5/97	5,090,320.00
NA/1996/97-137	066661	21/5/97	500,000.00
NA/1996/97-221	066806	30/5/97	5,090,320.00
NA/1996/97-234	066875	19/6/97	<u>7,884,960.00</u>
			<u>18,065,600.00</u>

The amount allocated for Registration of voters and General Election in the financial year 1997/98 was Ksh.55,248,576.00 broken down as follows:-

Total amount spent on Registration of voters in the financial year 1996/97 was ksh.17,401,462.90 as supported by physical vouchers verified by us. The vote book shows a total expenditure of ksh.18,047,685.60 over the same period giving rise to difference of ksh. 646,222.70. Total amount spent on Registration of voters and General Election in the financial year 1997/98 was ksh.48,728,894.70 as supported by physical vouchers verified by us. The vote book shows a total expenditure of Ksh.55,260,885.45 over the same period giving rise to a difference of ksh. 6,531,991.75. We have not been able to ascertain the cause of the difference due to the short time at our disposal. The District Accountant should be called upon to reconcile the discrepancy.

3. The above expenditure is classified as follows:-

**REGISTRATION OF VOTERS - 1996/97**

(a) Payment of allowances	14,489,770.00
(b) Payment of Transport Hire	58,600.00
(c) Repair to G.K. Vehicles	1,330,537.80
(d) Purchase of Fuel	703,557.70
(f) Other services	<u>818,999.40</u>
	<u>17,401,462.90</u>

- (e) No funds allocated for the Registration of voters and the General Elections were applied in the construction of the co-ordinator's office. The District Elections Co-ordinator was an office which he constructed within the District Commissioner's compound in 1995.

**REGISTRATION OF VOTERS AND GENERAL ELECTIONS - 1997/98**

(a) Payment of allowances	32,980,965.00
(b) Payment of Transport Hire	7,428,000.00
(c) Repairs to G.K. Vehicles	2,763,030.10
(d) Purchase of Fuel	2,454,634.55
(e) Other Services	<u>3,102,265.05</u>
	<u>48,728,894.70</u>

**PROCUREMENT PROCEDURES**



- (a) The District Elections co-ordinator did not have any guide lines on hire of motor vehicles from the Head Office. He went through the District Tender Board to hire vehicles for the General Elections. This was discussed under minute No. KTI/DTB/05/97-98 on 24th December, 1997 and approved as follows:-

- Hire of lorries of 7 Tones and above at Ksh.27,500.00 per vehicle per day.
  - Hire of matatus 3.3 at ksh.20,000.00 per vehicle per day.
  - Hire of pick- ups 1 ton at ksh.16,000.00 per vehicle per day.
- The above rates appear to be on the higher side since the approval did not indicate the distances to be covered.

We observed that in entering the agreement for hire of motor-vehicles, the owners of the vehicles were not required to produce vehicle log-books. In the absence of the log-book, it has not been possible to prove vehicle makes and types, ownership and existence. It was a requirement that the vehicles hired must be inspected. We were not shown any inspection reports on the hired vehicles.

All the hired vehicles were provided with fuel at Government expenses. This was irregular. It is un-economical to pay exorbitant hire charges and at the same time provide fuel for the hired vehicles. The Returning officer should be called upon to explain.

- (b) Repairs to Government vehicles were carried out by the District Tender Board contracted firms. Most of the repair services were paid for in cash instead of the acceptable procedure of using L.S.Os. It was explained to us that the contracted firms were not accepting L.S.Os because many Government departments were owing them large sums of money in the form of unsettled bills incurred by the use of L.S.Os.
- (c) Office stationer was purchased from the contracted firms using cash.
- (d) All the vouchers produced to us for inspection were processed through the office of the District Internal Auditor.

5. Total pending bills amount to:- Ksh.2,396,059.55

All the above pending bills qualify for payment.

The pending bills were not paid due to lack of funds. They are for invoices raised before 30th January, 1998 and for goods supplied and services rendered during its Elections period.

6. Civic and Parliamentary Nomination Fees was collected and accounted for as follows:-

**KITUI WEST CONSTITUENCY NO. 062 - Sh.61,000.00**

**KITUI CENTRAL CONSTITUENCY NO.063 - Ksh.49,000.00**

**KITUI EAST CONSTITUENCY NO. 064 - Ksh.61,000.00**

**KITUI SOUTH CONSTITUENCY NO. 065 - Ksh.55,000.00**

7. The External auditor was visited the station and audited the records but as at the time of our inspection, no audit report had been received.

**COMPILED BY:**

**S. M. MWIGE ..... 10/8/98**

**E.L. WANALWENGE ..... 10/8/98**

**NYERI DISTRICT**

1. **A.I.E. Allocation for both Registration of voters and General Election in 1997/98 and 98 amounted to ksh.71,913,231.00. Breakdown between the 2 is shown as hereunder.**

Total amount given ksh.71,913,231.00 and A/C used was 0-910-000-302/6.

2. **Ksh.71,908,586.75 was spent on both Registration of voters and General Election and a balance of Kshs.4,644.25 on AIE given according to the vote books.**

- (a) **Total amount spent on Registration of voters as per inspection Team Kshs.37,856,304.25**  
(b) **Amount spent on General Election Ksh. 34,052,282.50**

**Ksh. 71,908,586.75**

3. **The amount spent on Registration of voters and General Election are Ksh. 37,856,304.25 and Ksh. 71,908,586.75**

All those figure were attached from the vouchers the vouchers paid and inspected during the period of our audit.

4. (a) **PROCUREMENT PROCEDURES**  
**PAYMENT ALLOWANCE KSH.56,063,401.00**

- (i) **Payment Pv.No.007 of 4/1/98 ksh. 133,700.00 the payee was District Election co-ordinator and allowances were paid to DC and DOs at the rate of Ksh.800 and 400/= and by District Accountant at 30/= No comment was given and no authority from Electoral Commission.**
- (ii) **Payment Pv.No.0079 of 4/1/98 Ksh.67,800 payable to District Election co-ordinator paying the Accounts Clerks in Nyeri for 10 days at 300.00 each had no authority given from Electoral commission.**
- (iii) **Payment Pv.No.0029 of 28/6/97 Ksh.30,000/= payable to District Election Co-ordinator and paying Auditors, Principals of school, SCO Co No. authority for paying them for this and comment is required as also required by External Auditors Nyeri.**

- (b) **PAYMENT OF TRANSPORT HIRE KSH.8,753,500.00**

- (i) **Payment Pv.No.0006 of 29/8/98 ksh.1,300,000.00 payable to District Election Co-ordinator for hire of vehicles for 24 days @ksh.2,000.00 per day during Registration of voters. Authority used EL/REG/VOL.1/97 of 5/6/97 signed by D.E.C. Nyeri to District Accountant. Number of were not mentioned. The Registration Officers for each area signed for 4 to 5 vehicles and amount on behalf of the owners of vehicles only the registration officers. No assurance payment received by owners. No compensative quotation, No DTB minutes.**

- (ii) Payment Pv.No.0016 of 24/6/97 Ksh.1,000,000/= payable to District Election Coordinator and the Registration officers signed for amount provided for 3 to 4 vehicles to pay the owners of those vehicles hired. No assurance that vehicles owners were paid because nothing indicating No. Signature of the owners of vehicles. No Competitive quotation, No DTB minutes

(c) REPAIRS OF GK VEHICLES KSH.907,632.00

- (i) Payment Pv.No.0011 of 20/11/97 repairs to GK 375N Ksh.12,625.00 payable to Nyeri General Garage Box 36 Nyeri no LPO issued, no quotation, no DTB.
- (ii) Payment Pv.No.0010 of 25/9/97 Kshs.45,021.00 purchased of tyres the GK 193Y and 2222, No.LPO issued No quotation and not taken in charged.
- (iii) Payment Pv.No.0034 of 30/6/97 Ksh.22,817.00 payable to Jackson K. & Sons, Box 1824 Nyeri repairing car KXJ used during Registration of voters. The car involved in accident during working time. No LSO was issued, there was not quotation and the right certificate was not signed on the vouchers which means the authority for repair was not given.

(b) FUEL KSH.1,749,284.00

- (i) Payment Pv.No.0085, 0083 of 4/1/98 ksh.300,000.00 and 300,000.00 payable to Mugumo Service station-no list of statement from petrol station showing how GKs were getting petrol thus amount (price) given to each GK vehicles. This same to payment Pv.No.0022 of 28/6/97 ksh.241,351.00 for Mugumo station.
- (ii) Payment Pv.No. 0177 of 30/4/98 ksh.499,058. Number of vehicles shown but LPO and statement showing the quantity of petrol used and vehicles from Mugumo service station not provided.

(e) CONSTRUCTION OF COORDINATORS OFFICE KSH.1,158,000.00

- (i) Booths constructed but material not collected.

Payment Pv.No.0070 of 4/1/98 ksh.267,000.00  
Payment Pv.No.0073 of 4/1/98 ksh.120,000.00  
Payment Pv.No.0072 of 4/1/98 ksh.192,000.00  
Payment pv.No.0073 of 4/1/98 ksh.327,000.00  
Payment pv.No.0074 of 4/1/98 ksh.117,000.00

applied for, No.DTB minute and the District Election Co-ordinator and the bribers for other uses.

- (ii) Payment pv.No.0183 of 29/6/98 imprest warrant B 486912 ksh.15,000.00 payable to Mr. F.M. Gakuya. Ksh.14,999.00
- (iii) Payment Pv.No.0075 ksh.135,000.00 of 3/1/98 for Booths payable to John Waweru Waruaa - no quotation, DTB minutes.
- (iv) Pv. No.0105 of 20/1/98 kshs.1,000/= renting KIE shed payment made to an individual Mr Edward M. Kamathi Box 678, KARATINA and not to KIE.

(f) MISC OTHER CHARGES KSH.1,831,265.65

- (i) Payment Pv.No.0019 of 6/10/97 ksh.44,539.50 Telephone August 1997 is too big A/C 30979 meter 3501 units 10811 - no comment was given.

- (ii) Payment Pv.No.0173 of 3/4/98 ksh.80,730.00 purchase of Electronic Typewriter Olivetti. No quotation, No DTB minutes and purchase was done after General Election.

5. PENDING BILLS KSH.1,445,504.10

Apart from pending bills which are already entered in vote book ksh.1,445,504.10, there is separate cash sales of ksh.573,878.00 which could not meet payment because allocation of funds was over and additional funds will be required for this amount.

6. CIVIC NOMINATION FES COLLECTED KSH.312,000/=

Collection was ksh.312,000.00 as per FOR.17 on 11/12/97 amount was credited to National Assembly A/C No.0-910-000-302/6.

PMG Rejection was Ksh.998,492.30 and the vouchers were retained in Treasury.

7. IRREGULARITIES

- (i) Payment Pv.No.0121 of 19/1/98 Ksh.66,825/= payable to Nyeri central Garage Ltd Box 36 Nyeri was not authorized paid by cheque No.004892. No LPO issued although audited.
- (ii) Payment Pv.No.0141 of 19/1/98 ksh.176,638/= payable to M/S Mugumo Service station purchasing 18 tyres and 16 tubes GK Z275, GK T010, L015, B820, 813X, Q348, X634. No LPO issued, Quotation not DTB minute. Not entered in Ledger Folio of log book.

Cash sales ksh.573,878.00. The total prepared into vouchers because funds were not available and payment was also stopped.

TESO DISTRICT

1. The total amount allocation as per A.I.E.s kshs.24,599,570.00

2. Total amount spent on

(a) Registration	14,178,120.20
(b) General Elections	10,421,449.80
Total spent	Kshs.24,599,520.00

3. Amount spent of payment allowances (Registration)

(a) Allowances	-	13,207,476.20
(b) Fuel		699,775.00
(c) Transport hire		
(d) Repairs	-	250,787.00
(e) Others		20,082.00

Total - 14,178,120.20

**GENERAL ELECTIONS**

(a)	Allowances	Ksh. 8,076,420.55
(b)	Fuel	346,349.50
(c)	Repairs	462,870.00
(d)	Others	217,209.75
(e)	Transport hire	<u>1,318,600.00</u>

4.(a) In most cases the regulations were followed. District tender Board/or the electoral commission was consulted whenever services were required. In the cases where the regulations were not followed we got satisfactory explanations.

(b) There was no construction of any office.

(c) Not all vouchers were audited by the Internal audit. Reasons given were that due to urgency and immediate need in payment of officers in the field, some vouchers could not be audited immediately. However, after the exercise was over, they forget to return the vouchers to internal audit for their action. We have however confirmed this by interviewing the District Internal auditor.

5. PENDING BILLS:

Total bills amounted to ksh.4,589,097.95

(i) Hire of transport: Kshs.1,245,000.00

We scrutinized the original claims and we found them genuine. The rate was fixed at ksh.12,000.00 by the DC & the DEC with the consultation of the electoral commission. The claim could not be processed for payment as there was no AIE to clear them.

(ii) Other services: Ksh.526,477.95

We scrutinized the vouchers (claims) and found them to be in order. The LPO's and other document were attached to the voucher.

The claims can be paid. However, a claim of ksh.78,540.00 is not recommended for payment as procedures were not followed

(iii) Repairs ksh. 195,924.00 arrived at as follows:-

The claims were scrutinized and appears genuine they can therefore be settled.

The following claims could not be recommended for settlement because the right procedures were not followed.

(a)	D.E. C.	Ksh. 18,530.00
(b)	M/S Lamu motors	Ksh. 68,472.60
(c)	M/s Kakamega motors	Ksh. 26,000.00

(iv) Travelling & accommodation Ksh.2,208,446.00

The following claims were not recommended for payment as they were not properly supported. The claims

were cancelled.

1. District Election coordinator - 265,000.00
2. District Election coordinator - 50,000.00

Pending bills (Registration) 227,250/=

The original voucher scrutinized and found to be okay.

However, the following claims were not recommend for settlement as they do not appear to be properly supported. Authority for the few no given.

- (a) Jackton Sibuda - 11,000/=
- (b) Jackton Sibuda - 11,000/=
- (c) APC Washington - 30,000/=
- (d) CPC John Ogema - 30,250/=

- 5.(C). The vouchers/claim could not be paid as they did not have A.I.E.s to clear them.
- 5.(D) The pending bill invoices were raised before 30th January 1998.
- 5.(E) There were no PMG rejections in Teso.
6. The total amount collected for nominations is ksh.103,000/= which was forwarded to Nairobi. This has been verified.
7. The External Auditor have already visited the District, but no report has ben issued yet.

**B.O. ACHOLA**

**J.M. KIHURO**

**G.M. MAINA**

#### MOUNT ELGON DISTRICT

1. Total amount allocated for both registration of voters and general elections ksh.19,928,820.65
2. Total amount spent
  - (a) Registration of voters - 8,424,927.30
  - (b) General elections - 11,501,847.95  
(General election)
- 3.(a) Payment of Allowances - 8,116,550.00
  - (b) Transport hire - 1,450,100.00
  - (c) Repair of GK vehicles - 1,293,837.10
  - (d) Fuel - 639,330.75
  - (e) There was no construction of coordinators office in mount Elgon.
  - (f) Other services none

#### REGISTRATION

(a)	Payment of Allowances	-	7,071,324.90
(b)	Transport hire	-	85,400.00
(c)	Repairs	-	778,667.40
(d)	Fuel	-	475,580.00
(e)	Others	-	14,000.00

- 4.(a) In most cases the District Coordinator and the District Accountant complied with all the laid down procedures in procurement and hire of services, except in few occasions which were explained to our satisfaction.
- (b) There was no construction of the coordinators office.
- (c) All the payment vouchers have not been approved by the internal audit officers. The reasons given being that some vouchers were at times required to be paid urgently hence the need to pay before the internal audit officers could approve them.
5. The actual pending bills.1,509,798.30
- 5.(b) We scrutinized the vouchers and we found them to be in order and payable.
- (c) The vouchers could not be paid as they did not have AIE's to clear them.
- (d) All pending bills were raised during registration/election period ie before 30/1/98.
- (e) There were no PMG rejections in the District.
6. Total nomination fees collected kshs.54,000 which was sent to parliament. There was no shortfall.
7. The External auditors have not visited the district, hence no report from them.
8. No other irregularities observed.

**B.O. ACHOLA**

**J.M. KIHURO**

**G.M. MAINA**

**BUNGOMA DISTRICT**

1. Amount allocated for both registration and general elections ksh.71,827,770.00
2. Amount spent on registration of voters - 35,583,407.95  
Amount spent on general elections 36,244,362.00
3. Registration of voters
- |     |   |   |               |
|-----|---|---|---------------|
| (a) | Payment of allowances                   | - | 31,495,219.40 |
| (b) | Payment on transport hire               |   |               |
| (c) | Repair of GK vehicles                   |   | 750,070.00    |
| (d) | Fuel                                    |   | 2,959,282.00  |
| (e) | No construction of coordinators office. |   |               |
| (f) | Other services                          | - | 1,923.20      |
- 4.(a) In most cases the regulations were followed. The LPO's were issued before services could be

provided. The areas where the regulations were not strictly followed have been explained by those concerned and in most cases explanation accepted.

We could not establish how the vehicles in the district were hired because there were no quotations and therefore the district Coordinator went on his way to hire at the rate of his choice. He could not explain how the vehicles were selected and no document to prove that the people paid owned the vehicles. It appears there was no control on the hiring of the vehicles.

- (b) There was no construction, hence no expenditure.
- (c) Most vouchers were not audited by the internal audit. Reason given is that the vouchers were to be paid very fast, and at times when the auditor could not be around. This was however, to be regulated when the vouchers has been paid. This fact was however overlooked and those vouchers have remained unaudited to date. We have asked the District Accountant to make sure this normally is regulated.

5. (a) Actual pending Bills - Ksh.354,221.65

- (ii) Car hire - Ksh.330,000/- payable to D.E.C.  
We have seen the schedules and the voucher prepared. However we could not be convinced the voucher is payable. The District election Coordinator should be asked to explain in writing why he found it was appropriate to meet this expenditure. Otherwise we don't recommend this for payment.

We have scrutinized the original claim and found them to be in order. They can therefore be settled.

- (C) The explanation given is that the bills could not be settled because they had already exhausted the AIE.
- (D) All pending bills are for invoices and LPOs issued during the registration/election period ie before 30/1/98.
- (E) The PMG rejections amounted to kshs.1,165,608.65. There are no cheque numbers because as it was explained the expenditure was mostly on payment of allowances which was made in cash. We have however seen the original printouts, which they all maintaining the District treasury.

6. Total nomination fee collected the District was kshs.244.000/= which was received vide MR. No.181293 of 15/1/98. There was no shortfall and the money was paid to National Assembly through the PMG. Account. It should therefore be confirmed whether this receipt was received by the National Assembly cash book.(voucher number 1343.

7. The external auditor has not visited the district, hence no report.

8. In course of our inspection we have found that Bungoma like other districts hired so many vehicles which according to us were not necessary. The following is a breakdown of the vehicles hired (in addition to 77 GK vehicles)

We wondered what could be carried with 33 lorries of 20 tones and above. It is very unrealistic and we recommend the District election coordinator should explain the work the vehicles were doing and whether it was actually necessary to use such big lorries. In our view the hire could be imaginary. In a District like Teso they had only two lorries, when in places like Mt. Elgon we had no lorry and the work went on smoothly.

From the list shown above and the fact that, we have also visited other districts we tend to conclude that



there was something very wrong and irregular with transport hire in Bungoma District which amounted to ksh.8,979,060.00.

**B.O. ACHOLA**

**J.M. KIHURO**

**GEOFFREY MAINA**  
**WAJIR DISTRICT**

The expenditure was classified in tabular form as under:-

1. The total amount allocated for the Voter Registration and General Election amounted to Ksh.58,229,707.90.

(a) Voter Registration	Ksh.31,559,600.00
(b) General Elections	<u>Ksh.26,670,107.90</u>
<b>Total</b>	<b><u>58,229,707.90</u></b>

2. The total expenditure for both exercises amounts to Ksh.57,924,846.00.

(a) Voter Registration	Ksh.31,255,640.00
(b) General Elections	<u>Ksh.26,669,205.00</u>
<b>Total</b>	<b><u>57,924,845.00</u></b>

3. The classification of the amount spent on the two exercises as per the vouchers that the team was able to inspect are as tabulated below:-

<u>Description</u>	<u>Voter Reg.</u>	<u>G/Election</u>	<u>Total Amount</u>
Allowances	21,532,140.00	6,522,817.00	29,054,957.00
Transport hire	-	2,805,200.00	2,805,200.00
Repairs	6,207,800.00	6,444,215.00	12,652,015.00
Fuel	2,894,045.00	1,407,060.00	4,301,105.00
Residential	-	-	-
Other Services	394,872.00	891,100.00	1,285,972.00
Pending bills	-	<u>6,730,585.00</u>	<u>6,730,585.00</u>
	<u>31,028,857.00</u>	<u>24,800,977.00</u>	<u>55,829,834.00</u>

4. On inspection of vouchers and supporting documents tabulated above the team had the following observations in respect to each class of expenditure.

(a) Allowances

(1) Voter Registration

The team noted that the registers for the staff employed by the E.C.K was left behind at the various registration centres. However, the vouchers seen had schedules containing the lists of registration officers, clerks and support staff who were paid allowances for the exercise.

(2) General Elections

The same was noted as the registers were not available. Due to lack of registers the team could therefore not come up with an exhaustive judgement as vouching could not be possible. The team did not either get the authorities of hire so as to ascertain the rates and period for which the staff were hired.

(b) Hire of Transport

(1) Voter Registration

During the above exercise E.C.K. did not hire any private vehicles but instead had used Government vehicles from various departments.

(2) General Elections

The team observed that during the election period quotation number Wajir/QT/209/97 - 98 was raised and approved by the District Tender Board for hire of private vehicles at a flat rate of Ksh.7,000.00 per day from eight(8) firms.

On further inspection it was noted that among the payees was one M/s Qaaf Enterprises who was paid Ksh.245,000.00 for hire of two vehicles for thirty five (35) days although the firm did not appear in the list of the eight that were offered the contract.

(c) Repair of G.K. Vehicles

(1) Voter Registration

The team noted a few cases where invoices were raised before the LSOs/LPOs were approved and entered in the Vote book. The cases in point were:-

<u>Pv/no.</u> <u>date</u>	<u>LPO/LSO</u> <u>date</u>	<u>Invoice</u>	<u>Payee</u>	<u>Amount</u>
0038	24.6.97	16.6.97	Nicco Works Services	9,300.00
0012	6.11.97	5.11.97	North Nobel Services	76,050.00

The other case was where the auditors had queried concerning the invoice dates and LPO dated.

<u>P.V/No</u>	<u>LPO/LSO</u>	<u>Invoices</u>	<u>Payee</u>	<u>Amount</u>
0043	24.6.97	20.6.97	Amina Auto Spares	15,400.00

To this case, the explanation given was that there was an urgent requisition of spare parts and therefore the officer went for spare parts and had to raise the LPOs latter.

Also noted was a case where spares were bought without raising LPO or quotation.

<u>P.V. No.</u>	<u>Payee</u>	<u>Amount</u>
0037	Mohamed K. Osman	714,000.00

(ii) General Election

It was likewise noted that there were a few cases where LPOs were raised after the invoices were already issued for instance:-

<u>Pv. No.</u>	<u>LPO date</u>	<u>Invoice Date</u>	<u>Payee</u>	<u>Amount</u>
0040	2.1.98	9.12.97	Qaaf Enterprises	75,250.00

The other issue was where the District Election Co-ordinator was refunded Ksh.62,500.00 vide Pv. no.0005 for purchase of gear box for GK S180 in which case no imprest was indicated and also a quotation would have been floated for such procurement.

On the same footing the team observed that a mercidez Benz lorry GK F799 was repaired with an amount of Ksh.212,000.00 where a starter assembly of Ksh.180,000.00 and sixteen(16) wheelstands for Ksh.32,000.00 were bought.

(b) Fuel

On inspection the team observed that the consumption of petrol was by use of petrol & oil requisition (S15) and that LPOs were raised after collection of delivery notes for a certain duration of time.

For the team to verify the consumption of fuel, it was noted that most of the work tickets availed had faulty speedometers and therefore were unable to vouch for the consumption. The other observation made was that the voucher prepared had no copies of worktickets, and it was reported that the other work tickets that were not availed were with the departments that had given out their vehicles.

Also noted was that vehicles were issued with petrol in bulk as indicated below:-

<u>GK</u>	<u>S15</u>	<u>Fuel Drawn</u>
Z697	D331954	207 litres
A802	D331955	230 litres
903K	D331959	200 "
161U	D331961	445 "
D2091	D331962	420 "

(ii) General Elections

The fuel was drawn by use of detail orders and LPOs were raised after consumption by use of delivery notes.

The team also noted that a number of the hired vehicles were supplied with fuel although the quotations on hire had not stipulated that fuel was to be supplied by the Government. The reason given was that during the exercise there was a shortage of fuel due to the El-nino phenomena and as the exercise had to succeed, it found necessary for the Government to chip in.

A case in point is PV. No.0029 where private vehicles were issued with petrol worth Ksh.156,246.85.

E. Residential

The team noted that no expenditure was incurred on residential of houses. They were informed

that the rent for Wajir office was paid by the E.C.K. at Nairobi. This aspect was for both the Voter Registration and General Election.

**F. Others**

**(i) Voter Registration**

The team observed that an amount of Ksh.127,000.00 was spent for purchase of one typewriter and 12 chairs for the Wajir office from M/s Wajir plaza services, but that no quotation was raised to allow for competitive bidding.

On the same class of expenditure Ksh.30,000.00 was paid vide Pv. No.0026 for lease of generator for laminating machine.

**(ii) General Elections**

The team observed that an amount of Ksh.304,200.00 was spent on purchase of 18 rolls of polythene paper for construction of polling booths in the four constituencies, although there were no quotations raised.

Also the team observed that an expenditure of Ksh.45,000.00 was spent for hire of classrooms for a training seminar held by E.C.K. officials.

**Pending Bills**

The pending bills relates to the General Election period and are grouped into two classes, one where vouchers were prepared and those that the vouchers were not prepared.

**1. Where the vouchers were prepared**

(a) Allowances	-	42,000
(b) Hire of transport	-	2,996,000
(c) Spares & Repairs	-	349,350
(d) Fuel	-	198,500
(e) Others	-	<u>9,026,677.80</u>
Unprepared vouchers	-	<u>1,563,936.90</u>
		<u>8,294,521.70</u>

The team observed that pending vouchers were prepared after the general election in most of cases. The reasons given for raising LPO/LSO after 30/1/98 was that the A.I.Es were received late, that is in February, and that quite a number of vehicles were grounded after the exercise due to El-nino problems and had mechanical breakdown in the field and hence the repair.

Invoices amounting to Ksh.873,500.00 were said to have been sent to the E.C.K. Nairobi vide unreferenced letter dated 28/2/98.

The pending bills that were in form of invoices were therefore, Ksh.1,686,436.90.

On the rejection, there were only three vouchers amounting to Ksh.304,590.00. They are as below:

The nomination fee collection made from Wajir constituencies for both parliamentary and civic election amounted to Ksh.204,000.00 and was surrendered to the District Accountant vide MR No. BK 922010 of 24/5/98 and A/C No.0-910-000-670/0 credited.

The team observed that all the vouchers were passed through the Internal Audit and were therefore audited.

The problem that the team encountered was the delay in production of the documents requested which made the exercise somehow cumbersome. The other observation that the team made was about the manpower that was attached in the exercise, it was noted that it was only one clerk who was doing all the accounting work, with an assistance of a storeman thus causing the said shortcomings.

The report is drafted by the two inspection officers namely

S. K. Kuria  
H. A. G. Maina

### MANDERA DISTRICT

The inspection team members were:-

S. K. Kuria  
H. A. G. Maina

1. The total amount that was allocated through authorities to incur expenditure(A.I.E.s) for the two exercises was Ksh.71,926,885.00 broken down as follows:-

(a) Voter Registration	41,485,110.00
(b) General Elections	30,441,775.00

2. The total amount spent on both the exercise was Ksh.71,901,335.00 as per the vote book total which can be broken down as below:-

(a) Voter Registration	41,465,110.00
(b) General Election	<u>30,436,225.00</u>
Total	<u>71,901,335.00</u>

3. The total amount spent on the two exercises can be classified from the available payment vouchers as follows:

From: B. N. Khisa and J. Aseka

### RE: AUDIT INSPECTION - MOMBASA

#### 1. Total Allocation

Registration of Voters

(a) Registration of Voters	16,284,120.00
(b) General Election	23,226,101.00

2. **Total Amount Expenditure:-**

(a)	Registration of Voter	11,560,847.75
(b)	General Elections	<u>19,967,760.20</u>
	Total	<u>31,528,607.95</u>

Note that there is a difference of Ksh.4,723,272.25 and Ksh.3,258,460.80 between total allocations and total expenditure for voter registration and general election respectively.

3. **Classification of Expenditure**

(a) **Voter Registration**

(i) **Payment of Allowances**

Payment of officials	9,144,272.00
Travelling and Accom.	<u>369,518.60</u>
	<u>9,513,790.60</u>

(ii) **Payment for transport hire** 908,200.00

(iii) **Repair of vehicles** 533,974.35

(iv) **Fuel** 423,943.00

(v) **Other Services** 180,939.80

**Total** 11,560,847.75

(b) **General Elections**

(i) **Payment of Allowances** 16,797,400.00

(ii) **Payment of officials** 289,495.00

17,086,895.00

(iii) **Repair of vehicles** 367,400.40

iv) **Other Services** 1,166,073.30

**Total** 19,967,760.20

4. **Procurement Procedures**

(a) **Payment of Allowances**

It is important to note here that the government procurement procedures do not particularly apply to this section. Nevertheless, our observations on this category of expenditure will be highlighted.

4. **Internal Audit**  
**Voter Registration**

Payment voucher valued at Ksh.9,307,817.90 was not approved by Internal Auditor.

**General Election**

Payment voucher valued at Ksh.342.40 were not approved by Internal Auditor.

5. Pending Bills Ksh. 1,184,797.30

P.M.G.

A total of Ksh.189,365.00 was paid by cash (payment voucher attached.)

6. Civic Nomination Fees

A total of Ksh.293,000.00 was collected and placed in deposit cashbook on 29/6/97. Cheque No.002263 was issued in favour of ECK.

7. External Auditors

The External Auditors were in the process of auditing payment vouchers.

## GUCHA DISTRICT

### TOTAL ALLOCATION

1. (a) REGISTRATION: Was merged with the Kisii District Allocation  
(b) ELECTION: Kshs 21,560,260.00

2. (a) REGISTRATION: Contained in the Kisii District expenditure.  
(b) ELECTION: Kshs 21,560,260.00

### 3. EXPENDITURES:

(a) Allowances:	Kshs.12,630,506.00
(b) Transport Hire:	Kshs. 524,000.00
(c) Repairs of GK vehicles:	Kshs. 568,159.80
(d) Fuel:	Kshs. 485,220.00
(e) Construction of Co-ordinators office:	Kshs. 69,415.00
(f) Others:	Kshs. 97,987.85

### NOTE:

The PV's presented to us amounted to Kshs 14,375,288.65  
The difference being Kshs. 7,184,978.35 we could not authenticate the correctness of the vote book because of the above difference.

### 4. PROCUREMENT PROCEDURES

(a) Procurement procedures were flouted all through during the exercise.

#### (b) AUDIT:

All the PV's were not presented to the Internal auditor, as the district does not have one.

### 5. PENDING BILLS.

#### (a) ALLOWANCES

PV 0144 allowance to DEC	Kshs 83,600.00
PV 0146 to Clerks	Kshs.658,700.00

#### (b) TRANSPORT HIRE.

PV 0145	Kshs.588,000.00
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#### (c) REPAIRS

PV 0138	Kshs. 58,684.40
PV 0139	Kshs.130,800.00
PV 0138	Kshs. 35,612.00

#### (d) OTHERS

PV 0141	Kshs. 89,350.00
PV 0142	Kshs. 31,000.00
PV 0143	Kshs.100,000.00

After going through the pending bills we recommended that PV's falling under category (d) should be paid.

(e) There were no PMG rejections.



6. **NOMINATION FEES.**

The total amount collected was Kshs 290,000.00

The above amount is still being held at the district treasury because they had not received the communication from the Electoral Commission on what to do with it.

7. The external auditors had visited the district, but at the time of our inspection they had not released their findings.

**OTHER IRREGULARITIES.**

8. PV No. 0045 of Kshs 10,248,000.00

This PV contained double payments e.g of the Chiefs and their assistants and the signatures could not be authenticated.

**NYAMIRA DISTRICT**

**1. ALLOCATION.**

Amount allocated for both registration and elections Kshs 51,131,170.00

**2. EXPENDITURE.**

Total amount spent on both registration and election Kshs 49,701,820.65

**3. CLASSIFICATION OF EXPENDITURE:**

(a) Allowances	Kshs.44,132,336.00
(b) Transport Hire	Kshs. 508,000.00
(c) Repair of Vehicles	Kshs. 781,736.00
(d) Fuel	Kshs. 876,877.15
(e) Construction of Co-ordinators office	Kshs. 1,000,000.00
(f) Others	Kshs. 2,402,871.65

The difference between expenditure and allocation which also comprises part of the pending bills arose out of non reimbursement from Nairobi.

4. **PROCUREMENT PROCEDURES**

- (a) Procurement procedures were not followed particularly as regards construction materials and repairs of vehicles. The District supplies office was not consulted, nor DTB or ministry works. Reasons given included urgency of the work and lack of time
- (b) All vouchers were examined by the district Internal Auditor.

5. **PENDING BILLS**

- (a) We were made to understand that pending bills amounted to Kshs 4,327,000.00 However we could not verify this as the vouchers had been carried by the previous election Co-ordinator, Mr. J. Boke, presumably for presentation at the ECK headquarters.
- (b) The bills arose due to non reimbursement to the district.
- (c) There were no PMG rejections.

**6. CIVIC NOMINATION FEES.**

**Total Collected Kshs. 297,000.00**

**This money was credited to PMG**

**7. The External Auditor visited the district but at the time of our inspection no audit queries had been raised.**

**8.(a) There were several vouchers for allowances made out for officials who had been omitted earlier. There was no reason advanced for their being omitted in the first place, which could form a loophole for irregular payment.**

**(b) The same vehicles were hired at different rates within a short span of time.**

**PV No. 0129/56 vehicle KAG 875N hired @ Kshs 18,000/= p.d**

**PV No. 0227/79 vehicle KAG 875N hired @ Kshs 25,000/= p.d**

**(c) PV 009 cash book entry 169 for Kshs 1,000,000.00 did not have schedules and voucher was not signed by the D.E.C**

**MR P. O. OJUANG .....**

**MR J . K. MUTUA .....**

**MURANGA DISTRICT**

**INSPECTION REPORT ON REGISTRATION OF VOTERS AND GENERAL ELECTION EXPENSES**

**1. Total amount allocated for both registration of voters and General election was ksh.44,515,294.00 split as follows:**

**(a) Registration of voters Shs.20,679,740.00**

**(b) General elections Shs.23,835,554.00**

**Total Shs.44,515,294.00**

**2. EXPENDITURE**

**(a) Registration of Voters 18,514,434.20**

**(b) General Elections 22,901,232.15**

**Total Expenditure 41,415,666.35**

**This amount is as per the vouchers availed for inspection during the inspection time. Vouchers totalling shs.2,482,979.95 were not availed fro inspection.**

**The votebook balance as at 30.6.98 kshs.500,208.80.**

**3. EXPENDITURE ANALYSIS**

**(a) Registration of voters Sh.14,449,340.00**

**Elections 11,527,605.00**

**Total 25,976,946.00**

(b)	Registration	1,288.60
	Elections	<u>108,000.00</u>
	Total	<u>109,288.60</u>
(c)	Repair GK vehicles: Registration	1,946,543.70
	Elections	7,740,573.85
		<u>9,687,117.55</u>
(d)	FuelRegistration	1,695,371.80
	Elections	<u>2,287,011.00</u>
		<u>3,982,382.80</u>
	Others - Registration	421,890.10
	Elections	<u>1,238,042.30</u>
		<u>1,659,932.40</u>

**N.B No office was constructed for the coordinator in Muranga District.**

#### **4. PROCUREMENT PROCEDURES**

Though repairs to motor vehicles were carried out by District appointed contractors LSOs were never issued in most cases. Some repairs required assesment from the Ministry of Public works mechanical branch and yet this was not sought.

All these repairs particularly during election time were not accounted for in various logbooks as evidenced in various ministres vehicles based at the District Headquarters.

#### **5. PENDING BILLS**

These were as shown Ksh. 309,072.35120/=

(They qualify for payment

#### **6. NOMINATION FEE**

Total amount collected was ksh.154,000/= and same had been credited to A/C/ 0-880-673-4 of the National Assembly

7. No. He did not audit the expenditure relating the either the registration of voters or the general election.

8. During the inspection, it was noted that the coordinator has retained two employees - a clerk and a typist. The typist has no typewriter and is thus underemployed.

#### **MWINGI DISTRICT**

1. The amount allocated for Registration of voters in the financial year 1996/97 was Ksh.18,166,77.00 broken down as follows:-

The amount allocated for Registration of voters and General Elections in the financial year 1997/98 was Ksh.60,724,827.85 broken down as follows:

2. The amount spent on the Registration of voters during the financial year 196/97 was ksh.17,584,358.05 out of the total allocation of kshs.18,166,700.00 leaving a balance of ksh.582,341.95. All the payment vouchers in support of the expenditure have been produced to us for inspection except the following:-

These vouchers represent questionable payments and were taken by the District Criminal Investigations Officer (D.C.I.O.) for further investigations.

One payment voucher for Ksh.2,750,000.00 payable to "various persons" for Hire of motor vehicles was available in photo-copy form.

The amount spent on Registration of voters and General Elections during the financial year 1997/98 was ksh.60,719,525.55 out of the total allocation of ksh.5,302.30. All the vouchers in support of the expenditure have been produced to us for inspection. Only one voucher No.017 for Kshs.2,750,000.00 payable to "various persons" for Hire of motor-vehicles was available in photocopy form.

3. The above expenditure is classified as follows:-

**REGISTRATION OF VOTERS - 1996/97**

(a) Payment of allowances	11,327,650.00
(b) Payment of Transport hire	2,750,000.00
(c) Repair of G.K. vehicles	951,472.50
(d) Purchase of Fuel	1,866,915.55
(e) Construction of Co-ordinator's office	613,000.00
(f) Other services	<u>75,321.60</u>
	<u>17,584,358.05</u>

**REGISTRATION OF VOTERS AND GENERAL ELECTIONS - 1997/98**

(a) Payment of allowances	33,854,745.00
(b) Payment of transport hire	12,932,000.00
(c) Repair of G.K. vehicle	7,743,781.05
(d) Purchase of Fuel	2,461,626.40
(e) Construction of co-ordinator's office	-Nil-
(f) Other services	<u>3,727,373.10</u>
	<u>60,719,525.55</u>

4. **PROCUREMENT PROCEDURES:-**

- (a) Major repairs to G.K vehicles was being done by D.T.B.'s contracted firms and by the use of Quotations with the assistance of the District supplies officer. We observed that many minor repair works were being done by various un-constructed firms and paid for in cash. We were informed that this so happened in circumstances when vehicles broke down in remote areas.

Most expenditure on stationery and other office requirements was done by cash in the name of the District Elections Co-ordinator. The accountability of the items purchased can not be ascertained since they were not taken on charge as required by the regulations.

Eleven(11) vehicles were alleged hired for a total of 100 days at the rate of kshs.5,000 per day per vehicle. The first period of hire of motor vehicles for registration of voters was before 30th June, 1997. This was paid for ride voucher No.0034 payable to "various persons" for Ksh. 2,750,000.00, Cheque No.000218 dated 30th June, 1997 payable to Mr. G.K. Musaba, District Elections Co-ordinator. The second period of hire of motor vehicles was from 1st July to 19th August 1997. Payment was done vide voucher no.0017 payable to "Sundry Persons" for Ksh.2,750,000.00, cheque No.000067 dated 10th September, 1997 payable to Mr. G.K. Musaba. From the records and information available, it has not been possible for use to establish:-

- The exact work that the hired vehicles were doing,
- Know the ownership of the vehicles,
- Know the makes, types, models, carrying capacities, cc rating and any other details about the vehicles,
- Between which stations or places the vehicles were traversing.
- See any agreements, if any, between the owners of the vehicles and the District Elections Co-ordinator.

During the time of carrying out our inspection, the two registration officers of Mwingi North Constituency and Mwingi South Constituency, visited us with valuable information. The two, Mr. J.K. Mutunga and Mr. J.N. Kasiwa, informed us that it was only their two vehicles which they used during the registration of voters exercise in their respective constituencies. The other nine vehicle alleged hired were never hired at all. The two have not been fully paid for the use of their vehicles despite the fact the District Elections Co-ordinator having been paid for all the hired vehicles. We did not get an opportunity to talk to the District Elections Co-ordinator since throughout the time of our work, he never came to the office. He should be called upon to explain the circumstances surrounding the hire of the motor-vehicles.

- (b) The District Election Co-ordinator's office was constructed a cost of Ksh.613,000.00. This was paid for vide voucher No.0042 payable to M/S Mutio Building Contractors. We were not able to establish any further facts on this because the voucher was taken and is still being held by the District Criminal Investigations officer. It is suspected that the payment had some irregularities.
- (c) All the vouchers produced to us were processed through the office of the District Internal Auditor who did approve them.

5. PENDING BILLS Ksh.129,979.80

6. The total nomination fees collected was Ksh. 177,000.00  
The amount was accounted for through the P.M.G. system vide Misc. receipt No. 361267 of 28th January, 1998 vote No. R29, Account No. 0-910-000-670 as A.I.A.

7. The External Auditors have visited the station to carry out their routine Audit work. As at the time of our inspection, their Audit Report had not been made available.

**COMPILED BY**

S.N. MWIGE..... 10/8/98

E.L. WANALWENGE..... 10/8/98

**MAKUENI DISTRICT**

The total A.I.E. issued to Makueni was Ksh.90,674,430.00

The total Expenditure was Ksh.90,642,686.75.

3. **PENDING BILLS**

**HIRE OF TRANSPORT**

<b><u>PV.</u></b>	<b><u>AMOUNT</u></b>	<b><u>PAYEE</u></b>	<b><u>REMARKS</u></b>
0684	27,000/= 17.6.97	Mr Robert Muku Mutisya	9.4.98 name in the logbook reads David M. Muthami
0595	4,000/= 23.12.97	Mr Sammy M. Ngangi	VBC 27.2.98 logbook not attached
0550	8,000/= 4/9/97	Mr John Makau	VBC 19.2.98 No. logbook
0552	60,000/= 6.8.97	Michael M. Kiamba	VBC 19.2.98 no logbook attached
0652	37,200/= 30.3.98	Mr Sammy M. Ngangi	VBK 9.4.98 only agreement attached. There is no copy of logbook
0322	77,000/= 13.5.97	M/s Liday of agreement only	VBC 11.2.98 no logbook
0666	22,000/= 5.5.98	Mr Stephen Muraya Mutiga	VBC 6/5/98 agreement attached no logbook
0324	12,000/= 7.1.98	M/S Tawa Kiambwa	VBC 11.2.98 agreement attached no logbook
0567	18,000/= 24.10.97	M/S Richard Nyamu	VBC 19/2/98 logbook not attached agreement available
0551	40,000/= 31.8.97	Michael Mutua Kiamba	VBC 19.2.98 logbook not attached
0590	12,000/= 2.2.97	Regina Ndunge	VBC 27.2.98 agreement available no logbook
0545	120,000/= 17.5.97	Mrs Rose N. Mulu	VBC 17.2.98 no logbook agreement present
0559	22,000/= 13.9.97	Mr Francis Mwangangi	VBC 19.2.98 agreement only

0617	54000/=	Richarch Mbithi Musyoka	VBC 6/3/98 Agreement and logbook attached
	1.1.98		
0560	55,000/=	Richard M. Musyoka	VBC 19.2.98 agreement attached logbook not attached.
	11.6.97		
0586	24,000/=	Robert Muku Mutisya	VBC 27.2.98 agreement attached no logbook
	6.2.98		
0553	55,000/=	Mr Christoper M. Linge	VBC 19.2.98 no logbook only agreement
	22.5.97		
0557	137,500/=	Mr Christopher M. Linge	VBC 19.2.98 no logbook
	22.5.97 agreement		
0594	108,000/=	Mr George K Kangura	VBC 27.2.97 no logbook
	23.12.97 agreement		
0681	56,500/=	David D.M. Kivuva	VBC 2.6.98 logbook attached
	12.5.98 agreement		
0684	12,000/=	Mr Reuben Nganga	VBC 8.6.98 no logbook
	5.5.98 agreement		
0373	4,000/=	Mr Jimmie K. Maumu	2.6.98 VBC no logbook
0628	18,000/=	Mr Francis M.	VBC 12.3/98 no logbook
	Agreement 26.2.98		
0675	48,000/=	Rose Mulu	VBC 2.6.98 logbook for F.K. Mulu attached
	11.5.98		
0661	4,500/=	Mr Jonh C Karanja	VBC 23.4.98 no logbook
	30.12.97		

#### REPAIRS

PV.NO	AMOUNT	PAYEE	REMARKS
0275	144,975/=	Kalanzuni Motors & Spares GK W311	VBC 21.1.98 Invoice 411 of 6.1.98 LSO 160622 not committed no date 14000/= invoice 400 of 29.12.97 KAB 094Q not G.K. LSO 160644 no date

20,000/= Invoice 398 of 22/12/97 GK Q697 LSO 160629 signed and not dated. Not committed

19,525/= Invoice No.402 of 22.12.97 KAD 342M not GK LSO 160614 signed and not dated not committed

Invoice 404 22.12.97 GK V502 Pajero Ksh.14,200 LSO 160619 signed & not dated not committed

Invoice (408) 22.12.97 GK W783 lorry LSO 160606 signed but ksh.11,000/= not dated not committed

(405) 23.12.97 Ksh.20,700/= LSO 160605 signed but no dated but not dated not committed

0645 58,818/= Mate Enterprise Purchase of  
ltd tyres and tubes

Invoice No. 642 of 6.4.98 LPO No.555843 signed on 19.3.98 not committed  
Goods not taken on charge

0671 48,900/= M/S Fundi Motors VBC 18.5.98

Invoice No.704 of 15.5.98 LPO No.517787 signed on 15.5.98 not committed Goods taken on charge vide 513 404102 and no issue voucher no quotations, no inspection report no DTB

0610 55,258/= Mwembe Tayari VBC 5.3.98  
Tyres Traders

Invoice No.4155 of 10.12.98 LPO No.555832 no date, not committed certificate of receiver of goods not signed.

0258 79,300/= Joseph K. Mulwa VBC 20.1.98

Invoice no 14 of 8.1.98 Ksh.15,700 GK 4310 LSO 160604 not dated and not committed

Invoice No15 of 8.1.98 ksh.13,050 GK 17T LSO 160642 signed and not dated not committed

Invoice No.12 of 8.1.98 GK U397 LSO 160607 signed and not dated not committed invoice No.19 8.1.98 ksh.17,400/= GK U379 LSO 160617 signed and not dated not committed.

invoice No.13 8.1.98 ksh.18,500/= GK B457 LSO 160610 signed not dated not committed.

The above cases there was no quotation certificate of repair signed by the A.I.E. holder

0321 268,390/= M/S Lidya Motors VBC  
& spares 11.2.98

invoice No.302 of 3.5.97 Ksh.11,310 GK T708 LSO 269855 of No. date no committed

Invoice 304 of 18.7.97 GK T708 ksh.4,380/= LSO 269780 dated 20.8.97 not committed

Invoice 310 of 25.8.97 GK R962 ksh.10,470/= LSO 269861 of 11.8.97 not committed.

Invoices 303 of 16.6.97 ksh.1,050/= GK 303 no LSO 269856 not committed

Invoice 326 of 20/11/97 ksh.7,950 GK U397 LSO 269895 not committed

Invoice 321 of 8.10.97 ksh.6,550 GK U397 LSO 269873 of 14.10.97 not committed



Invoice 311 of 26.5.97 GK U397 LSO 269860 of 7.10.97 not committed

Invoice 322 of 9.10.97 ksh.900 GK U348 LDO 269869 of 14.10.97 not committed

Invoice 317 of 18.9.97 ksh.7,730/= GK U348 LSO 269854 of 16.10.97 not committed

0252	99,680/=	M/S Lidya Motors & spares	VBC	20.1.98
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Invoice No.844 of 19.12.97 ksh.5,000/= GK J666 LSO 160624 no date not committed

Invoice 854 ksh.13,500/= of 19.12.97 same as above

Invoice No.848 of 22.12.97 ksh.13,730 GK V665 LSO 160621 no date not committed

849 of 23.12.97 ksh.5,000 GK S012 LSO 160630

851 of 23.12.97 ksh.13,000/= GK S012 LSO 160630 not committed not date

Invoice 857 22.12.97 ksh.8,000/= GK Y929 LSO 160626

Invoice 862 of 7.1.97 ksh.8,650 GK U310 LSO 160638  
as above

Invoice 863 of 7.1.97 ksh.7,950/= GK U397 LSO 160639

as above

Invoice 864 7.1.98 ksh.7,850/= GK U397 LSO 160640

No quotation no inspection report no DTB

0256	58,500/=	Mr Francis Mwangangi	VBC	20.1.98
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invoice 1957 of 22.12.97 ksh.16,000/= KAA 249P LSO 160601 as above

invoice 1974 of 22.12.97 ksh.5,000/= GK Z901 LSO 160603 as above

invoice 1973 of 22.12.97 ksh.10,000/= GK Z13 LSO 160602 as above

invoice 1971 of 22.12.97 ksh.10,000/= GK Z298 LSO 160635 as above

invoice 318 of 18.9.97 ksh.20,500/= GK J666 LSO 269859 no date not committed

invoice 325 15.10.97 ksh.3,750/= GK J666 LSO.269882 of 17.10.97 not committed

invoice 320 of 7.10.97 ksh.5,500/= GK J666 LSO.269871 of 14.10.97 not committed

invoice 307 of 1.8.97 ksh.11,810 LSO 269779 of 20.8.97 not committed

invoice 303 of 11.8.97 ksh.2,950 GK J666 LSO 269851 of 16.10.97 not committed

invoice 305 of 21.7.97 GK B457 ksh.32150 LSO 269781 of 20.8.97 not committed

invoice 315 of 4.9.97 ksh.21,670/= GK B457 LSO 269853 of 16.10.97 not committed

invoice 313 of 4.9.97 ksh.23,600/= GK B457 LSO269852 of 16.10.97 not committed





<b>0678</b>	<b>131,270/=</b>	<b>Liday motors</b>	<b>2.6.98</b>
<p>invoice 901 of 9.1.98 ksh.26,570/= GK 576 R  no LSO  invoice 902 of 21.1.98 ksh.29,600 GK V665  no LSO  invoice 903 of 7.1.98 ksh.28,050 GK V282 no LSO  invoice 905 no date ksh.27,000/= GK W311 no LSO  Invoice 906 of 8.1.98 ksh.18,600/= GK Y929 no LSO  Invoice 904 of 16.1.98 ksh.1,650/= GK 17T  Quotations and inspection report available but LSO are not there</p>			
<b>0674</b>	<b>60,600/=</b>	<b>KAUSA AUTO GARAGE</b>	<b>VBC 2.6.98</b>
<p>invoice no.63 of 6.5.98 ksh.18,200/= GK W546  LSO 944806 no date not committed  Invoice 64 of 16.4.98 ksh.21,400/= GK S891  LSO 944824 of 13.3.98 committed on 18.3.98  invoice 2 of 6.5.98 ksh.21,000/= GK V502  LSO 944814 of 19.3.98 not committed  no quotations, vehicle not taken back for reinspection after repair.</p>			
<b>0679</b>	<b>134,675/=</b>	<b>Kalanzoni Motors &amp; Services</b>	<b>VBC 2.6.98</b>
<p>invoice 97 of 6.5.98 U310  LSO 944827 of no date not committed  invoice 91 of 29.4.98 ksh.10,860/= GK W783  LSO 944804 of no date not committed  invoice 432 of 17.3.98 ksh.47,895/= GK U397  LSO 944801 of 10.3.98 committed on 10.3.97  944802 " "</p> <p>Invoice 87 of 29.4.98 ksh.19,430 GK 708  LSO 944808 of 13.3.98 not committed  Invoice 93 of 30.4.98 ksh.30,690/= GK 4397  LSO 944960 29.4.98 not committed  no quotations vehicles not taken back for reinspection</p>			
<b>0609</b>	<b>51,700</b>	<b>Liday Motors</b>	<b>VBC 5.3.98</b>
<p>invoice 887 of 4.3.98 26,100 GK 311S  LSO 269847 of 4.3.98 committed 4.3.98  invoice 888 of 4.3.98 ksh.25,600/= GK 3585  LSO 269848 of 24.2.98 committed on 4.3.98  no inspection report</p>			
<b>0563</b>	<b>11,729</b>	<b>M/S Mate Enterprises</b>	<b>19.2.98 VBC</b>
<p>invoice 474 of 1.9.97 ksh.11,729 GK B457 U348 X904  LSO 570833 of 29.8.97 committed on 29.8.97  Goods taken on charge vide S13 403469  no issue voucher attached</p>			

**PURCHASE OF FUEL & LUBRICANTS**

<b><u>PV.</u></b>	<b><u>AMOUNT</u></b>	<b><u>PAYEE</u></b>	<b><u>REMARKS</u></b>
0669	500,000/=	Makueni District Deposit B/Account	This amount was no LPO borrowed from the above mentioned account to fuel vehiles during the general elections
VBC 11.5.98 voucher gone through the process (25.2.98) cash sale			
0662	200,000/=	Makueni Districe deposit bank Account	
VBC 23.4.98 (5.1.98 invoice) as above no LPO only delivery notes			
0568	20,594/=	Benson K. Kambaa	
VBC 19.2.98 Invoice 10.11.97 no LPO only delivery notes			
0644	471,425/=	Makueni District Deposit Bank A/C	
VBC 9.4.98 cash sales attached to p.v. for 1997 general election. no LPO			
0663	838/=	M/S Nunguni General Store	
VBC 28.4.98 invoice all of 5.1.98 no LPO			
<b><u>OTHERS</u></b>			
0655	1,800/=	Mr Joseph Maseki	Refund
Invoice no 084 of 6.4.98 VBC 16.4.98 for a rooms @200 for officer during general elections between 5.10.97 to 14.11.97 gone through the process			
0621	34,861/=	Mr. Joshua M. Mutisya	
Invoices 542 ksh.22,188 5.1.98 545 " 27,256/= " 546 " 31,881/= " 547 " 34,861/= "			
VBC 6.3.98 Lunche breakfast and dinner for electoral officials certified by DEC			
0533	2,095/=	M/S Wote Central Bookshop	
invoice 207 of 25.9.97 ksh.1,695 209 22.20.97 400 VBC 17.2.98 S13 404201 no LPO Certified by DEC			
0608	43,232/=	Kenya Posts & telecom. VBC 11.3.98	
Feb. 1998 Payment of telephone bill			
0340	10,000/=	M/S Kilome S. A. Primary School	
VBC 17.2.98			

29.1.98

Payment of school facilities used during the general elections

0330 10,000/= Nunguni Secondary school

VBC 11.2.98

Invoice 3.2.98

Payment of use of the mentioned school facilities during the general elections

0319 10,000/= Mukaa Secondary School

invoice 29.1.98

VBC 11.2.98

School facilities used during the general elections

0315 18,220 Wote Central Bookshop & Stationery

Invoice	231 of 2.12.97	ksh.3,650/=
	235 8.12.97	775/=
	236 2.12.97	2,990/=
	234 3.12.97	660/=
	221 15.12.97	2,231/=
	222 21.12.97	5,400/=
	223 22.12.97	1,140/=
	224 30.12.97	588/=
	225 5.1.98	40/=
	226 5.1.98	245/=
	228 5.1.98	500/=

no LSO was issued

VBC 11.2.98

Goods were not taken on charge

AIE holder signed the certificate of receiver of goods

#### P.M.G. REJECTIONS

PV.	AMOUNT	PAYEE	CASH OR CHEQUE
0629	30,000/=	Justus M. Ndonye	cash 15.6.98
0611	12,068/=	DEC	" 15.6.98
0336	4,000/=	Sundry Payees allowance	" 15.6.98
0548	47,800/=	Sundry payees allo.	" 15.6.98
0600	13,707/=	Esther Mutiso	" 15.6.98
0587	3,909/=	David Kihuva	" 10.7.98
0660	12,364.95	Kenya posts & Telecom	29.4.98 cheque No. 001821
0633	18,000/=	Robert Mukua Mutiso	7.5.98 Cheque 001852
8601	5,905.65	Jean Kivuti	7.5.98 cheque 001851
0566	26,210/=	Kalaloni Motors	7.5.98 " 001842
		Service	
0658	210,637.55	District Treasury	
		Bank A/C (overdraft	Cash 7.5.98
0630	3,000/=	Mr Stephen Ngemu	7.5.98 cash
0624	64,000/=	Mr Urbanus M. Maingi	cash 7.5.98
0589	24,000/=	Francis Mwangangi	13.5.98 Cheque 001861
0280	222,000/=	Joe Mareke Mwendandu	13.5.98 " 001873
0668	9,465/=	Kalanzoni Motor Services	11.5.98 "

0580	122,950/=	Sundry Payees	13.5.98 cash	
0646	34,046/=	Sundry payees	15.6.98 cash	
0654	49,000/=	Sundry payees	15.6.98 cash	
0634	57,500/=	Sundry payees	28.4.98 cash	
0635	6,000/=	Phylis K. Ndura	15.6.98 cash	
0623	94,400/=	Sundry payees	28.4.98 cash	
0665	10,800/=	Sundry Payees	15.6.98 cash	
0237	191,100/=	Sundry payees	15.6.98 cash	
0614	2,740/=	Alexander M. Muoka	28.4.98 cash	
0664	6,010/=	"	"	"
0546	16,500/=	DEC	"	"
0581	94,975/=	Sundry payees	"	"
0632	85,650/=	DEC	"	"
0631	43,490/=	Justus Muema Ndonye	"	"
0295	10,440/=	Mr G.K. Kinyate	"	"
0312	22,350/=	M/S kaluzoni Motors & service	27.4.98 Cheque 001812	
0317	39,400/=	Liday Motors sapres	" Cheque 001810	
0316	17,000/=	"	" " 001809	
0647	15,000/=	St Joseph Girls High school	" " 001808	
0650	11,860/=	Mr David Kivuva	" " 001805	
0337	50,845/=	Jiangsu Timber & H/Ware	" " 001803	
0640	49,970/=	Francis Mwangangi	" " Cash	
0643	2,000/=	Benjamin Wambua Ndura	29.4.98 cash	

**CIVIC NOMINATION FEES**

**MAKUENI**

**KIBWEZI CONSTITUENCY**

MR. NO. 996968	-	997000	KSH.44,000/=
		996998 cancelled	
" 270151	-	270200	ksh.66,000/=

**MBOONI CONSTITUENCY**

MR. NO. 270101	-	270143	ksh.54,000/=
		270,120/= Cancelled	

**KILOME CONSTITUENCY**

MR.NO. 270001	-	270028	Ksh.43,000/=
		270024 cancelled	

**KAITI CONSTITUENCY**

MR. NO. 270051	-	270084	Ksh.53,000/=
		270024 cancelled	

**MAKUENI**

MR 27021	-	270229	<u>Ksh.29,000/=</u>
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**Total Ksh.289,000/=**

This was accounted for as follows

Cheque No001674 of 4.3.98

Ksh.261,000/= was drawn in favour of Electoral Commission of Kenya

There was a difference between the above figure and that of the miscellaneous receipt

MRs ksh.289,000.00  
Cheque No.001674 Ksh.261,000.00

Difference 28,000.00

This could not immediately be explained due to the absence of the Election Coordinator.

#### **MACHAKOS DISTRICT**

Total AIE issued - Ksh.119,434,925.00

**KSH.119,434,925.00**

#### **REPAIRS OF VEHICLES**

LPO and invoice have same date 19/12/97

0004 Ngei Road caltex service station 40/= Unnamed nono (Certificate not signed 700 lts petrol(Regular)

LPO 556179

LPO and invoice same date

0014 Ngei Road caltex service 373,000/=unnamed nono-Certificate not signed

-voucher not audited

-LPO 556184

-Invoice and LPO share same date

-10,000lts

0045 Matuu service station 67,500/=various nono Voucher not audited (Certificate signed by D.E.C.

-LPO 367243

-no DTB authority

0021 Masaku east End automobiles 146,882/= Unnamed nono (Certificate not signed, Voucher not Audited)

-LPO 569050

-LPO not committed 4518 lts) (R)

0063 Masaku East End Automobiles 301,659/= Unnamed nono (Certificate signed by D.E.C.)

LPO 569185

-Invoice not dated

-no DTB authority

0528 Ngei Road caltex service 466,250/= various not attachednot attached No DTB authority

-No quotations

LPO committed on 16/1/98

-Invoice raised on 12/1/98

fuel drawn as

0014 Masaku East End Automobiles 199,936.50 various not attached - No DTB authority

-No quotations

-6150 lts (R)

0177 Matuu service 9,670/= various not attached 254lts (R)

0119 Matuu service station 52,254.70 various not attached LPO NO.569468

LPO committed on 2/9/97



-Invoice raised earlier on 28/8/97

1433.6lts (R)

0548 Mabaku east end 192,100/= various + private vehicles not attached No Invoice No.20853 for the full amount raised on 12/1/98 - LPO committed on 19/1/98 after invoice

Quite a number of hired vehicles were fuelled. The answer we got was that the hire charges were exclusive of fuel. such is not understandable.

- No w/tickets for Government vehicles.
- There is only an allocation schedule for the fuel dated
- 30/12/97
- 9/1/98
- 13/1/98

KAG 116Z	-	30/12/97 - 100Lts	-	3,192/=
KAH 197M	-	" - 40.1 Lts	-	1,280/=
KTQ 389	-	" - 30.1 Lts	-	1,147/=
KUE 857	-	31/12/97 - 45 Lts	-	1,718/=
KXQ 413	-	1/1/98 - 40 Lts	-	1,528/=
KNP 391	-	" - 45 Lts	-	1,745/=
KAB 313E	-	7/1/98 - 40 Lts	-	1,517/=
KVE 857	-	7/1/98 - 50 Lts	-	1,960/=

#### PENDING BILLS

The following are the pending bills for Machakos District:-

(a) PAYMENT OF ALLOWANCES - KSH.740,360.00

Claims for casuals constructing electoral office for Machakos. All the payees signed on the schedule except Antony Mbithi 600/=  
ID B13520793 & Mutuga Murathe 900/= ID 206423217 Ksh.1,20/= Simon Mwisa ID3360359  
Total 2700/=

**HIRE OF VEHICLES PENDING BILLS - KSH.1,810,000**

**MRS - KSH.1,936,911.50**

**PAYMENT OF DAMAGES & OTHERS - KSH.277,889.00**

#### **P.M.G. REJECTION**

The following were the P.M.G. rejection

<u>Date</u>	<u>Pv.No.</u>	<u>Payee</u>	<u>Amount</u>	<u>Cash/Cheque</u>
17.4.98	0682	D.E.C.	31,400/=	Cash
3.4.98	0837	"	50,000/=	"
17.4.98	0840	"	36,200/=	"
24.9.98	0073	Julius M. Komu	105,754/=	Cheque(000468)
8.4.98	0658	Mwembe Tayari		
		Tyres	68,074/=	" (003667)
8.4.98	0174	"	10,734/=	003667
8.4.98	0151	"	3,787/=	"
8.4.98	0319	"	<u>9,791/-</u>	Total 315,740/=

The total amount of P.M.G. rejection were paid through cheques and cash as indicated above

**CIVIC NOMINATION FEES**

**After going through the documents presented the following observation was made:-**

- 1. MACHAKOS CONSTITUENCY - KSH.81,000.00**
- 2. MWALA CONSTITUENCY - KSH.79,000.00**
- 3. KANGUNDO CONSTITUENCY - KSH.57,000.00**
- 4. KATHIANI CONSTITUENCY - KSH.53,000.00**
- 5. YATTA CONSTITUENCY - KSH.51,000.00**
- 6. MASINGA CONSTITUENCY - KSH.23,000.00**

**TOTAL AMOUNT OF COLLECTION - KSH.344,000/=**

**This was remitted to the Clerk National Assembly vide cheque No.00211 dated December 1997.**

**THIKA DISTRICT**

**ALLOCATION OF A.I.E.**

1. The amount allocated for the both Registration of voters and General Election during 1997/98 was Ksh.42,205,561.00. The figure is indicated as below:-

Registration of Voters	16,209,760
General Election	<u>25,995,801</u>
<b>Total</b>	<b><u>42,205,561</u></b>

A.I.E. NO. 97-98/29 for Ksh.1,557,000 was brought for Transport and Telephone and was used on A/C 0-910-000-304 though A/C No.0-910-000-302 was in use throughout the Registration and General Election.

2. Total amount spent according to the Vote Booth was combined between Registration of Voters and General Election was Ksh.39,334,922.25 + 1,557,000 = 40,491,922.25 leaving a balance of Ksh.1,313,638.75. The Vote Book could not balance the real voucher given to the Inspecting Team and the result of expenditure was classified as follows.

(a) Total amount spent on Registration	Ksh.14,290,282.25	
General Election		Ksh.23,577,648.55
<b>Total</b>		<b>37,867,930.80</b>

The difference of Ksh.2,623,991.45 should be missing or kept by some officers in their offices - not given. This is shown in the classification in Column 3.

<u>Classification Expenditure</u>	Total Ksh.	Registration of Voters	General Election
(a) Payment Allowance	23,251,907.20	9,866,570.00	13,385,337.20
(b) Payment Transport Hire	7,249,865.80	1,134,865.80	6,115,000.00
(c) Repairs of GK vehicles	2,096,155.00	1,495,696.00	600,459.00
(d) Fuel	1,483,670.00	982,800.00	500,870.00
(e) Const. of Co-rd' office	2,015,970.00	360,000.00	1,655,970.00
(f) Misc. Other Services	1,219,055.90	450,350.45	768,685.45
Pending bills	551,326.90	551,326.90	
<b>Total</b>	<b>37,867,930.80</b>	<b>14,290,282.25</b>	<b>23,577,648.55</b>

The Expenditure figure as above was agreed on and the District Accountant, the District Election Co-ordinator were informed and their vote book is being worked on and vouchers being traced to rectify the difference of ksh.2,623,991.45.

4. PROCUREMENT OF PROCEDURES EXP.

Payment Allowance: Ksh.23,251,907.20

(b) Payment Voucher No.0181 Ksh.4,410,100.00 of 8/8/97 payable to District Election Co-ordinator was not audited and no certificate on the voucher signed.

(i) Ksh.99,300 and Ksh.74,350.00 allowance paid to the District Election Co-ordinator Voucher No.8564 and 7918 of 29/4/98 and 3/4/98 payable to 5 officers working on the Election Officer after the General Election.

The Electoral Commission has not indicated when their services should be terminated and they even have a permanent office whose one year's rent was paid for.

(ii) payment of transport Hire Ksh.7,249,565.80

Payment voucher No.6345 of 2/2/98 payable to District Commissioner Thika Ksh.2,597,000.00 cheque No.188 of 2/2/98. Although the above figure was paid to the D.C. for hire of 53 vehicles during the General Election, there is no mention of

1. List giving registration No. of vehicles hired.
2. No payment schedules - no proof that the amount was actually paid to the owners of the vehicles.
3. No competitive bidding, no LSO issued. This is contrary to the G.O.K. procurement procedures.

(iii) Payment Voucher No.6509 Ksh.20/2/98, 6522 of 5/2/98 Ksh.32,500.00 for 188 KTM paid to Naumi Magiri her own car for hire at 6,500 per day at the same time the same vehicle drew fuel from Highway Station Service Station on the following date 1/2/98, 10/1/98,17/1/98 LPO No. C276029 the petrol was paid for by Government Funds.

Payment Vr. No. 5271 of 9/1/98 Ksh.6,500.00 KTM 188 was hired from Mr. John K. Njiri and paid the above figure for one day. It is not known who is the owner of the vehicle because the Co-ordinator claims that it is a parastatal vehicle, at the same time belongs to Mr. John Njiri and Naumi Magiri. No log Book attached - so proving ownership was difficult.

(iv) J. B. Kariuki paid 84,000.00 hiring his vehicle for 14 days @ Ksh.6,000.00 per day from 2/2/98 - 7/2/98, 9/2/98 - 11/2/98 and 16/2/98 - 20/2/98. Vr. No. 6508 of 23/2/98. This hiring was unnecessary because it was after the General Elections.

(v) Payment Vr. No. 5142 of 8/1/98 of Ksh.13,000.00 vehicle No. KAG 135M, paid to Charles Otieno being towing charges. No mention of GK vehicles that was towed, it was not indicated. The vehicle belongs to Mr. Tobias Okebe Odida while payment was made to Mr. C. Otieno.

(vi) Payment of vr. No. 6207 of 28/1/98 Ksh.37,500.00 hiring KAH 336A and KTW 029 made to Mr. Obino and the vehicle belongs to Mr. David Saiti Oyaro of P. O. Box 500 Kisii and Andrew Nyawundi Box 551 Molo according to the copies of the log book provided. There is no evidence of the payee being the owner of the two vehicles.

(c) Repairs of G.K. vehicles Ksh.2,032,683.40

Payment Vr. 7387 of 11/3/98 Ksh.64,356.00 payable to Chassis Motors repair of GK H 634 and R 485. No quotation and repair estimates for the Chief Mechanical and Transport Engineers, No LSO issued, repairs not in Log Book. Payment Vr. No.4108 of 28/11/97 of Ksh.101,964.00 to Chassis Motor (K) Limited not entered in Log book. Vr. No. 4108 of 28/9/98 of Ksh.107,996.00 to Chassis Motor (K) Limited, Thika GK B 137, no certificate entered and signed.

(d) FUEL KSH.1,483,670.00

Payment Vr. No.6247 of 28/1/98 for Ksh.500,000.00 payable to Thika Highway Star Service Station No. C276035 of 26/1/98, issued on 26/1/98 after the Election. No details order was being given to vehicles getting petrol in the station, so the authorized vehicles could not be known. There is a balance of Ksh.355,917.14 at 30/6/98. The amount is still in the petrol station and should be paid back immediately to Electoral Commission.

CONSTRUCTION CO-ORDINATOR'S OFFICE

Payment Vr. No.8058 of 6/4/98 for Ksh.544,250.00 payable to Bwaja Enterprises, Box 3688 Thika LPO no.C276044. Co-ordinator purchased 65 mts of maroon carpet without competitive quotations, DTB approval, purchased long after Election without approval from Electoral Commission. Certificate was not signed and folio ledger not indicated.

Booths bought as per station 5301 of 30/12/97 for Ksh.715,440.00 authorized but there were no quotations for DTB minutes - The number of booths were 813 for 202 centres, the Co-ordinator has collected all the materials of booths upto now.

MISC. OTHER CHARGES: KSH.1,219,035.90

Payment Vr. No. 6356 of 3/2/98 for Ksh.399,500.00 payable to M/s Bwajah Enterprises Box 3688 LPO no. C276037 of 28/1/98. No quotation, no DTB approval and purchase was after the Election when it was not required. Electoral Commission did not provide Authority of purchase. Certificate not in the voucher.

Payment Vr. 6409 of 10/2/98 for Ksh.75,000.00. No quotation, DTB, authority from E.C. payment made cash contrary to regulations in force.

District Election Co-ordinator paid rent for 12 months at Ksh.360,000. Now they have their officers.

Most payment vouchers were audited by Internal Auditor apart from the following:

Vr. No. 0181 for Ksh.4,410,100.00 and not certificate, payable to District Election Co-ordinator.

5. P.M.G. REJECTIONS KSH.914,670.00 was confirmed by production of vouchers.

PENDING BILLS

(i) Ksh.551,326.90 pending bills are stopped by the Headquarters although the vote had funds balance of Ksh.1.3 million. All the pending bills are genuine.

6. CIVIC NOMINATION FEES COLLECTED KSH.330,000/=

Actual collection was Ksh.330,000/= and paid to National Assembly - Nairobi. Co-ordinators letter to Electoral Commission quoted Ksh.355,000/= which was wrong and overstated by 25,000/=. This should be corrected by another letter.

7. No any auditors visited the station.

8. IRREGULARITIES

- (i) Payment Vr. No.8040 of 6/4/98 for Ksh.20,000/= paid cash to DCO for DC. Farewell paid long after the General Election in 3/6/98 CB 11. This did not concern the matter in question (General Election).
- (ii) Payment Vr. No.0732 CB80 of 22/1/978 for Ksh.12,500/= payable to Chassis Motors(K) Limited Box 1285 Thika cash instead of Cheque. A/C 0-910-000-302/6 Signed LO. No.4838137 in respect of repairs.
- (iii) Payment Vr. No.0181 for Ksh.4,410,100/= not audited and no certificate although authorized.

EQUIREMENTS

Staff - The Electoral Commission should decide on what to do with 3 staff working with the co-ordinator. As to whether they continue getting allowances or be placed on monthly salary since the office is running on a daily basis. Allowances for April upto June, 1998 not catered for.

END

AMARA  
ACHWADO

(NYAMBENE) DISTRICT,

TEAM

- 1. G. K. Mulwa - Tel.227461
- 2. F. K. Macheho - Tel.217831

EXPENDITURE

A.I.Es totalling to Ksh.35,862,680.00 were issued to the D.E.C.(District Election Co-ordinator) to cover Registration of Voters. The payment vouchers purportedly paying the clerks, and officials covering the registration were not showing the period of payment thus making it difficult to vouchers, but roughly Ksh.13 million was used on allowance and Minor Purchases.

However, according to the vote book balance as at the time the registration process was discontinued, a total of Ksh.4,097,983.80 was carried forward for use during the General Election.

A.I.Es amounting to Ksh.39,438,418.00 were issued to cover the General Election thereby bringing the total sum available to Ksh.45,536,401.80: Appendix I.

No expenditure was incurred on hire of private transport during the voter registration exercise but only during the General Election. However, the record of hire was not available as the then D.E.C. had made sure that no record was left behind.

From the paid vouchers, a total of Ksh.17.3 million was paid to a single contractor Ntonyiri Motors to cover cost of hire of motor vehicles.

During the voter registration exercise, repairs carried out on G.K. vehicles was too low, infact below Ksh.40,000/= and therefore not worth itemising.

On fuel to G.K. vehicles Ksh.669,533.50 was used.

The construction of the Co-ordinator's office was not carried out during the period covered by our terms of reference.

The procurement procedure during the Voter Registration were well followed but during the General Election, we could not get the relevant documents to guide us. Of the few cases we saw which included the construction of booths, some were highly exaggerated compared to the materials used thus Hensian cloth.

The Internal Auditors had only been able to pre-audit some vouchers during the Voter Registration exercise but experienced problems during the General Elections as they were seen as bottle necks.

Due to un-orthodox approach by the election Co-ordinator in procuring services before committing the expenditure in the books of accounts, there resulted in a number of un-paid bills.

A look at some of them, especially on repairs leaves a lot to be desired as back dating was meant to give legitimacy to claim.

#### Repairs on G.K. Vehicles

Only one voucher amounting to Ksh.50,200 payable to M/s Star Garage Box 52 Maua was seen.

LSO No. A209743 was undated, while the invoice No.051, 052, were dated 29/1/98 which is after the elections. No quotations or DTB minutes nor MOPW inspections report were found. The LSO original were still in the book uncommitted as no funds were available which means that the LSO was being issued in order to ratify the services.

However, no invoices other than those of recurrent expenditure were issued after 30/1/98.

There were no P.M.G. rejections notified to us.

#### The Civic Nomination fees

All Civic nomination fees were remitted and the D.E.C had a receipt from the DC; treasury.

The procurement of fuel and also repairs carried out to GK vehicles could not be verified for lack of the necessary documents eg. LSOs, LPOs which were said to have been kept by the then District Election Co-ordinator.

### Pending bills analysis

Allowances: Ksh.867,861.85.

Out of this, Ksh.634,325/= is in form of allowances claimed by the security personnel under the D.C.I.O and D.S.I.O. We were informed by the DEC that the same should have been claimed or paid from their departments.

However, we leave for the Commission to decide whether to pay or not. Also a sum of Ksh.160,000/= is payable to Wanda Hotel, Box 87 Maua for meals supplied to Presiding Officers and their deputies. However, we noted that the D.E.C was tying the payment to a court case filed by some Presiding Officers and their Deputies for non-payment of their allowances. Also the office could not ascertain the correctness of the claim because no list of the officers said to have taken meals was available from the Hotel nor office duly signed by the recipients.

The External Auditors visited the District after the Registration of Voters and no audit queries/report were found.

### IRREGULARITIES

The District Election Co-ordinator overseeing the elections left no documents behind.

There was no prior budgeting of the requirements and the management was left to run by crisis.

The District Election Co-ordinator was working on his own involving the technical people as regards his requirements which left room for impromptu purchases and high rates.

The District Election Co-ordinator by then did not involve the District Supplies office in any procurement because he never handled any documents related to the elections.

### MERU - CENTRAL DISTRICT

#### 1. REGISTRATION OF VOTERS

During the Registration of Voters Exercise, the following A.I.Es (Authority to Incur Expenditure) were issued for Ksh. 13,940,300

Out of this, Ksh,10,454,715/= was spent on payment of allowances.

Hire of private transport	1,313,531.00
Fuel by G.K. vehicles	1,340,400
Allowances	15,634,151.00
Hire of Transport	2,396,720.00
Repairs to G.K. Vehicles	387,309.00
Others	497,113.00
Bulk purchase of fuel	678,249.00
Construction of Buildings	<u>330,069.00</u>

There is also a possibility that the voter registration vouchers were mixed up with the lot that was given to us as General Election Expenditure. Also the By-Election mix-up was possible.



## 2. General Election

### Expenditure analysis:-

Out of Ksh.27,038,500.00 - the vote book showed a total expenditure of Ksh.26,834,286.10. Although we have tried to analyse the expenditure. It has not been possible to tally the two due to the time limit and poor compilation vouchers.

<u>Analysis</u>	<u>Ksh.</u>
Allowances	18,698,296/=
Hire of transport	6,164,030/=
Repairs	530,507/=
Fuel Bulk purchase	776,170/=
Fuel minor purchase	3,270/=
Other expenses	<u>631,976/=</u>
<b>Total</b>	<b><u>26,804,249/=</u></b>

Two quotations were floated, no.84/96-97 and 85/96-97. The lowest being 8,700/= and the highest being 9,000/=, the D.E.C. opted for the highest bidder.

The rationale of the D.E.C. hiring a seven(7) ton truck to ferry voter registration materials at a cost of Ksh,30,000/= per day instead of a lighter truck indicated favourism. Also the Government Departments could avail similar trucks eg. GK M301 belong to the Ministry of Education.

Repairs carried out on some GK vehicles was being split in order to defeat the ceiling requirements i.e. piecemeal quotations and no M.O.P. Works inspection reports were there to guide them.

### General Elections

A total of Ksh.53,734,950/= represented by the underlisted A.I.Es was issued to cover the general elections:-

From the vote book record total expenditure is reflected as Ksh.51,530,678.85 excluding pending bills amounting to Ksh.993,561.75. However, a reworking of the figures will give the true picture as concerns actual expenditure to ksh.50,651,832.05 and the actual balance outstanding as Ksh.3,083,117.95.

Pending bills are analysed as here under:-

Processed vouchers held for lack of liquidity -	829,748.40
P.M.G. rejections	49,098.40
Uncommitted payments	<u>111,657.40</u>
<b>Total</b>	<b><u>990,504.25</u></b>

### Procurement

- (a) Procurement procedures were not followed in some cases e.g. quotation 66/97-98, on accommodation of Presiding Officers, Deputy Presiding Officers, Clerks to different institutions and the lowest was quoted by an institution in North/Imenti at Ksh.600/= full board including free use of the hall, but the D.T.B., chose to approve the highest at Ksh.10,050/= total. No

explanation was given.

- (b) In South Imenti another bidder quoted Ksh.390/= accommodation with meals and all the participants accommodated there claimed both meals and transport.

-No list of officers/clerks attending such courses duly signed by the participants were availed.

-One instance is that of a course taken at Meru Training Institute(College) amounting to Ksh.1,327,860/=.

- No accountability on procurement of spares, stores and services by attaching S.13 and appending signatures(certification).

Civic nomination fees was actually surrendered to the National Assembly and a receipt issued to that effect. The external auditors visited the District and no queries were raised.

### IRREGULARITIES

Lack of pre-audit has greatly contributed to the problems highlighted in this report.

Unplanned activity and proper counter measures were not put in place thereby managing by crisis.

Unlimited authority on procurement of private hire services also contributed.

Support staff from the D.C's office were not trained on such limitations and the D.E.C. had absolute authority.

### THARAKA NITHI

#### 1. REGISTRATION OF VOTERS

- (a) Expenditure analysis:

The vote being a one-time account, payment vouchers would combine expenses on repairs, purchase of fuel, stationery etc. thereby making it difficult to separate same for

By this analysis, one arrives to the conclusion that the vote book was continuously used from the by-election through voter registration exercise and actually the issues to cover the voter registration were Ksh.17,133,740.00

General Election: Ksh. 27,100,060

#### Pending Bills analysis

##### General Election - Purchase of Petrol

LPO No.360664 issued on 5/2/98 Pv.No.1224 for Ksh.	37,960.00
LPO No.360756 of 17/12/97 Pv. No.1024	7,038.00
Purchase of 1 New tyre & tube for GK 439W Pno.1299	30,000.00
LPO No. C360665 of 17.2.98 is ratification of an extra order of 5583.5 m' of polythene materials required to construct two booths which the earlier order of 3000m' was found inadequate	

**Ksh.446,680.00.**

**LPO No.146495 of 27.11.97 - 51232 - Pv. No.0977  
Purchase of tyres, tube and batteries for GK V281 -  
Payment of these items was delayed at vouching stage.**

**Procurement Procedure**

**Most of the procurements were carried out for cash and where LPOs, LSOs were used, split orders were made in order to defeat the rules and regulations. The District Supplies officer wrongly advised the District Election Co-ordinator who had entrusted most of the procurement to him. e.g. G.K. No.H551 had been repaired within the span of the same month by six No. LSOs, GK S318, 3 no.LSO.**

**Procurement of private transport was haphazardly done and the required number of vehicles would not be ascertained.**

**The District Supplies officer and the District Election Co-ordinator called or convened an urgent DTB meeting to deliberate on hire of private vehicles for transport without quotations or tender documents and the meeting adjudicated using rates applied during 1992.**

**The number of vehicles required was an issue we were not able to ascertain because no photocopies of the vehicle log-books were left behind and no vehicle inspection reports. Surprisingly, also the areas assigned these vehicles or locating schedules were unavailable.**

**Due to the limitation of time, we were not able to test the existence of these vehicles, areas served and if GK vehicles were operational in the same areas.**

**OBSERVATIONS**

**There were several GK vehicles at the disposal of the District Election Co-ordinator as evidenced by the high consumption of fuel. The assumption one gets is that there were non-existent or dummy vehicles.**

**The number of clerks hired could not be ascertained and due to omission of the period covered by payment schedules repeat payments cannot be ruled out.**

**The District Supplies officer Meru South (Tharaka Nithi) sent all the rules applied on procurement.**

**The District Election Co-ordinators involved during elections should not have been re-instated to their districts before answering questions from the inspection teams as some areas of study proved difficult. More so where originating quotations were being kept by them.**

**The issuance of A.I.E.s reflected an unending stream of funds, thereby occasioning misuse on repairs to Government vehicles which broke down almost immediately after the repair.**

**Report Compiled by:**

**F. K. Macheho**

**G. K. Mulwa**

## MARAKWET DISTRICT

The areas covered are as herebelow:-

1.	Amount allocated to both Registration of voters and General Elections	Ksh.15,531.00 (appendix I)
2.	Total amount spent on	
	(a) Registration of Voters	Ksh.12,755,241.00
	(b) General Elections	Ksh.30,804,965.00
	Total	Ksh.43,560,206.00

### 3. Classification of Expenditure

The Audit/Inspection Team was not able to verify all the vouchers as some were not availed during the visit. However, those received were analysed as shown below.

	<u>G. Elections</u>	<u>Registration</u>	<u>Total</u>
(a) Payment of All.	8,394,993	6,983,005	15,377,998.00
(b) Transport Hire	1,314,000	321,646	1,635,646.00
(c) Repair of G.K. V.	2,757,387	1,237,688	3,995,075.15
(d) fuel	1,026,889.50	1,831,329	2,858,218.50
(e) Const. of Co-ord's Office	610,640.00	270,819.90	881,459.90
Total	<u>14,103,909.60</u>	<u>10,644,488.50</u>	<u>24,748,398.10</u>

### (e) P.M.G. Rejections

The attached list of schedules were paid by the District Treasury hence rejected by P.M.G. as per the cheque numbers issued by the District Treasury.

1.	Cheque No.00153 of 3.6.98 for Ksh.	39,940.00
2.	Cheque No.001528 of 3.6.98 for Ksh.	29,940.00
3.	Cheque No.001529 of 3.6.98 for Ksh.	1,036,225.00
	Total	<u>1,106,105.00</u>

However, the total amount of the cheque differs with the total amount of payment voucher rejected by P.M.G. This means that there are vouchers that were not availed to the team of audit.

## CIVIC NOMINATION AND PARLIAMENTARY

Nomination fee for both parliamentary and Civic was collected at the time of nomination as follows:-

1.	Kerio East	-	sh.54,000.00
2.	Kerio West	-	Sh.35,000.00
	<b>Total</b>	-	<b>Sh.89,000.00</b>

The money was not remitted to the Electoral Commission neither the National Assembly.

**REASON:**

The money was not entered in the cash book or deposit ledger and that means the whole 89,000.00 was not accounted for by the Cashier who died suddenly a few days later after the money was handed over to him. See the letter attached from the D.Os office.

7. External Auditor had not visited the District by the time of the visit by the Audit and inspection teams.

**REPORT COMPILED BY:**

1. MR. SAMSON M. MASEBE
2. MR. B. M. KIAMBI

**KEIYO DISTRICT**

**AUDIT & INSPECTION REPORT:**

**Voter Registration and General Election - Expenditure 1997**

1. Amount allocated for both registration of voters and the General Elections was Ksh.41,966,884.00
2. Total amount spent on:
 

(a) Registration of voters	23,705,335.60
(b) General Elections	<u>16,684,799.85</u>
<b>Total</b>	<b><u>40,390,135.45</u></b>
3. Classification of Expenditure:

The District failed to avail to the visiting team payment vouchers worth Ksh.9,467,834.45 being part of the expenditure shown in (2) above. Those availed were analysed as herebelow:-

	Registration	G/Election	Total
(a) Payment of All.	11,040,042	10,060,785.50	21,100,777.50
(b) Transport Hire	1,154,000	118,300.00	1,272,300.00
(c) Repair of GK.Ve.	1,892,202	1,956,056.00	3,848,258.00
(d) Fuel	1,619,675	1,626,195.00	3,245,870.00
(e) Construction of Co-rd Office			

f) Other Expenses	<u>899,460</u>	<u>575,616.00</u>	<u>1,475,076.00</u>
	<u>16,585,349</u>	<u>14,336,952.00</u>	<u>30,922,301.00</u>

4. Procurement Procedures (General Election)

(a)(i) Transport hire: No quotations were invited. Vehicles were picked from the locality and employed for the exercise.

No capacities of the vehicles hired were availed to enable the visiting audit team authenticate the rates used on the payment of hiring charges.

(ii) Repair of G.K. vehicles:-  
Procurement procedures were followed.

(iii) There were no Government appointed contractors at the time of registration of voters/General Elections. Purchases were made from a local filling station - Iten Station filling station. In some cases no LPO was issued nor detail orders.

Some firms were contracted to supply polling booths but no quotations were invited. "Urgency" was cited as the reason.

4.(c) The following vouchers were not approved by the Internal Auditors:

<u>Pv. No.</u>	<u>Amount</u>
0016	257,470.00
0020	12,855.00
0019	78,193.00
0015	<u>122,450.00</u>
	<u>470,968.00</u>

4(a) Procurement Procedures:

Procurement of Services:

Repairs of M/Vehicles:

The procurement of services on repairs of GK vehicles the procedures were not exhaustively carried out though done by the appointed contractors. The anomalies here below were cited in payment vouchers, log books:-

4.(a) (i) None of the vehicles had a mechanical report/estimate from the M.O.W. mechanical branch.

(ii) The invoices were submitted to D.E.C. before LSOs regarding the vehicles

were written. This clearly showed the LSOs were written on the strength of the invoice from the garage. The practice is not acceptable in procurement within public sector.

- It is evident either the prices were inflated or the vehicles were not defective in some of the areas invoiced. See date of invoice and LSO.

- iii The repairs were not entered in the vehicle log books and signed by the responsible officer hence make it difficult to ascertain the repairs were carried out.
- (iv) Some of the vouchers were passed for payment without payment voucher control number.

5. **PENDING BILLS**

- (a) **Allowances** - Sh.34,800/= and qualifies for payment
- (b) Payment of transport hire - Nil
- (c) **Repairs of G.K. vehicles:** - Sh. 149,350.00 and qualifies for payment

**OTHER BILLS:**

**Telephone Bill:-** Sh.59,225.75 upto Monday 22/7/98. Telephone No.2269 Iten.

**Office Rent:-** Ksh.297,500.00. The D.E.C. is housed by the County Council. Letter reference A.51/IV/269 for demanding the office rent.

**PURCHASE OF STATIONERY** - Ksh.4,500/ and qualifies for payment.

5.(b) **Observations:**

- (1) Security officers who guarded the materials after the General Election. i.e.1/2/98 - 14/2/98.

6. **CIVIC NOMINATIONS:**

The civic nomination and parliamentary fee collected was forwarded to E.C.K. Nairobi on 15/01/98.

Cheque No.000068 amounting to Ksh.63,000.00.

7. The external auditors visited the District(Keiyo) but the report had not been received

in the District by the time the audit/inspection team visited to check on the Voter Registration and General Election expenditure.

#### OTHER IRREGULARITIES (Voter Registration)

The D.E.C. paid staff allowance those who worked during the Voter Registration. Period paid - August and November, 1997. The total amount paid Ksh.254,850.00. A/C charged - 0-910-000-306/6. Payment voucher No.0028 of 10/11/97. Cheque No.184 of 8/12/97.

#### Anomaly:

- (1) The Voter Registration exercise closed on 30th of September, 1997 and therefore the month of November should not have been paid even if it was a late payment for August.
- (2) There was no authority availed to the audit team to authorize the D.E.C. to utilize the General Election money to pay Voter Registration.

#### 8. PROCUREMENT /IRREGULARITIES

The D.E.C. at times deviated from the procedures that govern procurement in the public sector. Here below is cited typical examples:-

- (1) GK 025 repaired by cash C/S 3208 total amount paid Ksh.21,370.00. This procurement of service was far above the amount allowed by cash at the time of Sh.3,000.00.
  - (2) G.K. B153 was repaired at a cost of Sh.21,375.00 cash sale receipt no.3210. Payment voucher No.0024.
  - (3) GK/718T was repaired at a cost of Ksh.21,375.00. Cash sale receipt No.3212, payment voucher no.0024.
  - (4) GK 351 was repaired by cash to the tune of Ksh.29,620.00. Cash sale receipt no.3245, payment voucher no.0024.
  - (5) GK 299M was repaired by cash Ksh.26,000.00. Payment voucher No.0024, cash sale receipt without a number.
  - (6) GK No.674 was repaired by cash Ksh.22,400.00 with cash sale receipt without a number.
- GK 678 was repaired by cash Ksh.18,700.00 with cash sale receipt without a number.



**Observations:**

- (a) Procurement ceiling by cash money were not adhered to.
- (b) The repairs were not entered in the vehicle log-books as required by the regulations.

**8. Other Irregularities (General Elections)**

**Fuel: - Ksh.541,740.00**

In the above three vehicles, it was observed that the LPO were issued to Item Shell Filling Station who in turn raised invoices but payment vouchers were made

in the name of a Mr. Samuel Kamunei of P. O. Box 545 Iten. On inquiry, it was said that Mr. Kanunei owns the Filling Station and hence the payment in his name.

It was difficult to ascertain whether petrol spares and the stationery was put into public use because no entry in the card and nobody signed as the recipient.

Report Compiled by: **Mr. Samson M. Masabe**

**Mr. B. M. Kiambi**

1. As paragraph 1 refers, the amount allocated for both registration of voters and the General Elections was Ksh. 47,729,441

2. As paragraph 2 refers, total amount spent on:-

(a) Registration of voters	Ksh.	28,741,237.80
(b) General Elections-	Ksh.	17,814,971.10
Total Expenditure/V/book	Ksh.	46,556,208.90
Unspent Balance/Savings	Ksh.	1,173,232.10

3. As paragraph 3 refers:-

	<u>Registration of voters</u>	<u>General Elections</u>
(a) Allowances	15,163,242.20	12,150,245.00
(b) Transport hire	13,700.00	2,217,500.00
(c) Repair of GK	6,307,913.25	1,789,468.50
(d) Fuel	4,643,349.40	864,457.10
(e) Construction of Co-rd.'s Office	-	-
(f) Other Services	<u>1,653,419.45</u>	270,431.85
Total	<u>27,781,624.30</u>	<u>17,292,102.45</u>

N.B.

The Total Expenditure on item (2) above differs with the total expenditure on item (3) as some paid

vouchers were not physically seen for classification of expenditure though they were entered in the Vote Book Control. This caused an un-explained difference of Ksh.1,482,482.15

## **PROCUREMENT PROCEDURES**

### **4. (a) PAYMENT OF ALLOWANCES:**

Most of the payment vouchers for allowances were ranging between Ksh.1,000,000 and Ksh.6,000,000. They were supported by payment schedules for offices who participated during the exercise. The payment vouchers were all payable to the District Electoral Co-ordinator whereby cash was drawn from the D.C.'s Bank Account for the various payments. The following were observed:-

- (i) Some vouchers were not examined by the internal Auditor in the district,
- (ii) Some vouchers were paid without all the relevant signatures for examiner, District Accountant and paying officers on the certificate for services rendered.
- (iii) No ID.Nos. quoted on some of the payment schedules though they bear the signatures of receiving officers.
- (iv) Single officers collecting allowances on behalf of several officers.
- (v) No names of paying officers or signatures to establish the persons who handled some of the payment schedules.

**N.B.** In view of the above there is a big possibility of cash being diverted for other uses by paying officers. We could not establish this as most of the officers who participated in the exercise has since being transferred from the district and the payees left service on they were locally engaged for the particular exercise. For instance, the former District Accountant who started the exercise retired before the exercise was over. Hence the current District Accountant who was the former Deputy District Accountant could not satisfy our questions.

As regards the External audit report copy attached; a query was raised as regards payment of allowances to Government officers. These included C.I.D. Officers, Special Branch officers, Police Force, Chiefs, Assistant Chiefs, Employees of the Narok District offices and other categories of officers including District Medical Personnel. Though the allowances were heavy, the issue was difficult to solve as the electoral Co-ordinator's office was operating outside the norms of the Civil Service regulations. It was an independent body for a specific task remunerating all deployed officers hired for special tasks.

Also note that the payment of Allowances consumed the largest percentage of funds allocated for the exercise as per paragraph (3) Three of the report shows.

### **(b) PAYMENT OF TRANSPORT HIRE:**

The issue of Transport hire was difficult as we did not get any single authority from the chairman of the electoral commission or any guiding rates. Vehicles were hired solely at the discretion of the District Elections Co-ordinator without any form of tenders or participation of the Ministry of Public Works.

The procedure of hiring private vehicles were open to fraud as the payment schedules for various

categories of vehicles and vehicle owners were paid without identity Card Numbers. All payment vouchers were payable to the District Electoral Co-ordinator in cash. This could easily lead to listings of fake vehicle owners and vehicles to defraud the Government of huge sums of money. To exemplify this, the D.E.C. received Ksh.186,500 ride payment vouchers No. 0405 dated 14/1/98 and collected Ksh.56,000/= for two vehicles belonging to Eunice Seleman and Mr. Letoluo each for Ksh. 28,000. Also most of these vouchers are not certified for services rendered on transport hire.

The District Accountant was irregularly allowing the D.E.C. To handle hard cash thereby ignoring the Financial regulations for handling of cash.

No single allowance on Transport hire was paid by cheque to the respective payees.

There was also another category of vehicles hired under "RESCUE" mission which were dubiously paid.

The D.E.C. operated outside the D.T.B. throughout the whole process of hire of private vehicles.

(c) **REPAIR OF GK VEHICLES:**

Repair of GK vehicles constituted about  $\frac{1}{5}$  of the total expenditure incurred during the exercise of both Registration of voters and General Elections.

This area was also queried by the Rift Valley External Audit Department due to the huge amount spent on repair of GK vehicle. According to our observations, the District Electoral Co-ordinator borrowed vehicles in all the Departments in the District, most of these vehicles were broken down and they had to be repaired before use. Though huge sums were spent on repairs including spare parts bought, the Ministry of Works was never consulted for any assessment for the expected costs. No quotations from various contracted garages or spare parts dealers. Single vehicles spent a lot of money beyond their worth. After doing private survey from the departments who issued vehicles, most of the vehicles used still needs further repairs as they were left in a horrible state.

The following payments were made without being examined by the internal auditor and without quotations for competitiveness.

- (i) P.V. No. 0373 payable to M/S Mwireri Auto Garage Kshs.23,700 dated 21/198.
- (ii) P.V. No. 0057 payable to M/S Luke Owiti Auto Garage for Kshs.91,000 dated 1/8/97.
- (iii) P.V. No. 0164 payable to Peter Mwireri Auto Garage for Ksh.37,940 dated 17/9/97.
- (iv) P.V. No. 0007 payable to M/S Luke Owiti Garage for Kshs.46,000 dated 11/7/97.
- (v) P.V. No. 0310 payable to M/S Mwireri Auto Garage for Kshs.77,830 dated 31/12/97.
- (vi) P.V. 0372 payable to M/s Mwireri Auto Garage for Kshs.43,700 dated 2/1/98.

The District Electoral Cordinator used single sourcing.

**FUEL**

Purchase of fuel also constituted a big portion of the funds allocated . An audit query was raised by the external Audit Department. The query touched on a bulk purchase of 79,998 liters of fuel costing Ksh.2,999,925.00. By the closure of Financial Year 1996/97, Six payment vouchers were made payable

to the District Commissioner each of Kshs.499,987.50. The total expenditure was reimbursed by the P.M.G. on 30/6/97.

As the D.C.'s office does not store any fuel for the Departments, this constituted a big fraud of Government funds. The District Electoral Co-ordinator had no immediate need for fuel. On further questioning both the District Electoral Co-ordinator and the District Accountant accepted having diverted public funds for other purposes rather than the intended use. They claimed to have created a saving in order to be able to construct a building for the D.E.C.'s office. These funds are said to be held by the office of the President to date due to a temporary freeze on Deposit funds for all Districts. We have attached copies of the payment vouchers for action for recovery of the funds as no services has ever been rendered by the D.C. to date.

Also note that the distribution of fuel purchased was not properly recorded and payments had no detail orders attached.

(e) OTHER SERVICES

Though new tyres, batteries and polling booths were bought, there were not a single item used and replaced was in store. This left a lot of doubt whether the purchases ever went into proper use.

On 24/12/97, 341 pieces of polling booths were bought and paid for vide P.V. No. 0004 for Kshs.477,400. The whereabouts of these polling booths was not properly explained as they were said to have been left in the respective polling stations. Also during the procurement of these booths quotations were not floated.

Purchase of stationery by cash worth Ksh.141,965 payable to the D.E.C. is questionable as we have contracted suppliers in the District.

A payment voucher No. 0077 payable to Ole Ntutu Arid Zone Boarding Primary School of Ksh.59,725 dated 15/1/98 for damages incurred during the elections was paid without consulting the office of the District Works officer for assessment and recommendations. Most of the cash purchases incurred in this item were not properly accounted for in the stores S<sub>13</sub> cards.

5. Pending Bills

(i)	Payment Allowances	Kshs. 4,145.00
(ii)	Repair of G.K vehicles	Kshs. 22,500.00
(iii)	Fuel	Kshs. 79,000.00
(iv)	Other Services	<u>Kshs.122,440.80</u>
	Total	<u>Kshs.228,085.65</u>

5(b) Following Procurement Procedures, Kshs.4,145.00 for payment of Allowances, Kshs.79,000.00 for Fuel and Kshs.122,440.80 for other services qualify for payment. The payment for Repair of G.K. vehicles Kshs.22,500 do not qualify for payment as they do not have L.P.O.'s to support payment of invoices and S<sub>13</sub> form is also not attached.

(c) The reasons for non settlement is lack of funds and rejection by P.M.G.

- (d) Except for one voucher of Kshs.1,608.15 for a Telephone Bill dated April 1998 the rest of the pending bills are for invoices raised before 30th January, 1998.
- (e) For P.M.G. rejections, the vouchers were paid cash and retained by the cashier to date totalling Kshs.24,145.00.
6. It was difficult to establish the actual civic nomination fees collected as the D.E.C. could not produce the records. The Civic Nomination fees were surrendered to P.M.G. together with parliamentary fees totalling to Kshs.88,000 vide receipt No. 0364 for weed ending 11/12/97. Also see copy of D.E.C.'s letter ref. EC/NRK/REV/10 of 29/5/98 addressed to the Electoral Commission of Kenya.
7. Yes. The External Audit had visited the District and we have attached a copy of the audit queries raised and reply to the same.

8. **OTHER IRREGULARITIES OBSERVED:**

The office of the Electoral Co-ordinator was operating outside the laid out Government Procedures. He ignored the office of the District Supplies officer as he was originating L.P.O.'s and L.S.O.'s and signing the certificates for receipt of goods/services rendered beating the machinery of Government Procurement Procedures.

PREPARED BY:-

Edward M. Amira  
SUPPLIES OFFICER

**KAJIADO DISTRICT**

1. As paragraph 1 refers the amount allocated for both registration of voters and General Elections was Ksh. 48,332,384

2. As paragraph 2 refers, total amount spent on:-

(a) Registration of Voters	-	Ksh. 26,225,373.20
(b) General Elections	-	Ksh. <u>18,872,219.90</u>
Total Expenditure/Vote book	-	Ksh. <u>45,097,593.10</u>
Unspent balance/Savings	-	Ksh. <u>3,234,790.00</u>

3. As paragraph 3 refers:-

	Registration of Voters	General Elections
a) Payment of allowances	18,943,999.60	11,199,961.00
(b) Payment of Transport Hire	1,391,000.00	
(c) Repair of GK vehicles	3,048,987.40	2,864,728.10
(d) Fuel	3,696,764.70	1,549,115.10
(e) Construction of Co-ord's office	-	
(f) Other services	<u>792,066.00</u>	<u>1,304,721.10</u>
Total Expenditure	26,481,817.00	

18,309,525.40

**N.B.**

The total expenditure on item(2) above differs with total expenditure on item (3) as some paid vouchers were not physically seen for classification of expenditure though they were entered in the Vote Book control. This causes un-explained difference of Sh.306,250.00.

- e) P.M.G. rejections payments cheque numbers issued by the District Treasury:-
- (i) K.P.& Telecommunications Cheque No. 004082 of 2/6/98 for KSh. 26,839.80.
  - (ii) District Elections Co-ordinator cheque No. 004043 of 26/5/98 for KSh. 10,000.00.

N.B. Other P.M.G. rejections payments were personal claims paid in cash totalling to KSh. 168,201.45.

6. The total Civic Nomination fees collected was KSh.75,000.00. The civic nomination fees and Paliamentary nomination fees were surrendered to the Clerk of the National Assembly by MR Nos BK 522034 for KShs.23,000.00 and BK 522035 of 11/2/98 for KShs.61,000.00, totalling KShs.84,000.00. There was a shortfall of KShs.72,000.00 held by Mr. Daniel K. Tallam, the returning officer - Kajiado North Contstituency. The Chairman of the Electoral Commission was aware of the irregularity and KShs.46,200.00 was recovered and surrendered to the Clerk of the National Assembly vide MR No. 337965 of 18/5/98. There is still an outstanding balance of KShs.25,800.00 to be recovered.

7. The External Auditor had not visited the District as at the date of our inspection.

**PREPARED BY:-**

J. M. Wanjau  
Edward M. Amira  
SUPPLIES OFFICER

**KAKAMEGA**

Election Ksh. 31,800,992

TOTAL A.I.E.

31,800,992.00

**Registration Expenditure**

1. Personnel Allowance	-	18,945,550.00
2. Vehicle Repairs	-	2,293,325.50
3. Supply of Fuel	-	2,813,555.00
4.Travelling & Accommodation	-	556,529.00
5. Rental/Premises	-	239,000.00
6. Stationery	-	115,245.00
7. Telephone Installation	-	<u>276,109.85</u>
Total Expenditure		<u>25,124,068.35</u>

### Election Expenditure

1. Personnel Allowance	-	22,271,172.20
2. Hire of Transport	-	2,703,617.50
3. Vehicle Repairs	-	2,153,506.70
4. Fuel Supply	-	1,623,371.10
5. Construction/booths	-	1,192,381.00
6. Travelling & Accom.	-	754,742.50
7. Telephone Service	-	<u>105,242.40</u>
- Total Expenditure	-	<u>30,804,039.40</u>

### 4. Procurement Procedures

- (a) Procurement procedures were observed while purchase were being undertaken by the Electoral Commission.
- i) For non-supplies branch stocked items, relevant authority was obtained from the District Tender Board.
- ii) For Common user items, these were ordered from Supplies Branch.
- (b) Materials for eviction of the booths were purchased through contract awarded by the District Tender Board. Materials were taken on charge and later issued to the contractor providing service.
- (c) Internal Auditors started approving vouchers after their reinstatement sometimes in August, 1997.

### 5. PENDING BILLS

- (a)
- |                     |   |                   |
|---------------------|---|-------------------|
| i) Ksh. 72,023.00   | - | Hire of Transport |
| ii) Ksh. 24,496.00  | - | Vehicle Repairs   |
| iii) Ksh. 60,000.00 | - | Supply of fuel    |
| iv) Ksh. 29,716.00  | - | Allowances        |
| v) Ksh. 225,000.00  | - | Other Services    |
- (b) Lease of National Cereals Board and Produce Depot for storage of Ballot Boxes. The pending bills qualify for payment in terms of paragraph 4 in that all procurement procedures were exhausted before orders and/ or services placed.
- (c) Lack of reimbursement from P.M.G. and cash flow.
- (d) Pending bills for invoices raised during the Registration/Election period before 30th January, 1998, and the rest after 30th January, 1998 were still being met with no satisfactory explanation for continued payment.
- (e) P.M.G. Rejections:
1. Cheque No.006517 - Voucher No.0342 for Ksh. 60,000.00
  2. Cheque No.018417 - Voucher No.0340 for Ksh.127,050.00
  3. Voucher No.0596 for cash payment for Ksh. 281.00

6. NOMINATION - CIVIC

Nomination fees totalling to Ksh.336,000.00 was collected and deposited A/C0-880-000-673-4

7. EXTERNAL AUDIT

The External Auditor visited the District. However, his report has todate not reached the District Treasury.

8. OBSERVATION:

The Returning Officers and their Assistants in liasion with dishonest personnel from the District Treasury took advantage of the District Election Co-ordinator's ignorance of the Accounting procedures and went on to spend large sums of money through refunds for journeys made to Electoral Commission Headquarters at Nairobi under the guise of official duties and consultations with Headquarters.

Officers moving up and down to Nairobi without imprest is one of the examples.

VIHIGA -

GENERAL ELECTIONS KSH 21,001,001

Registration Expenditure

1. Personnel Allowance	-	22,965,470.00
2. Hire of Transport	-	250,733.00
3. Repair of GK vehicles	-	1,950,790.00
4. Fuel Supply	-	1,309,752.00
5. Travelling & Accom.	-	864,779.00
6. Stationery	-	<u>148,470.35</u>
Total Expenditure	-	<u>27,490,014.35</u>

Election Expenses

1. Personnel Allowance	-	16,157,524.00
2. Hire of Transport	-	279,000.00
3. Vehicle Repairs	-	1,588,761.00
4. Fuel Supply	-	664,389.20
5. Travelling & Accom.	-	651,838.00
6. Construction/Booths	-	1,183,200.00
7. Telephone /Installation	-	<u>321,733.00</u>
Total Expenditure	-	<u>20,864,445.00</u>

Procurement Procedures

- (a) Procurement procedures were followed fro acquisition of vehicle repairs as well as for supply of petrol. However, for hire of transport, a letter from Electoral Commission issued from



Nairobi gave the Co-ordinator authority for hire of transport with quoted rates of hire, for various types of vehicles.

- (b) No office was constructed for the Co-ordinator, however, materials for erection of polling booths were obtained through the District Treasury office where the normal procurement procedures were followed after obtaining authority from the District Tender Board.
- (c) Internal Auditors approved vouchers from August, 1997.

**5. Pending Bills**

(a) Hire of Transport	-	150,000.00
Supply of Fuel	-	69,598.50
Repair of vehicles	-	88,750.00
Allowances	-	125,500.00
Vehicle Repairs	-	95,875.00
Telephone Installation	-	35,685.95

All the services apart from Allowance were acquired through the normal procurement procedures and therefore met the requirement in terms with para.4.

- (b) There was no construction of offices for Co-ordinators except procurement of material for erection of polling booths, which was done through observation of the normal procurement procedures.
- (c) Lack of cash flow and reimbursement by the P.M.G.
- (d) All pending bills for invoices raised during the period of 30th January, 1998. We did not have any continued payment after 30th January, 1998.
- (e) One P.M.G. rejection for a voucher with Ksh.200,248.00 which was cash payment for allowances.

**6. Civic Nomination**

A total of Ksh.215,000.00 were collected and a cheque No.00315 of 17th July, 1998 for the same amount payable to P.M.G. Nairobi.

- 7. The External Auditors visited the District and took some vouchers for further examination. However, the report has been received back at the District Treasury.

**MALAVA/LUGARI -**

Total A.I.E. - 11,208,360.00

**GENERAL ELECTIONS**

Provision Ksh. 15,048,750

**Registration Expenditure:**

1. Personnel Allowance	-	12,301,302.00
2. Repair of GK Vehicles	-	230,400.00
3. Fuel Supply	-	1,143,651.75
4. Travelling & Accommm.	-	336,186.00
5. Stationery Supplies	-	<u>154,911.00</u>
Total Expenditure	-	<u>13,166,450.75</u>

**Election Expenditure**

1. Personnel Allowance	-	9,443,388.30
2. Transport Hire	-	1,511,511.35
3. Vehicle Hire	-	601,400.00
4. Fuel Supply	-	1,245,555.95
5. Constructions/Booths	-	440,009.00
6. Travelling & Accommm.	-	459,776.00
7. Telephone	-	59,919.50
8. Stationery	-	<u>34,747.00</u>
Total Expenditure Ksh.	-	<u>13,963,307.10</u>

**Procurement Procedures:**

- (a) All materials and equipment for Malava/Lugari district were supplied through the Kakamega District Treasury, and their acquisition complied with normal procurement procedures as in the case of Kakamega District.
- (b) Materials for erection of the polling booths were purchased by the District Supplies office through an authority given by the District Tender Board. Materials were taken on charge and later issued to the appointed contractor for erection of the booths. No co-ordinator's office was constructed.
- (c) The vouchers were approved by the Internal Auditors after their reimbursement during August, 1997.

**5. Pending Bills**

Ksh.61,600.00	-	Repairs of vehicles
Ksh.24,000.00	-	Fuel
Ksh.63,000.00	-	Hire of Transport
Ksh.40,530.00	-	Allowances

The pending bills qualify for payment due to the fact that all procurement procedures were exhausted in the case of vehicle repairs, fuel and hire of transport before orders and services were placed.

- (c) Reasons given in the case of the Kakamega District Treasury.
- (d) Same with comments given in the case of Kakamega District Treasury which was responsible for all the accounts for Malava/Lugari.

(e) P.M.G. Rejections not observed.

6. Civic Nomination Fees

A total of Ksh.107,000.00 were collected and deposited against A/C NO. 0-880-000-673/4.

During the inspection the following areas were covered:-

GENERAL ELECTION

2. Payment of Allowances

This was based on rates and number of days. Payment was made according to the designations of field personnel. See diagram below:-

Payment of allowances was in schedules form for field personnel.

3. Payment of Transport Hire

Payment of Transport hire was also made in schedule forms. Private vehicles were hired on different rates ranging from Ksh.8,000.00 to Ksh.20,000.00 respectively. During our inspection we did not come across any signed contract between the owners of these hired vehicles and the election co-ordinator. The method the co-ordinator used to determine the hired rates was known to himself. Because the hiring rates were given by the election commissioner as Ksh.7,000.00. This is where we think a lot of money was spent. Because payment vouchers we verified were lacking supporting documents such as LPOs, LSOs and contract itself.

4. Repair of G.K. Vehicles

G.K. vehicles were repaired during Election(General) exercise. This is another area we feel very strongly a huge sum of money was spent very much carelessly. There were no contracts, LPOs and LSOs forms attached to the payment vouchers to prove their genuineness.

Spare parts were bought fitted on vehicles and not entered or recorded in the log books or work tickets. We discovered that cash money was used to purchase spare parts and services. It is another area which needed a keen inspection thoroughly.

5. Fuel

Fuelling was done without LSOs and detailed orders in most cases. During our investigation, so many payment vouchers were lacking LSOs and detailed orders as required by the regulation. Litres of petrol pumped in the vehicles were not indicated in the work ticket in most cases. It is another prime area where a large sum of money was consumed.

6. Procurement Procedures

Procurement was made without LPOs, LSOs, quotations and contract forms in most cases. These show clearly that procurement procedures were abused.

7. Pending Bills

There was no pending bills during the investigation period.

8. P.M.G. Rejections

There was P.M.G rejections of Ksh.3,446,852.60. The reasons was the A.I.E was frozen by P.M.G. in Nairobi.

9. Civic Nomination Fees

There was a collection of Ksh.53,000.00 which was sent to National Assembly Nairobi on 7th August, 1998 Cheque No.000316 dated 7th August, 1998.

10. During our inspection we noticed alot of payment vouchers were unaudited by the Internal Auditor. The reason given was that he was sick or unwell during the process of General Election. The vote book was poorly maintained. Some payees were torn and coming out very easily.

REGISTRATION OF VOTERS

1. A.I.Es Issued were Ksh. 40,032,330/=

The balance of Ksh.13,732,998.00 which was revealed during our inspection is more than the vote book balance of Ksh.3,528.75. The reason given during our inspection was, the Assistant Registration officers who were handling payments of field personnel in various stations did not return their payment schedules to District office for their records. We were told that they had been asked to return these payment vouchers but no responds. The District office feels the unreturned vouchers of large sums of money might be the cause of that big different.

2. Payment of Allowances

Payment of allowances was made or rates and days. The districts we have visited, the payment of allowances were made according to categories of field personnel. See diagram below:-

Payment of allowances were made in schedule forms for all registration centres personnel. The irregularities we noticed during our inspection was the number of clerks employed was abit high compared to the number given out in Registration of voters letter dated 1st August, to 31st August, 1997 as 407.

Turkana District was the only district allowed to hire private transport among the districts we visited. Although they were allowed to hire private transport at the rate of Ksh.7,000.00 per day, but this was changed from Ksh.8,000.00 to Ksh.20,000.00 per day. Teh reason given since it is an arid area they had to hire lorries.

3. Repair of G.K. Vehicles

Turkana District had 30 GK vehicles of different types. According to the payment vouchers we audited showed that all were repaired, serviced and spare parts bought and fitted but were not indicated in the log books or worktickets:- in most cases. Some of the payments we came

across were lacking supporting documents such as quotations, contracts, LPOs and LSOs. A lot of money was spent for repairs, services and spare parts respectively. This is one area where money was spent without caring. About 55% registration allocation went.

4. Fuel

Fuelling of GK vehicles was not procedurally done because some of the payment vouchers we audited were lacking LSOs, detailed orders and were not recorded in the worktickets. This made it a crude way of fuelling. It is another area whereby a lot of money was spent.

5. Procurement Procedures

Procurement procedures were not followed as per the regulation. Procurement procedure was turned down because of absence of quotations, LPOs, contracts and LSOs forms. Cash payment was adopted for procurement spare parts. Huge sums of money were used to buy items at whatever rates. Regulation was violated in totality.

6. Pending Bills

There were no pending bills neither P.M.G rejections.

7. During our inspection we established that registration of voters co-ordinator was doing everything by himself most of the time. This brought a lot of confusion in the district. There was no proper co-ordination and this is why we could not be able to see some of the payment vouchers. Due to lack of proper co-ordination, payment schedules which were being handled by Assistant Registration officers in various stations could not be traced and we understand they might not be found because some of the AROs tampered with them.

8. During our inspection the external auditors had already visited the district and they raised no queries upon this, all documents pertaining to registration of voters were properly maintained and kept. Poor filing was also noticed during the course of our inspection. This was happening because of non co-operation of Registration of voters Co-ordinators.

WEST POKOT DISTRICT

1. A.I.Es issued were Ksh. 23,950,375/=

2. Payment of Allowances:

This was based on rates and numbers of days worked. Payment was made according to designation of field personnel as per the table below:-

3. Payment of Transport Hire

Payment for transport hired was also made in schedule forms. Private vehicles were hired at different rates ranging from 12,000.00 to 20,000.00. Listed below are the types of vehicles hired:-

Total Amount paid to hired private vehicles 3,764,000.00

During the inspection, no contract agreement had been signed by the private vehicle owners and the

government. The method used to determine the vehicles to hire and rates to pay was unknown to the inspection team. The hiring rates given by the Electoral Commission was Sh.7,000.00 per vehicle per day. This is where we think a lot of money was spent. All payment vouchers verified lacked supporting documents like contract agreements.

4. Repair of G.K. Vehicles

G.K. vehicles were repaired during the General Election for 1997 but no list of the repaired vehicles was provided when we asked for it. This is another area where we felt that huge sums of money was spent. There were no contracts for the repair of the vehicles. Approximately fifty(50) GK vehicles were involved in the exercise and repairs were done to most of them. No LSOs/LPOs were attached to payment vouchers, which is a clear indication that procurement procedures were overlooked.

Spare parts were bought and fitted on vehicles and not entered in the log book. It was discovered that cash payment was used to pay for spares regardless of the amount involved. It is an area where we feel, needed keen inspection.

5. Fuel

Fuel was bought in bulk for vehicles to fuel. Though detail orders were provided for vehicles to show the amount taken per vehicle, there were no work tickets to check the entries. This is also was an area of interest for there appears to have been no control over the fuel usage.

6. Procurement Procedures followed:-

This is an area which was completely avoided. Procedures were not followed but cash payments no matter what the value of the goods was. There were no contracts, LSOs or LPOs in use. No quotations were invited. The use of cash was the only means of purchasing. By avoiding the procedures, the procurement method used was an abuse to the system.

7. Pending Bills

There were vouchers which amounted to Ksh.1,636,836.9- which were committed in the vote book but could not be paid due to liquidity problems at the district.

8. Civic Nomination

A fee of Ksh.78,000.00 was collected and sent to National Assembly by cheque No.000693 of 22nd May, 1998.

9. During our inspection period, we discovered that external auditors had inspected the district and they were no queries raised up to the time we left.

REGISTRATION OF VOTERS , 1997 AS AT 31ST JULY, 1998

1. Total A.I.Es issued	-	Ksh.23,950,375.00
Less expenditure	-	Ksh.22,514,440.85
Debit balance	-	Ksh. 1,435,934.15

This is saving

2. Payment of allowances

Payment of allowances was made on rates and days. The districts we have visited, the payment of allowances were made according to categories of field personnel. See diagram below:-

3. Repair of G.K. Vehicles

G.K. vehicles were repaired and serviced. Spare parts were bought and fitted but were not indicated in the log-books or worktickets in most cases. Some of the payemtn we came across were lacking supporting documents such as LSOs, LPOs and cotract forms.

4. Fuel

Fuelling of GK vehicles was not procedurally done because some of the payment vouchers we audited were lacking LSOs and detailed orders. The litres of petrol pumped in the vehicles were not even indicated in the work tickets. It is another areas whereby alot of money was spent.

5. Procurement Procedures

Procurement procedures were not followed as per the regulation. Procurement procedure was turned down because of inabsence of quotations, LPOs, contracts and LSOs forms. Cash payment was adopted for procurement spare parts. Huge sums of money was used to buy items at whatever rates. Regulation was violated because an item costing more than Ksh.3,000.00 cash payment cannot be used at all. And this was done in plenty.

6. During our inspection the External Auditor had already visisted the district and they raised no queries.

7. Most of the payment vouchers were not audited by the internal Auditor. Some of them were just endorsed by internal auditor on top of the payemnt voucher and paid.

TRANS-NZOIA DISTRICT -

**GENERAL ELECTIONS**

1. A.IEs issued were Ksh. 28,081,683/=

The balance at hand of Ksh.155,805.85 is more than the vote books balance of Ksh.7,740.00. The difference came about because of the payment vouchers which we did not see. They were missing in the archives.

2. Payment of Allowances

This was based on rates and number of days. Payment was made according to the designation of field personnel. See diagram below:-

3. Payment of Transport Hire

Payment of transport hire was also made in schedule forms. Private vehicles were hired on a different rates ranging from Ksh.8,000.00 to Ksh.12,000.00 respectively. During the inspection we did not come across any signed contract between the owners of these hired vehicles and the Election Co-ordinator. The method the co-ordinator used to determine the hired rates was known to himself. The hiring rates was given by the Electoral Commission as Ksh.7,000.00. This is where we think alot of money was spent. Because payment vouchers we verified were lacking supporting documents such as contracts, LPOs and LSOs forms.

4. Repair of G.K. Vehicles

G.K. vehicles were repaired during the general election exercise. This is another area we feel very strongly a huge sume of money was spent - very much carelessly. There was no contracts, LPOs and LSOs forms attached to payemtn vouchers to prove their genuineness.

Spare parts were bought fitted on vehicles and not entered or recorded in the log books or work tickets. We discovered that cash money or cash payments was used to purchased spare parts and services. It is another area which needed keen inspection thoroughly.

5. Fuel

Fuelling was done without LSO and detailed orders in most cases. During our inspection so many payment vouchers were lacking LSOs and detailed orders as required by the regulation. Litres of petrol pumped in the vehicle were not indicated in the work tickets in most cases. It is another prime area where a large sum of money was consumed.

6. Procurement Procedures

Procurement was made without LPOs, LSOs, quotations and contracts forms in most cases. This shows clearly procurement procedures was abused.

7. Pending bills

There were pending bills of Ksh.2,284,344.35 which was raised before 30th January, 1998. They could not be settled because there were no funds.

8. Civic Nomination Fees

A fee of Ksh.124,000.00 was collected and sent to National Assembly by cheque No.00057 dated 2/6/98.

9. During our inspection we discovered that the election co-ordinator has six escorts who were also paid and they were not catered for in the General Election allocation.

10 During our inspection we also discovered that some of the payment vouchers were not audited by the internal auditor. The reason was not given as to why they were not signed.

11 During the period of inspection the external auditor had already visited the district and they raised no queries.

REGISTRATION OF VOTERS AS



1. A.I.Es issued were Ksh. 22,073,655/=

2. Payment of allowances

Payment of allowances was made on rates and days. The districts we have visited, the payment of allowances were made according to categories of field personnel. See diagram below:-

Payment of allowances was made in schedule forms for all Registration centres.

3. Repair of G.K. Vehicles

G.K. vehicles were repaired and serviced. Spare parts were bought and fitted but were not indicated in the log-books or worktickets in mosst cases. Some of the payemtn we came across were lacking supporting documents such as LSOs, LPOs and cotract forms. Alot of money was spent on repairs, services and spare parts respectively. This is one area where money was spent without caring.

4. Fuel

Fuelling of GK vehicles was not procedurally done because some of the payment vouchers we audited were lacking LSOs and detailed orders. The litres of petrol pumped in the vehicles were not even indicated in the work tickets. It is another areas whereby alot of money was spent.

5. Procurement Procedures

Procurement procedures were not followed as per the regulation. Procurement procedure was turned down because of inabsence of quotations, LPOs, contracts and LSOs forms. Cash payment was adopted for procurement spare parts. Huge sums of money was used to buy items at whatever rates. Regulation was violated because an item costing more than Ksh.3,000.00 cash payment cannot be used at all. And this was done in plenty.

6. During our inspection the External Auditor had already visisted the district and they raised no queries.

7. Most of the payment vouchers were not audited by the internal Auditor. Some of them were just endorsed by internal auditor on top of the payemnt voucher and paid.

J. K. Kiduya Chahale

KITUI DISTRICT

1. Amount Allocated	KSH
Registration of voters	17,715,360.00
General Elections	<u>29,660,280.00</u>
Total ksh.	<u>47,375,640.00</u>

2. Total amount spent on

Registration of voters	14,571,017.00
General Elections	<u>28,276,580.30</u>
Total	42,847,597.30

### 3. CLASSIFICATION OF EXPENDITURE

ITEMS ELECTIONS	REGISTRATION OF VOTERS	GENERAL
(a) Payment of allowances	11,452,290/=	21,068,796/=
(b) Payment of transport hire	-	84,750/=
(c) Repair of G.K. vehicles	2,113,822/=	802,528.10
(d) Fuel	955,865/=	2,309,916.60
(e) Construction of coordinators	-	-
(f) Other services	49,040/=	1,010,589.60
<b>TOTAL</b>	<b>14,571,017/=</b>	<b>28,276,580.30</b>

### 4. PROCUREMENT PROCEDURES

- (a) Procurement procedures were followed and where necessary D.T.B. chairman E.C. Ministry of Works authority references were attached.
- (b) The coordinator's office is rented hence 3(e) did not arise.
- (c) All the vouchers were approved by the Internal Audit officers.

### 5. PENDING BILLS

(a)

ITEMS	AMOUNT(KSH.)
(i) Payment of Allowances	727,200.00
(ii) Payment of Transport hire	-
(iii) Repair of G.K. vehicles	698,703.50
(iv) Fuel	877,831.00
(v) Construction of Coordinators' office	-
(vi) Other services	1,293,083.25
<b>TOTAL</b>	<b>3,596,817.75</b>

- (b) The pending bills qualify for payment in terms of paragraph 4 as the procurement procedures were followed.
- (c) Payment vouchers for Ksh.1,512,000.00 were returned to the District Election Coordinator from the District Treasury after commitment in the vote book as the P.M.G. was no longer reimbursing them. Payment vouchers for Ksh.2,084,817.65 were P.M.G. rejections and schedule is attached.
- (d) Most of the pending bills were incurred after the 30th January 1998. The District Election

Coordinator informed us that he was not told to stop spending verbally by signal or otherwise.

- (e) Schedule for PMG rejections is attached
6. The civil nomination fees were collected using official receipts from the District Treasury and a total of ksh.416,000/= which was collected was accounted for in full on 16th December 1997 by MR NO.008956 using Electoral Commission A.I.A. account number 0-910-000-670-x. Copy of F.O. 17 and MR are attached.
7. The District has not been visited by the External Auditor hence no queries have been raised.

Compiled by

S.O. OBUDO

J.M. MALUNDA

**KIAMBU DISTRICT**

**P.M.G. REJECTIONS**

CHEQUE NO.	PAYEE	AMOUNT(KSH.)
001974	Kikuyu Township Primary	30,000.00
001928	Kihahu Enterprises	5,400.00
002008	Kiambu Service Station	56,231.00
001995	Sawanyi Auto Services	47,760.00
001996	" " "	53,090.00
001881	K.P.T.C.	8,709.25
001880	Kiambu Caltex Station	150,000.00
001906	Sawanyi Auto Services	50,080.00
001943	" " "	57,080.00
001696	Kiambu Service Station	671,600.00
Cash	D.E.C.	74,200.00
"	"	1,800.00
"	"	87,700.00
001682	Kamwai Ltd	84,488.00
001691	Nyeri General Merchants	8,750.00
001690	Nyeri General Merchants	69,840.00
001698	D.E.C	156,000.00
"	"	140,400.00
"	"	153,600.00
001699	Loadline Enterprises	9,265.50
001810	K.P.T.C.	8,839.90

Cash	D.E.C.	1,970.00
"	"	1,494.00
"	"	97,800.00
002151	Scania Auto Services	58,720.00
<b>TOTAL KSH.</b>		<b>2,084,817.65</b>

#### NYANDARUA DISTRICT

#### 1. Amount allocated

Registration of voters	26,789,260.00
General Elections	<u>23,793,200.00</u>
<b>TOTAL</b>	<b><u>50,582,460.00</u></b>

#### 2. Total amount spent on

Registration of voters	17,283,673.75
General Elections	<u>28,903,091.25</u>
<b>Total</b>	<b><u>46,186,765.00</u></b>

#### 3. CLASSIFICATION OF EXPENDITURE

ITEMS	REGISTRATION OF VOTERS	GENERAL ELECTIONS
(a) Payment of Allowances	15,540,484.80	20,318,892/=
(b) Payment of Transport hire	-	3,606,450/=
(c) Repair of G.K. vehicles	826,676.35	2,551,697.55
(d) Fuel	521,143/=	1,212,017.10
(e) Construction of Coordinator's office -	-	-
(f) Other services	395,369.60	1,214,034.60
<b>TOTAL</b>	<b>17,283,673.75</b>	<b>28,903,091.25</b>

#### 4. PROCUREMENT PROCEDURES

- (a) Procurement procedures were followed in most of the categories in 3 above except on hire of transport and creation of Booths during the General Election exercise citing lack of time.
- (b) The District Election Coordinator has a rented office hence 3(e) did not arise.
- (c) At the time of the inspection some vouchers had not been approved by the Internal Audit Officer.

#### 5. PENDING BILLS

(a)		
	ITEM	AMOUNT(KSH)
(a)	Payment of Allowances	58,282.00
(b)	Payment of Transport Hire	40,000.00

(c)	Repair of G.K. vehicle	269,903.95
(d)	Other Services	973,277.15
	<b>TOTAL</b>	<b>KSH.1,341,463.10</b>

- (b) The pending bills qualify for payment in terms of paragraph 4 except for a payment of ksh.690,00.00 payable to copy cat Ltd for purchase of two photocopying machines. The Election Coordinator at the time of elections decided to buy two machines, one for Nyandarua and the other taken to Nyeri. Hence, Nyeri D.E.C. should bear the cost of one machine.
- (c) The D.E.C. explained that those vouchers were not settled because P.M.G. had stopped reimbursing claims for the Election exercise, though he had a balance in his vote book.
- (d) Some of the pending bills relating to D.E.C. staff, office rent and telephone costs were incurred after the 30th January 1998.
- (e) We were not shown any P.M.G. rejections
6. Civic nomination fees collected amounted to kshs.217,000.00 and was remitted to National Assembly NAIROBI as indicated by D.E.C's letters dated 25th May 1998 and 15th June, 1998 copies of which are attached.
7. The District Treasury has not been visited by the External Auditors hence no queries have been raised.

Compiled by

S.O. OBUDO

J.M. MALUNDA

**UASIN-GISHU DISTRICT  
AUDIT INSPECTION REPORT  
VOTER REGISTRATION AND GENERAL ELECTION**

The District election office is headed by Mr. Michael Sang who at the time of Audit and Inspection was not present. The exercise was carried out on the 27th and 28th July, 1998 and the areas covered with the assistance from the personnel in the District Commissioner's office.

The electoral documents eg. vouchers, vote books are securely kept at the the District Commissioner's office. The information extracted is as follows:-

1. Amount allocated for both registration of voters and General election was ksh.64,868,601.00.

2. Total amount spent on:

(a)	Registration	ksh.26,830,808.25
(b)	General election	ksh.34,515,884.35

Total Ksh.61,346,692.60

3. **CLASSIFICATION OF EXPENDITURE**

(a)	Payment of allowances	39,958,726.60
(b)	Payment of Transport hire	13,879,445.00
(c)	Repair of G.K. vehicles	2,088,378.40
(d)	Fue	14,104,606.70

(e)	Construction of Co-ord. office	-
(f)	Other service	<u>1,685,498.30</u>
	Total	<u>61,716,654.95</u>

**4. PROCUREMENT PROCEDURES  
VOTER REGISTRATION**

(a) The procurement procedures during voter registration were adhered to accordingly

(i) **ALLOWANCES**

All other allowance except commuting allowance rates given by ECK and up to the period the officers were hired. Commuting allowance from home to the office was paid to "Assistant Registration Officers" and Registration Officers depending on the distance. No authority was available to the audit team to confirm legitimacy of the allowance. For examples cited, see appendix (iv)

4.(a)(ii) **TRANSPORT HIRE**

**VOTER REGISTRATION** - No vehicles hired only GK vehicles used.

**GENERAL ELECTION** - Procurement procedures were not followed. Quotations were not invited from the local transporters.

**REASON:** The co-ordinator only cited "urgency" as the only reason. Agreements for hire were verbal.

4.(a)(iii) **REPAIR OF M/VEHICLES**

The GK vehicles used during the exercise were repaired by the appointed contractors in accordance with the laid down procedures. Cash repairs on minor defects were limited to the ceilings.

4.(a)(iv) **FUEL (Registration of voters)**

According to Min. NO. 2/97-98, matters arising in the Board Meeting held in the District Commissioner's office on 17th Sept. 1997, it was resolved that the purchase of fuel could be made using the pump prices prevailing at the time of purchase depending on the lowest rates.

**REASON:**

Frequent changes in the prices of petroleum products.

4.(a)(v):

Construction of Co-ordinators office- No construction.  
Coordinator housed on the second floor

**5. PENDING BILLS**

The following outstanding imprest cannot be cleared because the ECK vote book has no money. The imprest was advanced to the officers from the DC's account.

**6. PARLIAMENTARY & CIVIL NOMINATION FEES**

Parliamentary and civic nomination raised Ksh.217,000/= in Uasin Gishu District as per the attached list of nominees. The amount tallies with chargeable nominee fee.

Cheque No.001267 of 26/12/97 payable to the chairman electoral commission was issued valued Ksh.217,000/= the total amount raised. See the attached photocopy of the cheque.

7. **THE EXTERNAL AUDITORS HAD VISITED THE DISTRICT IN JANUARY 1998**

The audit query raised was why the payments vouchers shown here below were not supported by schedules of the names of officers who were paid the allowances.

8. **OTHER IRREGULARITIES**

The D.E.C. carpeted his office at cost of Ksh.29,000/= LPO No. C606561 of 6.8.97 payment voucher No.024 of 21.8.97 A/C 0-910-000-304-2.

- (a) Although procurement procedures were adhered to the D.E.C. had no authority from the chairman to spend voter registration money to carpet the office.
- (b) Furniture worth Ksh.155,200/= were procured by the coordinator LPO No.C606560 of 6.8.97 payment voucher No.0068. Cheque No.000133 of 20.8.97. The supplier was Gohil Renovators as the lowest bidder as per the quotations.
  - (1) Although the internal auditor had seen the payment voucher, he raised no query on the expenditure as regards to the A/C charged.
  - (2) There was no authority from the chairman to warrant expenditure of voter registration money on furniture.
  - (3) The furnitures procured i.e.
    - Filling cabinet, chairs W/O arms, executive chair would have been procured M.O.W. supplies branch at a cheaper price. No authority from M.O.W. availed.

**GENERAL ELECTION**

**OTHER IRREGULARITIES**

**General Elections:-**

- (i) **Stationery**  
Purchases worth ksh.269,692/= were made by cash.
- (ii) **Repair of office equipment**  
Payment to the tune of shs.41,300/= were made for the repairs of typewriter. This was made by cash. certificate for services rendered was not completed.  
Rent
- (iv) **Repair of steel cabinets (3) and 3 executive chairs - kshs.59,550/=**

No LSO was issued and it was not revealed where these equipment were being used. The authority for this expenditure was given by Mr Joseph Sitonik who is said to have been working as a Deputy returning officer - Uasin Gishu District. An enquiry from Mr Sitonik himself yielded no fruits as to the location and uses of the Equipment repaired. He said, he could not recall.

- (v) **FUEL**

No record was kept for the fuel consumed during the exercise and so it was difficult to ascertain and authenticate the quantity used. Both Government and private vehicles on hire were being fueled.

The team was informed that (15) fifteen G.K vehicles was used during registration of voters which 230(two hundred and thirty) vehicles(GK vehicles included) were used during General elections. The team was not given a fully list of vehicles used.

8.(vi) From the voucher available (not all were seen-see(3) above).

It was noted that Mr Joseph Stonik - Deputy Returning officer incurred a huge expenditure during the exercise which is not properly accounted for.

### GENERAL ELECTIONS

Vouchers not approved for payment by the Internal Auditor totaled Ksh.10,907,250/=.

### OBSERVATION

- I There was no authority from the Chairman availed to the team to warrant payment/refund of money spent on bus fare.
- II The team learnt every Registration officer was assigned a car and that car would have been used to collect them.

### COMPILED BY

MR. S.M. MASABE .....

MR. B.M. KIAMBI .....

### KIRINYAGA DISTRICT

#### 1. AMOUNT ALLOCATED FOR BOTH REGISTRATION OF VOTERS AND GENERAL ELECTION

(a) Amount allocated for voter registration is Ksh. 24,626,659.90

Amount allocated for Elections is Ksh. 20,076,323.00

**TOTAL ALLOCATION**                      44,702,982.90

#### TOTAL AMOUNT SPENT ON REGISTRATION OF VOTERS

(a)Payment of allowances	14,878,219.00
(b)Payment of Transport Hire	1,107,000.00
(c)Repair of GK vehicles	701,400.15
(d)Fuel	2,989,447.10
(e)Other expenditure	<u>388,875.30</u>
	<u>20,064,941.55</u>



## TOTAL AMOUNT SPENT ON ELECTIONS

(a)Payment of allowances	13,868,590.00
(b)Payment of Transport Hire	2,315,450.00
(c)Repair of GK vehicles	3,910,516.50
(d)Fuel	3,200,596.50
(e)Other expenditure	<u>715,630.75</u>
	<u>24,010,783.75</u>

TOTAL EXPENDITURE 44,075,725.30

## PROCUREMENT PROCEDURES

These were not followed in some cases

### i.e. (i) REPAIR OF MOTOR VEHICLES

Vehicles were being repaired repeatedly without issuance of LSOs even where amounts on individual vehicle was exceeding ksh.10,000/=. Some major repairs were not being accounted for in respective vehicle logbooks as verified in few departmental vehicles at the district headquarters.

Also G.K. R470 Isuzu Trooper was repaired at ksh.147,780/= without any reference to the D.T.B.

### PURCHASE OF TARPAULINS

Kshs.98,634/= was spent on buying tarpaulins for vehicles without competitive quotations.

### TYRES/TUBES

Various LPOs amounting to ksh.272,178.80 were issued for purchase of tyres in the month of December 1997 and paid for while vehicle beneficiaries were not shown.

On 30.12.97 batteries worth ksh.156,377/= were ordered from M/S Kerugoya tyre distributors and invoiced for but vehicle to be fitted were not indicated neither any record to show how they were issued out.

Also tyres worth ksh.672,784/= were ordered for in the month of December to be fitted on various GK vehicles that were not shown.

### HIRE OF MOTOR VEHICLES

Kshs.4,524,450/= including some in pending bills were used on hire of motor vehicles in both registration and Election exercise. Lists provided did not show capacities of vehicles in question to determine the rate. Some vehicles were being hired for over 200 days up to 30-1-98 as evidenced from claims on pending bills.

Example is vehicle number KAH 341 which in the pending bill is requiring kshs.294,000/= for working 147 days whereas the same vehicles including another seven had been paid for 20 days each in P.U. paid amounting to kshs.160,000 and also in the bunch of p.v. for kshs.205,000/= for 27 days.

### 5.(a) PENDING BILLS

The pending bills for Kirinyaga District were as follows.

### REGISTRATION OF VOTERS PENDING BILLS

Fuel

Allowances	-	1,045,940.00
Transport Hire	-	1,100,000.00
Repairs	-	177,890.00
Fuel	-	553,875.00
Others	-	<u>83,800.00</u>
		<u>2,963,505.00</u>

#### GENERAL ELECTION EXPENSES

Allowances	-	2,049,275.00
Transport Hire	-	163,550.00
Repairs to G.K. vehicles	-	1,840,377.00
Fuel	-	308,047.00
Others	-	<u>428,199.90</u>
		<u>4,789,368.90</u>

- 5.(a) Bills pertaining to electricity, telephone, communication centres, stationeries and lunches qualify for payment. Bills pertaining to motor vehicle hire, Allowances and repairs may have to be paid after further scrutiny.
- (c) The explanation given for non settlement was lack of funds.
- (d) No instances have been found where allowances were drawn for the period 18th - 28th Feb. 1998 totalling to shs.214,200/=.

An invoice raised in February 98 amounting to shs.745,400/= for paying clerks who were allegedly omitted in the payment of June 97 registration allowances.

Invoices totalling shs.47,280/= raised between 14.1.98 to 21.1.98 for repairs carried out in mid January, 1998.

Invoices totalling shs.47,944.00 raised between 13th and 17th January 98 for repairs carried out within that period. (13th-17th).

The reasons given for the allowances was that the June 97 allowances omission was an oversight while the February allowances were explained as being inevitable as some staff were retained in the stations for a while.

Reasons given for the repairs done after the exercise was that the vehicles fell into the state of disrepair while working for the commission and could not be handed back in that fault condition.

#### P.M.G. REJECTIONS

- 5.(e) The cheque issued by the District Treasury to confirm payment was cheque No.00203 of 25.8.97 amounting to shs.273,363.50. An A.I.E. was later issued to cover the same.

#### 6. CIVIC NOMINATION FEE

An amount of shs.242,000/= was raised as civic nomination fees and was remitted to the Clerk National Assembly.

7. No External Auditor checked the expenditure relating to registration of voters or general election expenses.

## 8. ANY OTHER IRREGULARITIES

The District coordinator of elections bought spare parts in bills worth shs.1,471,640/= for repairing vehicles during the elections period. It was however noted that there was no control in issuing the spares to the garages and all the vehicles repaired were being charged for the spares

Fitted. It is therefore not clear how the spares were utilised.

Although fuel was being bought in bulk and stored at the petrol station, no record was kept to show how the vehicles drew the fuel or how much balance remained in stock. He only relied on the records of the petrol station who would tell him when his stock is exhausted.

### HIRE OF TYPEWRITER

The coordinator of elections for Kirinyaga District hired a typewriter and the following amounts were paid as hire charges.

The lesson of the typewriter is demanding an additional amount of shs.53,333.00 for the period 12th Nov. 97 to 17 th March, 1998. This bring the total for the hire to kshs.102,331.00. The hire does not appear prudent because buying a new one would have been more economical.

## MURANGA DISTRICT

### INSPECTION REPORT ON REGISTRATION OF VOTERS AND GENERAL ELECTION EXPENSES

1. Total amount allocated for both registration of voters and General election was ksh.44,515,294.00 split as follows:

(a)Registration of voters	shs.20,679,740.00
(b)General elections	shs. <u>23,835,554.00</u>
Total	shs. <u>44,515,294.00</u>

## 2. EXPENDITURE

(a) registrationof voters	18,514,434.20
(b)general elections	<u>22,901,232.15</u>
Total Expenditure	<u>41,415,666.35</u>

This amount is as per the vouchers availed for inspection during the inspection time. Vouchers totalling shs.2,482,979.95 were not availed fro inspection.

The votebook balance as at 30.6.98 kshs.500,208.80.

## 3. EXPENDITURE ANALYSIS

(a)Registration of voters	Sh.14,449,340.00
Elections	<u>11,527,605.00</u>
Total	<u>25,976,946.00</u>

(b) Registration 1,288.60

Elections	<u>108,000.00</u>
Total	<u>109,288.60</u>
c)Repair GK vehicles: Registration 1,946,543.70	
Elections	<u>7,740,573.85</u>
	<u>9,687,117.55</u>
(d)FuelRegistration	1,695,371.80
Elections	<u>2,287,011.00</u>
	<u>3,982,382.80</u>
Others - Registration	421,890.10
Elections	<u>1,238,042.30</u>
	<u>1,659,932.40</u>

N.B No office was constructed for the coordinator in Muranga District.

#### 4. PROCUREMENT PROCEDURES

Though repairs to motor vehicles were carried out by District appointed contractors LSOs were never issued in most cases. Some repairs required assesment from the Ministry of Public works mechanical branch and yet this was not sought.

All these repairs particularly during election time were not accounted for in various logbooks as evidenced in various ministres vehicles based at the District Headquarters.

#### 5. PENDING BILLS

These were as shown Ksh. 309,072.35~~120/=~~

(They qualify for payment

#### 6. NOMINATION FEE

Total amount collected was ksh.154,000/= and same had been eredited to A/C/ 0-880-673-4 of the National Assembly

7. No. He did not audit the expenditure relating the either the registration of voters or the general election.

8. During the inspection, it was noted that the coordinator has retained two employees - a clerk and a typist. The typist has no typewriter and is thus underemployed.

## INSPECTION REPORT FROM LAMU DISTRICT - ELECTORAL CO-ORDINATOR

1.	Total amount allocated	-	Kshs.22,079,720.00
2.	Total amount spent on		
	(a) Registration of voters	-	Kshs. 7,736,930.00
	(b) General Elections	-	Kshs. 7,213,560.75
3.	(a) Payment of allowance	-	Kshs. 9,339,986.00
	(b) Transport Hire	-	Kshs. 3,244,105.00
	(c) Repair of G.K. Vehicles	-	Kshs. 758,414.70
	(d) Fuel	-	Kshs. 1,098,796.60
	(e) Rent	-	Kshs. 129,000.00
	(f) Other Services	-	Kshs. 380,188.45

### NOTE:

Vouchers amounting to Kshs.7,129,229.25 were not availed to us although were entered both in the Cash-Book and Vote-Book. Most of the vouchers not seen were on payment of Allowances.

4. (a) Booths
- (i) Tendering procedures were not followed for the construction of booths worth Kshs.154,560 for materials and service cost of Kshs.53,540.
- (ii) Local tendering procedures were not followed on hiring of boats.  
Reasons for the above was able to the time limit.
- (iii) Repairing of the Hall prior to the counting. Repairing cost worth kshs.53,810.00. Tendering procedures were not followed. There was no authority from the electoral Commission.

### 5. Pending bills

- (i) There were partly paid vouchers amounting to Ksh.1,591,541.00 due to liquidity problems, detailed as follows:-

	<u>Kshs.</u>
Transport M/boats	278,500.00
Allowances (DPOS Cordinators & Office Staff	134,800.00
Allowances Aps	12,600.00
Bookshops	640.00
C.M.S.	64,840.00
Museum	68,135.00
Extra Day Allowances:Lamu (East)	384,300.00
Lamu (West\0	810,600.00
Abdulla Ahmed (Telephone)	<u>4,526.00</u>
	1,591,541.00

- (ii) **Outstanding bills due inadequate provision totalling to Kshs.640,050.00 were as follows:-**

	Kshs.
Rent-Lamu Museum	31,435.00
Luncheon	509,771.00
Allowances	53,000.00
Travelling and night-outs	15,844.00
Telephone charges	<u>30,000.00</u>
	<b>640,050.00</b>
	=====

The expenses above do not qualify for payment.

Although the local tendering procedures were not followed, the following expenses qualify for payments because they rendered services during the exercise.

(a)	Allowances	Kshs.1,333,300.00
(b)	Transport Hire	Kshs. 130,000.00
(c)	Repair of G.K. Vehicles	Kshs. 64,840.00
(d)	Rent for co-ord's office	Kshs. 68,135.00
(e)	Other services	Kshs. <u>5,166.00</u>
		<u><b>Kshs.1,601,441.00</b></u>

5. (c) (i) Due to inadequate liquidity

(ii) Due to inadequate provision

5. (b) Not all of them were raised during the Registration/Elections period

The electoral co-ordinator did not give adequate reasons as to why they continued spending after the period.

5. (e) P.M.G. Rejections were totalling to Kshs.417,395.00

There was no cheque that was issued by the District Treasury to confirm payment.

6. Civic nomination fees totalled to Kshs.135,000 Kshs.6,000 was refunded, therefore Kshs.100,000 was accounted for by P.V. No.0065.

7. No.

8. (i) There was no classification of expenditure.

(ii) Filing system was very poor whereby original copies of schedules were not attached to vouchers.

(iii) There were many double payments using copy vouchers and such vouchers never passed through the Vote-Book totalling to Kshs.515,560.

(iv) So many vouchers were not availed to us.

- (v) There was an evidence of teeming and lading. There were so many unrealized cheques dating back to December, 1997.
- (vi) Kshs.370,000 was deviated to buying a switchboard for the District commissioner Lamu. Therefore to our observation the funds were not used for intended purposes.
- (vii) D.C.'s staff paid themselves allowances amounting to Kshs.150,000 from 1st January, 1998 to 31st January, 1998 and whatever duties they were performing we didn't get adequate explanation.
- (viii) We observed that competent and experienced co-ordinators and more so education are needed in future.
- (ix) We recommend that a team to be sent to Lamu District Treasury to do a thorough investigation on the financial status of the whole District.
- (x) Todate a total of Kshs.90,000 is being held by some officers as temporary imprest as follows:-
  - John Kinuthia P.N. 83073422 - kshs.60,000.00 and
  - Alfonse Mwololo P.N. 76031752 - kshs.30,000.00
- (xi) There were cheques written amounting to kshs.156,531.80 reimbursement was received but it had not been handed over to the owners.

**INSPECTION OF TURKANA DISTRICT GENERAL ELECTION 1997 AS AT 5TH AUGUST 1998**

**1. A.I.Es issued was covered as follows:-**

10th December, 1997 No.37371	-	25,973,375.00
18th December, 1997 No.37471	-	9,986,511.50
7th January, 1998 No.38188	-	<u>9,000,000.00</u>
		<u>45,567,786.50</u>
Less Expenditure	-	<u>45,351,770.35</u>
Balance as at 7th August, 1998	-	<u>216,016.15</u>

The balance at hand of Ksh.216,016.15 is more than the vote book balance of Ksh.15.65. The reason given during our inspection about the difference was because of missing payment vouchers which could not be found in the cause of auditing process.

On top of the above, we request the Clerk of the National Assembly to find out whether the following A.I.Es were issued to Turkana District for the General Election 1997.

(a) 18th December, 1997 - A.I.E. No.37437 - NA/97 -98 -422	25,973,375.00
(b) 7th December, 1997 A.I.E. No.38122 - NA/97 - 98/496	<u>9,000,000.00</u>
	<u>34,973,375.00</u>

You can also confirm whether A.I.E No.(b) above issued on 7th January, 1998 whether it was Ksh.9,000,000.00. This is the full particular: A.I.E. No.A38122 - NA/1997 - 98/496 Fin.4/10 VOL.III/1093 - 1997/98, dated 7th January, 1998 - 48/717. A.I.E. 37437 -422 Ksh.25,973,375.00 was not utilised.

We request this because the A.I.E. had some alteration on it.

## 2. Payment of Allowances

This was based on rates and number of days. Payment was made according to the designations of field personnel. See diagram below:-

<u>Rank</u>	<u>Rate per day</u> <u>Ksh.</u>	<u>No. of days</u>
Co-ordinators	2,200.00	31
Returning Officers	2,200.00	31
D/Returning Officer	1,800.00	31
Presiding Officer	1,200.00	10
Polling Clerks	500.00	7
Counting Assistants	500.00	7
Drivers (a) Co-ods	150.00	31
(b) R.Os & deputies	150.00	31
(c) Presiding Officer	150.00	7
Messengers	125.00	31
D.C.	800.00	20
D.O.s	400.00	20
Chiefs	200.00	14
Ass. Chiefs	150.00	14
Transport - Co-rds	7,000.00	31
Telephones	500.00	31
Polling Booths	1,000.00	1

Payment of allowances was in schedules form for field personnel.

## 3. Payment of Transport Hire

Payment of Transport hire was also made in schedule forms. Private vehicles were hired on different rates ranging from Ksh.8,000.00 to Ksh.20,000.00 respectively. During our inspection we did not come across any signed contract between the owners of these hired vehicles and the election co-ordinator. The method the co-ordinator used to determine the hired rates was known to himself. Because the hiring rates were given by the election commissioner as Ksh.7,000.00. This is where we think a lot of money was spent. Because payment vouchers we verified were lacking supporting documents such as LPOs, LSOs and contract itself.

## 4. Repair of G.K. Vehicles

G.K. vehicles were repaired during Election(General) exercise. This is another area we feel very strongly a huge sum of money was spent very much carelessly. There were no contracts, LPOs and LSOs forms attached to the payment vouchers to prove their genuineness.

Spare parts were bought fitted on vehicles and not entered or recorded in the log books or work tickets. We discovered that cash money was used to purchase spare parts and services. It is another area which needed a keen inspection thoroughly.



5. Fuel

Fuelling was done without LSOs and detailed orders in most cases. During our investigation, so many payment vouchers were lacking LSOs and detailed orders as required by the regulation. Litres of petrol pumped in the vehicles were not indicated in the work ticket in most cases. It is another prime area where a large sum of money was consumed.

6. Procurement Procedures

Procurement was made without LPOs, LSOs, quotations and contracts forms in most cases. These show clearly that procurement procedures were abused.

7. Pending Bills

There were no pending bills during the investigation period.

8. P.M.G. Rejections

There were P.M.G. rejections of Ksh.3,446,852.60. The reason was that the A.I.E was frozen by P.M.G. in Nairobi.

9. Civic Nomination Fees

There was a collection of Ksh.53,000.00 which was sent to National Assembly Nairobi on 7th August, 1998. Cheque No.000316 dated 7th August, 1998.

10. During our inspection we noticed a lot of payment vouchers were unaudited by the Internal Auditor. The reason given was that he was sick or unwell during the process of General Election. The vote book was poorly maintained. Some payees were torn and coming out very easily.

REGISTRATION OF VOTERS

1. A.I.Es Issued were covered as follows:-

066584	500,000.00
06669	500,000.00
066816	3,053,680.00
060885	6,488,540.00
066744	2,053,680.00
066950	4,110,000.00
37013	11,842,950.00
37082	9,448,400.00
012992	1,052,000.00
37232	456,720.00
37311	<u>526,360.00</u>
	<u>40,032,330.00</u>
Less Expenditures	<u>40,032,330.00</u>
Balance in hand as at 7th August, 1998	<u>26,299,332.00</u>
	<u>13,732,998.00</u>

The balance of Ksh.13,732,998.00 which was revealed during our inspection is more than the vote book balance of Ksh.3,528.75. The reason given during our inspection was, the Assistant Registration officers who were handling payments of field personnel in various stations did not return their payment schedules to District office for their records. We were told that they had been asked to return these payment vouchers but no responds. The District office feels the unreturned vouchers of large sums of money might be the cause of that big different.

2. Payment of Allowances

Payment of allowances was made on rates and days. The districts we have visited, the payment of allowances were made according to categories of field personnel. See diagram below:-

Payment of allowances were made in schedule forms for all registration centres personnel. The irregularities we noticed during our inspection was the number of clerks employed was abit high compared to the number given out in Registration of voters letter dated 1st August, to 31st August, 1997 as 407.

Turkana District was the only district allowed to hire private transport among the districts we visited. Although they were allowed to hire private transport at the rate of Ksh.7,000.00 per day, but this was changed from Ksh.8,000.00 to Ksh.20,000.00 per day. Teh reason given since it is an arid area they had to hire lorries.

3. Repair of G.K. Vehicles

Turkana District had 30 GK vehicles of different types. According to the payment vouchers we audited showed that all were repaired, serviced and spare parts bought and fitted but were not indicated in the log books or worktickets:- in most cases. Some of the payments we came across were lacking supporting docuements such as quotations, contracts, LPOs and LSOs. Alot of money was spent for repairs, services and spare parts respectively. This is one area where money was spent without caring. About 55% registraton allocation went.

4. Fuel

Fuelling of GK vehicles was not procedurally done because some of the payment vouchers we audited were lacking LSOs, detailed orders and were not recorded in the worktickets. This made it a crude way of fuelling. It is another area whereby alot of money was spent.

5. Procurement Procedures

Procurement procedures were not followed as per the regulation. Procurement procedure was turned down because of inabsence of quotations, LPOs, contracts and LSOs forms. Cash payment was adopted for procurement spare parts. Huge sums of money was used to buy items at whatever rates. Regulation was violated in totality.

6. Pending Bills

There was no pending bills neither P.M.G rejections.

7. During our inspection we established that registration of voters co-ordinator was doing everything by himself most of the time. This brought alot of confusion in the district. There was no proper co-ordination and this is why we could not be able to see some of the payemtn vouchers. Due to lack of proper co-ordination, payment schedules which were being handled by Assistant Registration officers in various stations could not be traced and we understand they might not be found because some of the AROs tempered with them.

8. During our inspection the external auditors had already visited the district and they raised no queries upon this, all documents pertaining to registration of voters were properly maintained and kept. Poor filling was also noticed during the cause of our inspection. This was happening because of non co-operation of Registration of voters Co-ordinators.

**INSPECTION OF THE REGISTRATION OF VOTERS EXERCISE AND THE GENERAL ELECTION OF 1997 IN NANDI DISTRICT**

We the undersigned carried out the above exercise between 3rd August and 7th August, 1998 at the District Treasury Nandi.

We received all the information, explanations and documents that we required from the officers who were involved in the exercise. and have the following to report:-

1. **ALLOCATION:**

According to the AIEs presented to us, the election Co-ordinating team received the following funds and recorded them in the vote book.

Registration	Sh.31,141,080.00
General Election	Sh.45,817,238.00
<b>Total</b>	<b>Sh.76,958,318.00</b>

The funds were utilized as follows:-

	<u>Registration</u>	<u>General Election</u>	<u>Total</u>
Allowances	20,029,000.00	23,942,025.00	43,971,025.00
Repairs	6,155,533.00	15,188,623.00	21,342,156.00
Fuel	4,383,575.00	4,495,372.00	8,878,947.00
Transport hire	-	585,613.00	585,613.00
Booths	-	352,515.00	352,515.00
Others	<u>572,256.00</u>	<u>1,255,088.00</u>	<u>1,827,344.00</u>
<b>Total</b>	<b><u>31,040,364.00</u></b>	<b><u>45,817,236.00</u></b>	<b><u>76,957,600.00</u></b>

2. **Expenditure**

(a) Allowances:-

We received the allowance vouchers and schedules and they were both authorized and endorsed by the co-ordinator and the District Accountant. The payees had also signed the respective vouchers having received the cash.

(b) Transport and repairs:-

Repairs of vehicles were mainly carried out by four(4) garages namely:-

- (i) Kalenjin Auto Garage
- (ii) Kapsabet Auto Garage
- (iii) Kapsabet Motor Works
- (iv) Silas Tuti Garage

We noted that most repairs were done without vehicles first being inspected by qualified personnel from the Ministry of Works. LPOs, LSOs and quotations were hardly used.

We were informed that the co-ordinator borrowed vehicles from near-by institutions e.g Mosoriot Teachers College, Schools and some Parastatals e.g. AFC and Kenya Wildlife with the understanding that he repairs them including putting new tyres and not to pay hire fees.

**(c) Fuel**

The arrangement made by the co-ordinator was to pay directly to a contracted Local Petrol Station (TOTAL), orders were issued to relevant drivers for drawing fuel therefrom.

The storeman maintained a register where he recorded fuel drawn against LPOs issued.

However, we found evidence that vehicles hired were also accorded this facility.

There were also separate fuel claims for drivers who travelled outside the District especially to Nairobi. Most of these claims did not have work tickets to support them.

**(d) Transport Hire**

Hire of private vehicles occurred only during the General Election. However, this appeared to have been carried out properly following the procedures. There was an agreement to hire vehicles between the co-ordinator and vehicle owners which was attached to individual claims and there were also copies of log books to prove ownership of the vehicles.

**(e) Other Services**

Other services included installation of telephones in all constituencies as evidenced by paid Bill to Kenya Posts and Telecommunications. Also there is evidence that offices were rented but at rates ranging from Ksh.1,000 to 4,000.00.

Travel claim to Nairobi by both Electoral Commission officials and the treasury staff were also common. On enquiry we were informed that they had to travel to Nairobi to seek reimbursement and collect AIEs while the co-ordinator and Presiding officers had to attend numerous meetings.

Other services paid for include:-

- (a) Purchase of stationery
- (b) Photocopying
- (c) Other minor stores

Most of this were procured in cash.

Polling booths were procured from three(3) firms at a very competitive price.

**(f) Pending bills**

There was only one pending bill of Ksh.241,445.70 for telephone services offered up to May, 1998.

P.M.G. rejections amounted to Ksh.7,709,964.00. According to Computer Data Printout, they were submitted late as follows:-

<u>Week Ending</u>	<u>Amount</u>
2.4.98	939,987.00
8.4.98	127,900.00
7.5.98	2,021,300.00
21.5.98	716,194.00
10.6.98	633,613.00
18.6.98	1,599,390.00
20.6.98	1,530,265.00
21.6.98	<u>141,000.00</u>
<b>Total</b>	<b><u>7,709,964.00</u></b>

### Nomination Fees

Nomination fees received during both the parliamentary and civic elections amounted to Ksh.239,000.00. We received a list of all the candidates and the amount paid.

The total amount collected was paid to the Electoral Commission of Kenya through a contra cheque issued by the District Treasury on 17/12/97 as requested. The Commission issued an official receipt No. BF.529963 on the same day, 17/12/97 and so confirmed having received the money.

### Conclusion

1. All the vouchers and claims we required were available to us.
2. While the repairs were carried out locally by contracted Garages, we considered them excessive.
3. Many vouchers were not endorsed by the internal auditors and reason give were not satisfactory.
4. The External Auditors visited the District in mid June but their report had not been received by the time we were finishing our inspection.
5. In our view, the Election expenditure was fair and conformed with the projected budget.

Peter M. Miingi

John M. Kamuria

### BARINGO DISTRICT INSPECTION REPORT

An audit inspection carried out at the Baringo District Treasury on 27th and 28th July 1998 on the 1997 Registration of voters and General Election Expenditure and collection of civil nomination fees, we have the following to report.

#### 1. AMOUNT ALLOCATED FOR BOTH REGISTRATION OF VOTERS AND THE GENERAL ELECTIONS

<u>REGISTRATION OF VOTERS:-</u>	=	<u>1997/98</u>
Total AIEs for Registration of voters	=	Kshs.41,394,150.00
Expenditure as per vote book	=	<u>Kshs.41,393,417.00</u>
Unspent balance	=	<u>Kshs.773.00</u>

<b>GENERAL ELECTIONS</b>	-	<b>1997/98</b>
Allocation as per total AIEs	=	<b>Kshs.43,655,850.00</b>
Expenditure as per vote book	=	<b><u>Kshs.43,655,658.45</u></b>
Unspent balance	=	<b><u>Kshs.191.55</u></b>

**2. CLASSIFICATION OF EXPENDITURE**

**REGISTRATION OF VOTERS**

Payment of Allowances	=	<b>Kshs.26,635,991.50</b>
Payment of Transport hire	=	<b>NIL</b>
Repair to GK vehicles	=	<b>Kshs.5,166,282.40</b>
Fuel	=	<b>Kshs.8,279,044.00</b>
Construction of Co-ordinators office	=	<b>NIL</b>
Other expenses	=	<b><u>Kshs.1,110,532.60</u></b>
<b>TOTAL</b>	=	<b><u>Kshs.41,191,769.00</u></b>

**GENERAL ELECTIONS**

Payment of allowances	=	<b>Kshs.15,780,322.00</b>
Payment of Transport hire	=	<b>Kshs.15,018,150.00</b>
Repair of GK vehicles	=	<b>Kshs.3,368,646.40</b>
Fuel	=	<b>Kshs .7,653,422.90</b>
Construction of Co-ordinators office	=	<b>NIL</b>
Other Services	=	<b><u>Kshs.1,648,142.00</u></b>
<b>TOTAL</b>	=	<b><u>Kshs.43,468,682.00</u></b>

**NOTE:-**

**We could not ascertain the actual expenditure on each item as required because most of the payment vouchers especially those paid through temporary imprests could combine different expenses e.g repairs to GK vehicles, fuel, allowances and other expenses. Also some payment vouchers have been entered in the vote books but they could not show clearly whether they were for registration of voters or for General Elections.**

3. **PROCUREMENT**

**Findings on Procurement of Works and Services**

(a) **Allowances**

Allowances to hired personnel were paid in accordance to rates given by the election commission. List of schedules bearing the names and signatures of payees were attached to all vouchers paying the allowances.

(b) **Hire of Transport**

There was no privately owned vehicle hired during the registration of voters. During the General election, privately owned vehicles were hired to assist in transport of personnel and election materials. The rates for hire per vehicle per day was approved by the District Tender Board.

Observation:- In voucher No.84 dated 26/2/98 amounting to Kshs.10,230/= being payment for repair of a privately owned vehicle bearing registration No.KQK 341.

Otherwise all other procurement regulations were followed.

(c) **This District did not contract the election office.**

4. **Repair of GK Motor Vehicles**

Repair and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the District Tender Board. Circulation of quotation was restricted to those garages and autospares shops which were awarded annual contracts. We could not ascertain whether the spares received were fitted on the respective GK vehicles because the issue certificate (SII) was not used in the process of issue.

5. **PENDING BILLS**

Allowances	-	Kshs. 128,800.00
Transport	-	Kshs. 475,000.00
Repairs to GK vehicles	-	Kshs.1,124,321.40
Fuel	-	NIL
Construction of Office	-	NIL
Other Services	-	NIL
Total Pending Bills	-	Kshs.1,728,121.40

(b) **There is no reason why the bills should not be paid.**

(c) **These pending bills were not paid because the Electoral Commission had not issued enough funds.**

- (d) Most of these bills were for services rendered during the election period.
- (e) P.M.G rejections:-

There were only two payment vouchers which were rejected by P.M.G. These were:-

- Payment voucher No.769 for Shs.13,000/= paid by cash on 28/4/98 to clear an imprest.
- Payment voucher No.8293 for Shs.13,500/= paid by cheque No.001199 on 24/4/98 to pay repair to GK Nos 298 during election time.

The total rejection by PMG is Shs.26,500/=

**6. CIVIC NOMINATION FEES**

The total civic nomination fees was Kshs.63,000/= from 63 contestants and a cheque No.006262 of 27/5/98 payable to the Clerk to the National Assembly was issued. Parliamentary fees was Kshs.20,00 and also was forwarded to Nairobi vide the above cheque. A total of which was Shs.83,000/=

7. No external Auditors have visited the District before the date of our visit.
8. Repairs and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the DTB. Otherwise we could not ascertain whether the spares received were fitted to the respective GK vehicles because the issue certificate (S11) were not used in the process of issue.

**INSPECTION REPORT FROM LAMU DISTRICT - ELECTORAL CO-ORDINATOR**

1.	Total amount allocated	-	Kshs.22,079,720.00
2.	Total amount spent on		
	(a) Registration of voters	-	Kshs. 7,736,930.00
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	(f) Other Services	-	Kshs. 380,188.45

**NOTE:**

Vouchers amounting to Kshs.7,129,229.25 were not availed to us although were entered both in the Cash-Book and Vote-Book. Most of the vouchers not seen were on payment of Allowances.



4. (a) **Booths**
- (i) **Tendering procedures were not followed for the construction of booths worth Kshs.154,560 for materials and service cost of Kshs.53,540.**
- (ii) **Local tendering procedures were not followed on hiring of boats.**
- Reasons for the above was able to the time limit.**
- (iii) **Repairing of the Hall prior to the counting. Repairing cost worth kshs.53,810.00. Tendering procedures were not followed. There was no authority from the electoral Commission.**

5. **Pending bills**

- (i) **There were partly paid vouchers amounting to Ksh.1,591,541.00 due to liquidity problems, detailed as follows:-**

	<u>Kshs.</u>
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- (ii) **Outstanding bills due inadequate provision totalling to Kshs.640,050.00 were as follows:-**

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Allowances	53,000.00
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The expenses above do not qualify for payment.

Although the local tendering procedures were not followed, the following expenses qualify for payments because they rendered services during the exercise.

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(e) Other services	Kshs. <u>5,166.00</u>
	<u>Kshs.1,601,441.00</u>

5. (c) (i) Due to inadequate liquidity
- (ii) Due to inadequate provision
5. (b) Not all of them were raised during the Registration/Elections period
 

The electoral co-ordinator did not give adequate reasons as to why they continued spending after the period.
5. (e) P.M.G. Rejections were totalling to Kshs.417,395.00
 

There was no cheque that was issued by the District Treasury to confirm payment.
6. Civic nomination fees totalled to Kshs.135,000 Kshs.6,000 was refunded, therefore Kshs.100,000 was accounted for by P.V. No.0065.
7. No.
8. (i) There was no classification of expenditure.
- (ii) Filing system was very poor whereby original copies of schedules were not attached to vouchers.
- (iii) There were many double payments using copy vouchers and such vouchers never passed through the Vote-Book totalling to Kshs.515,560.
- (iv) So many vouchers were not availed to us.
- (v) There was an evidence of teeming and lading. There were so many unrealized cheques dating back to December, 1997.
- (vi) Kshs.370,000 was deviated to buying a switchboard for the District commissioner Lamu. Therefore to our observation the funds were not used for intended purposes.
- (vii) D.C.'s staff paid themselves allowances amounting to Kshs.150,000 from 1st January, 1998 to 31st January, 1998 and whatever duties they were performing we didn't get adequate explanation.
- (viii) We observed that competent and experienced co-ordinators and more so education are needed in future.
- (ix) We recommend that a team to be sent to Lamu District Treasury to do a thorough investigation on the financial status of the whole District.
- (x) Todate a total of Kshs.90,000 is being held by some officers as temporary imprest as follows:-
 

John Kinuthia P.N. 83073422 -	kshs.60,000.00 and
Alfonse Mwololo P.N. 76031752 -	kshs.30,000.00
- (xi) There were cheques written amounting to kshs.156,531.80 reimbursement was received but it had not been handed over to the owners.

**INSPECTION OF TURKANA DISTRICT GENERAL ELECTION 1997 AS AT 5TH AUGUST 1998**

1. A.I.Es issued was covered as follows:-

10th December, 1997 No.37371	-	25,973,375.00
18th December, 1997 No.37471	-	9,986,511.50
7th January, 1998 No.38188	-	<u>9,000,000.00</u>
		<u>45,567,786.50</u>
Less Expenditure	-	<u>45,351,770.35</u>
Balance as at 7th August, 1998	-	<u>216,016.15</u>

The balance at hand of Ksh.216,016.15 is more than the vote book balance of Ksh.15.65. The reason given during our inspection about the difference was because of missing payment vouchers which could not be found in the cause of auditing process.

On top of the above, we request the Clerk of the National Assembly to find out whether the following A.I.Es were issued to Turkana District for the General Election 1997.

(a) 18th December, 1997 - A.I.E. No.37437 - NA/97 -98 -422	25,973,375.00
(b) 7th December, 1997 A.I.E. No.38122 - NA/97 - 98/496	<u>9,000,000.00</u>
	<u>34,973,375.00</u>

You can also confirm whether A.I.E No.(b) above issued on 7th January, 1998 whether it was Ksh.9,000,000.00. This is the full particular: A.I.E. No.A38122 - NA/1997 - 98/496 Fin.4/10 VOL.III/1093 - 1997/98, dated 7th January, 1998 - 48/717. A.I.E. 37437 -422 Ksh.25,973,375.00 was not utilised.

We request this because the A.I.E. had some alteration on it.

2. Payment of Allowances

This was based on rates and number of days. Payment was made according to the designations of field personnel. See diagram below:-

<u>Rank</u>	<u>Rate per day</u> <u>Ksh.</u>	<u>No. of days</u>
Co-ordinators	,200.00	31
Returning Officers	2,200.00	31
D/Returning Officer	1,800.00	31
Presiding Officer	1,200.00	10
Polling Clerks	500.00	7
Counting Assistants	500.00	7
Drivers (a) Co-ods	150.00	31
(b) R.Os & deputies	150.00	31
(c) Presiding Officer	150.00	7
Messangers	125.00	31
D.C.	800.00	20
D.O.s	400.00	20
Chiefs	200.00	14
Ass. Chiefs	150.00	14
Transport - Co-rds	7,000.00	31
Telephones	500.00	31

Polling Booths                      1,000.00                      1

Payment of allowances was in schedules form for field personnel.

3.        Payment of Transport Hire

Payment of Transport hire was also made in schedule forms. Private vehicles were hired on different rates ranging from Ksh.8,000.00 to Ksh.20,000.00 respectively. During our inspection we did not come across any signed contract between the owners of these hired vehicles and the election co-ordinator. The method the co-ordinator used to determine the hired rates was known to himself. Because the hiring rates were given by the election commissioner as Ksh.7,000.00. This is where we think a lot of money was spent. Because payment vouchers we verified were lacking supporting documents such as LPOs, LSOs and contract itself.

4.        Repair of G.K. Vehicles

G.K. vehicles were repaired during Election(General) exercise. This is another area we feel very strongly a huge sum of money was spent very much carelessly. There were no contracts, LPOs and LSOs forms attached to the payment vouchers to prove their genuineness.

Spare parts were bought fitted on vehicles and not entered or recorded in the log books or work tickets. We discovered that cash money was used to purchase spare parts and services. It is another area which needed a keen inspection thoroughly.

5.        Fuel

Fuelling was done without LSOs and detailed orders in most cases. During our investigation, so many payment vouchers were lacking LSOs and detailed orders as required by the regulation. Litres of petrol pumped in the vehicles were not indicated in the work ticket in most cases. It is another prime area where a large sum of money was consumed.

6.        Procurement Procedures

Procurement was made without LPOs, LSOs, quotations and contracts forms in most cases. This shows clearly procurement procedures were abused.

7.        Pending Bills

There were no pending bills during the investigation period.

8.        P.M.G. Rejections

There were P.M.G rejections of Ksh.3,446,852.60. The reasons were that the A.I.E was frozen by P.M.G. in Nairobi.

9.        Civic Nomination Fees

There was a collection of Ksh.53,000.00 which was sent to National Assembly Nairobi on 7th August, 1998 Cheque No.000316 dated 7th August, 1998.

10. During our inspection we noticed alot of payment vouchers were unaudited by the Internal Auditor. The reason given was that he was sick or unwell during the process of General Election. The vote book was poorly maintained. Some payees were torn and coming out very easily.

### REGISTRATION OF VOTERS

1. A.I.Es Issued were covered as follows:-

066584	500,000.00
06669	500,000.00
066816	3,053,680.00
060885	6,488,540.00
066744	2,053,680.00
066950	4,110,000.00
37013	11,842,950.00
37082	9,448,400.00
012992	1,052,000.00
37232	456,720.00
37311	<u>526,360.00</u>
	<u>40,032,330.00</u>

	40,032,330.00
Less Expenditures	<u>26,299,332.00</u>
Balance in hand as at 7th August, 1998	<u>13,732,998.00</u>

The balance of Ksh.13,732,998.00 which was revealed during our inspection is more than the vote book balance of Ksh.3,528.75. The reason given during our inspection was, the Assistant Registration officers who were handling payments of field personnel in various stations did not return their payment schedules to District office for their records. We were told that they had been asked to return these payment vouchers but no responds. The District office feels the unreturned vouchers of large sums of money might be the cause of that big different.

2. Payment of Allowances

Payment of allowances was made or rates and days. The districts we have visited, the payment of allowances were made according to categories of field personnel. See diagram below:-

Payment of allowances were made in schedule forms for all registration centres personnel. The irregularities we noticed during our inspection was the number of clerks employed was abit high compared to the number given out in Registration of voters letter dated 1st August, to 31st August, 1997 as 407.

Turkana District was the only district allowed to hire private transport among the districts we visited. Although they were allowed to hire private transport at the rate of Ksh.7,000.00 per day, but this was changed from Ksh.8,000.00 to Ksh.20,000.00 per day. Teh reason given since it is an arid area they had to hire lorries.

3. Repair of G.K. Vehicles

Turkana District had 30 GK vehicles of different types. According to the payment vouchers we audited showed that all were repaired, serviced and spare parts bought and fitted but were not indicated in the log books or worktickets:- in most cases. Some of the payments we came across were lacking supporting docuements such as quotations, contracts, LPOs and LSOs. Alot of money was

spent for repairs, services and spare parts respectively. This is one area where money was spent without caring. About 55% registraton allocation went.

4. Fuel

Fuelling of GK vehicles was not procedurally done because some of the payment vouchers we audited were lacking LSOs, detailed orders and were not recorded in the worktickets. This made it a crude way of fuelling. It is another area whereby alot of money was spent.

5. Procurement Procedures

Procurement procedures were not followed as per the regulation. Procurement procedure was turned down because of inabsence of quotations, LPOs, contracts and LSOs forms. Cash payment was adopted for procurement spare parts. Huge sums of money was used to buy items at whatever rates. Regulation was violated in totality.

6. Pending Bills

There was no pending bills neither P.M.G rejections.

7. During our inspection we established that registration of voters co-ordinator was doing everything by himself most of the time. This brought alot of confusion in the district. There was no proper co-ordination and this is why we could not be able to see some of the payemtn vouchers. Due to lack of proper co-ordination, payment schedules which were being handled by Assistant Registration officers in various stations could not be traced and we understand they might not be found because some of the AROs tempered with them.

8. During our inspection the external auditors had already visited the district and they raised no queries upon this, all documents pertaining to registration of voters were properly maintained and kept. Poor filling was also noticed during the cause of our inspection. This was happening because of non co-operation of Registration of voters Co-ordinators.

INSPECTION OF THE REGISTRATION OF VOTERS EXERCISE AND THE GENERAL ELECTION OF 1997 IN NANDI DISTRICT

We the undersigned carried out the above exercise between 3rd August and 7th August, 1998 at the District Treasury Nandi.

We received all the information, explanations and documents that we required from theofficers who were involved in the exercise. and have the following to report:-

1. ALLOCATION:

According to the AIEs presented to us, the lection Co-ordinating team received the following funds and recorded them in teh vote book.

Registration	Sh.31,141,080.00
General Election	Sh.45,817,238.00
Total	Sh.76,958,318.00

The funds were utilized as follows:-

	<u>Registration</u>	<u>General Election</u>	<u>Total</u>
Allowances	20,029,000.00	23,942,025.00	43,971,025.00
Repairs	6,155,533.00	15,188,623.00	21,342,156.00
Fuel	4,383,575.00	4,495,372.00	8,878,947.00
Transport hire	-	585,613.00	585,613.00
Booths	-	352,515.00	352,515.00
Others	<u>572,256.00</u>	<u>1,255,088.00</u>	<u>1,827,344.00</u>
<b>Total</b>	<b><u>31,040,364.00</u></b>	<b><u>45,817,236.00</u></b>	<b><u>76,957,600.00</u></b>

## 2. Expenditure

### (a) Allowances:-

We received the allowance vouchers and schedules and they were both authorized and endorsed by the co-ordinator and the District Accountant. The payees had also signed the respective vouchers having received the cash.

### (b) Transport and repairs:-

Repairs of vehicles were mainly carried out by four(4) garages namely:-

- (i) Kalenjin Auto Garage
- (ii) Kapsabet Auto Garage
- (iii) Kapsabet Motor Works
- (iv) Silas Tuti Garage

We noted that most repairs were done without vehicles first being inspected by qualified personnel from the Ministry of Works. LPOs, LSOs and quotations were hardly used.

We were informed that the co-ordinator borrowed vehicles from near-by institutions e.g. Mosoriot Teachers College, Schools and some Parastatals e.g. AFC and Kenya Wildlife with the understanding that he repairs them including putting new tyres and not to pay hire fees.

### (c) Fuel

The arrangement made by the co-ordinator was to pay directly to a contracted Local Petrol Station (TOTAL), orders were issued to relevant drivers for drawing fuel therefrom.

The storeman maintained a register where he recorded fuel drawn against LPOs issued.

However, we found evidence that vehicles hired were also accorded this facility.

There were also separate fuel claims for drivers who travelled outside the District especially to Nairobi. Most of these claims did not have work tickets to support them.

### (d) Transport Hire

Hire of private vehicles occurred only during the General Election. However, this appeared to have been carried out properly following the procedures. There was an agreement to hire vehicles between the co-ordinator and vehicle owners which was attached to individual claims and there were also copies of log books to prove ownership of the vehicles.

### (e) Other Services

Other services included installation of telephones in all constituencies as evidenced by paid Bill to Kenya Posts and Telecommunications. Also there is evidence that offices were rented but at rates ranging from Ksh.1,000 to 4,000.00.

Travel claim to Nairobi by both Electoral Commission officials and the treasury staff were also common. On enquiry we were informed that they had to travel to Nairobi to seek reimbursement and collect AIEs while the co-ordinator and Presiding officers had to attend numerous meetings.

Other services paid for include:-

- (a) Purchase of stationery
- (b) Photocopying
- (c) Other minor stores

Most of this were procured in cash.

Polling booths were procured from three(3) firms at a very competitive price.

(f) Pending bills

There was only one pending bill of Ksh.241,445.70 for telephone services offered up to May, 1998.

P.M.G. rejections amounted to Ksh.7,709,964.00. According to Computer Data Printout, they were submitted late as follows:-

<u>Week Ending</u>	<u>Amount</u>
2.4.98	939,987.00
8.4.98	127,900.00
7.5.98	2,021,300.00
21.5.98	716,194.00
10.6.98	633,613.00
18.6.98	1,599,390.00
20.6.98	1,530,265.00
21.6.98	<u>141,000.00</u>
<b>Total</b>	<b><u>7,709,964.00</u></b>

Nomination Fees

Nomination fees received during both the parliamentary and civic elections amounted to Ksh.239,000.00. We received a list of all the candidates and the amount paid.

The total amount collected was paid to the Electoral Commission of Kenya through a contra cheque issued by the District Treasury on 17/12/97 as requested. The Commission issued an official receipt No. BF.529963 on the same day, 17/12/97 and so confirmed having received the money.

Conclusion

1. All the vouchers and claims we required were available to us.
2. While the repairs were carried out locally by contracted Garages, we considered them excessive.
3. Many vouchers were not endorsed by the internal auditors and reason give were not satisfactory.



4. The External Auditors visited the District in mid June but their report had not been received by the time we were finishing our inspection.
5. In our view, the Election expenditure was fair and conformed with the projected budget.

Peter M. Miingi

John M. Kamuria

### BARINGO DISTRICT INSPECTION REPORT

An audit inspection carried out at the Baringo District Treasury on 27th and 28th July 1998 on the 1997 Registration of voters and General Election Expenditure and collection of civil nomination fees, we have the following to report.

#### 1. AMOUNT ALLOCATED FOR BOTH REGISTRATION OF VOTERS AND THE GENERAL ELECTIONS

<u>REGISTRATION OF VOTERS:-</u>		<u>-1997/98</u>
Total AIEs for Registration of voters	=	Kshs.41,394,150.00
Expenditure as per vote book	=	<u>Kshs.41,393,417.00</u>
Unspent balance	=	<u>Kshs.773.00</u>
 <u>GENERAL ELECTIONS</u>	 =	 <u>1997/98</u>
Allocation as per total AIEs	=	Kshs.43,655,850.00
Expenditure as per vote book	=	<u>Kshs.43,655,658.45</u>
Unspent balance	=	<u>Kshs.191.55</u>

#### 2. CLASSIFICATION OF EXPENDITURE

##### REGISTRATION OF VOTERS

Payment of Allowances	=	Kshs.26,635,991.50
Payment of Transport hire	=	NIL
Repair to GK vehicles	=	Kshs.5,166,282.40
Fuel	=	Kshs.8,279,044.00
Construction of Co-ordinators office	=	NIL
Other expenses	=	<u>Kshs.1,110,532.60</u>
<b>TOTAL</b>	<b>=</b>	<b><u>Kshs.41,191,769.00</u></b>

## **GENERAL ELECTIONS**

Payment of allowances	=	Kshs.15,780,322.00
Payment of Transport hire	=	Kshs.15,018,150.00
Repair of GK vehicles	=	Kshs. 3,368,646.40
Fuel	=	Kshs. 7,653,422.90
Construction of Co-ordinators office	=	NIL
Other Services	=	<u>Kshs.1,648,142.00</u>
<b>TOTAL</b>	<b>=</b>	<b><u>Kshs.43,468,682.00</u></b>

### **NOTE:-**

We could not ascertain the actual expenditure on each item as required because most of the payment vouchers especially those paid through temporary imprests could combine different expenses e.g repairs to GK vehicles, fuel, allowances and other expenses. Also some payment vouchers have been entered in the vote books but they could not show clearly whether they were for registration of voters or for General Elections.

### **3. PROCUREMENT**

#### **Findings on Procurement of Works and Services**

#### **(a) Allowances**

Allowances to hired personnel were paid in accordance to rates given by the election commission. List of schedules bearing the names and signatures of payees were attached to all vouchers paying the allowances.

#### **(b) Hire of Transport**

There was no privately owned vehicle hired during the registration of voters. During the General election, privately owned vehicles were hired to assist in transport of personnel and election materials. The rates for hire per vehicle per day was approved by the District Tender Board.

Observation:- In voucher No.84 dated 26/2/98 amounting to Kshs.10,230/= being payment for repair of a privately owned vehicle bearing registration No.KQK 341.

Otherwise all other procurement regulations were followed.

#### **(c) This District did not construct the election office.**

### **4. Repair of GK Motor Vehicles**

Repair and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the District Tender Board. Circulation of quotation was restricted to those garages and autospars shops which were awarded annual contracts. We could not ascertain whether the spares received were fitted on the respective GK vehicles because the issue certificate (SII) was not used in the process of issue.

5. **PENDING BILLS**

Allowances	-	Kshs. 128,800.00
Transport	-	Kshs. 475,000.00
Repairs to GK vehicles	-	Kshs.1,124,321.40
Fuel	-	NIL
Construction of Office	-	NIL
Other Services	-	NIL
Total Pending Bills	-	Kshs.1,728,121.40

(b) There is no reason why the bills should not be paid.

(c) These pending bills were not paid because the Electoral Commission had not issued enough funds.

(d) Most of these bills were for services rendered during the election period.

(e) P.M.G rejections:-

There were only two payment vouchers which were rejected by P.M.G. These were:-

- Payment voucher No.769 for Shs.13,000/= paid by cash on 28/4/98 to clear an imprest.
- Payment voucher No.8293 for Shs.13,500/= paid by cheque No.001199 on 24/4/98 to pay repair to GK Nos 298 during election time.

The total rejection by PMG is Shs.26,500/=

6. **CIVIC NOMINATION FEES**

The total civic nomination fees was Kshs.63,000/= from 63 contestants and a cheque No.006262 of 27/5/98 payable to the Clerk to the National Assembly was issued. Parliamentary fees was Kshs.20,00 and also was forwarded to Nairobi vide the above cheque. A total of which was Shs.83,000/=

7. No external Auditors have visited the District before the date of our visit.

8. Repairs and purchase of spare parts to GK vehicles which facilitated the General Election exercise were approved by the DTB. Otherwise we could not ascertain whether the spares received were fitted to the respective GK vehicles because the issue certificate (S11) were not used in the process of issue.

**MACHAKOS DISTRICT**

<b>DATE</b>	<b>AIE's</b>		
19-6-97	REF NA/1996/97-235	-	Ksh. 11,148,620.00
30-5-97	REF NA/1996/97-222	-	Ksh. 6,994,600.00
22-5-97	REF NA/1996/97-209	-	Ksh. 5,994,600.00
21-5-97	REF NA/1996/97-140	-	Ksh. 500,000.00
9-5-97	REF NA/1996/97- 91	-	Ksh. 500,000.00
3-7-97	REF NA/1997/98-21	-	Ksh. 2,765,000.00
11-7-97	REF NA/1997/98-	-	Ksh. 16,299,310.00
6-8-97	REF NA/1997/98-153	-	Ksh. 10,522,750.00
15-9-97	REF NA/1997/98-216	-	Ksh. 3,813,300.00
8-10-97	REF NA/1997/98-311	-	Ksh. 475,560.00
31-10-97	REF NA/1997/98-243	-	Ksh. 143,640.00
10-12-97	REF NA/1997/98-348	-	Ksh. 15,318,225.00
18-12-97	REF NA/1997/98-413	-	Ksh. 15,318,225.00
7-1-98	REF NA/1997/98-488	-	Ksh. 15,900,875.00
22-1-98	REF NA/1997/98-558	-	Ksh. 761,650.00
3-2-98	REF NA/1997/98-625	-	<u>Ksh. 13,048,570.00</u>
<b>TOTAL</b>			<b><u>KSH.119,434,925.00</u></b>

**REPAIRS OF VEHICLES**

**LPO and invoice have same date 19/12/97**

**0004 Ngei Road caltex service station 290,940/= Unnamed nono(Certificate not signed 700 lts petrol(Regular)**

**LPO 556179**

**LPO and invoice same date**

**0014 Ngei Road caltex service**

**373,000/=unnamed nono-Certificate not signed**

**-voucher not audited**

**-LPO 556184**

**-Invoice and LPO share same date**

**-10,000lts**

**0045 Matuu service station 67,500/=various nono Voucher not audited (Certificate signed by D.E.C.)**

**-LPO 367243**

**-no DTB authority**

**0021 Masaku east End automobil46,882/=Unnamed nono(Certificate not signed, Voucher not Audited)**

**-LPO 569050**

**-LPO not committed 4518 lts) (R)**

**0063 Masaku East End Automobiles**

**301,659/=Unnamed nono(Certificate signed by D.E.C.)**

**LPO 569185**

**-Invoice not dated**

**-no DTB authority**

**0528 Ngei Road caltex service**

**466,250/=various not attached not attachedNo DTB authority**

**-No quotations**

**LPO committed on 16/1/98**

**-Invoice raised on 12/1/98**

**fuel drawn as**

0014 Masaku East End Automobiles 199,936.50 various not attached not attached-No DTB authority  
 -No quotations  
 -6150 lts (R)  
 0177 Matuu service 9,670/= various not attached 254lts (R)  
 0119 Matuu service station 52,254.70 various not attached LPO NO.569468  
 LPO committed on 2/9/97  
 -Invoice raised earlier on 28/8/97  
 1433.6lts (R)  
 0548M abaku east end 192,100/=various + private vehicles not attached No Invoice No.20853 for the full amount raised on 12/1/98 - LPO committed on 19/1/98 after invoice

Quite a number of hired vehicles were fuelled. The answer we got was that the hire charges were exclusive of fuel. such is not understandable.

- No w/tickets for Government vehicles.
- There is only an allocation schedule for the fuel dated
- 30/12/97
- 9/1/98
- 13/1/98

KAG 116Z	-	30/12/97	-	100Lts	-	3,192/=	
KAH 197M	-	"	-	40.1 Lts	-	1,280/=	
KTQ 389	-	"	-	30.1 Lts	-	1,147/=	
KUE 857	-	31/12/97	-	45 Lts	-	1,718/=	
KXQ 413	-	1/1/98	-	40 Lts	-	1,528/=	
KNP 391	-	"	-	45Lts	-	1,745/=	
KAB 313E	-	7/1/98	-	40 Lts	-	1,517/=	
KVE 857	-	7/1/98	-	50Lts	-	1,960/=	

#### PENDING BILLS

The following are the pending bills for Machakos District:-

(a) PAYMENT OF ALLOWANCES - KSH.740,360.00

Claims for casuals constructing electoral office for Machakos. All the payees signed on the schedule except Antony Mbithi 600/=  
 ID B13520793 & Mutuga Murathe 900/= ID 206423217 Ksh.1,20/= Simon Mwiswa ID3360359  
 Total 2700/=

**HIRE OF VEHICLES PENDING BILLS - KSH.1,810,000**

**REPAIRS - KSH.1,936,911.50**

**PAYMENT OF DAMAGES & OTHERS - KSH.277,889.00**

## **P.M.G. REJECTION**

The following were the P.M.G. rejection

<u>Date</u>	<u>Pv.No.</u>	<u>Payee</u>	<u>Amount</u>	<u>Cash/Cheque</u>
17.4.98	0682	D.E.C.	31,400/=	Cash
3.4.98	0837	"	50,000/=	"
17.4.98	0840	"	36,200/=	"
24.9.98	0073	Julius M. Komu	105,754/=	Cheque(000468)
8.4.98	0658	Mwembe Tayari Tyres	68,074/=	" (003667)
8.4.98	0174	"	10,734/=	003667
8.4.98	0151	"	3,787/=	"
8.4.98	0319	"	<u>9,791/-</u>	
<b>Total</b>			<b>315,740/=</b>	

The total amount of P.M.G. rejection were paid through cheques and cash as indicated above

## **CIVIC NOMINATION FEES**

After going through the documents presented the following observation was made:-

1. MACHAKOS CONSTITUENCY - KSH.81,000.00
2. MWALA CONSTITUENCY - KSH.79,000.00
3. KANGUNDO CONSTITUENCY - KSH.57,000.00
4. KATHIANI CONSTITUENCY - KSH.53,000.00
5. YATTA CONSTITUENCY - KSH.51,000.00
6. MASINGA CONSTITUENCY - KSH.23,000.00

**TOTAL AMOUNT OF COLLECTION - KSH.344,000/=**

This was remitted to the Clerk National Assembly vide cheque No.00211 dated December 1997.

## **KILIFI DISTRICT**

### **KEY**

- A.A.R.O - Acting Assistant Registration Officer  
A.R.O. - Assistant Registration Officer  
C - Clerk  
D.E.C. - District Election Coordinator

- E.C.** - Electoral Commission  
**G.E.** - General Election  
**G.O.K** - Government of Kenya  
**I.A.** - Internal Audit  
**N** - NO  
**P.C** - Police Constable  
**P/V** - Payment Voucher  
**R. O** - Returning/Registration Officer  
**S.C.** - Senior Clerk  
**S.O** - Security Officer  
**V.R** - Voter Registration  
**Y** - Yes

**TABLE OF ANNEXTURES**

- Annex 1a** - AIEs Allocations for Vote Registration  
**Annex 1b** - AIEs Allocations for General Election  
**Annex 2(a) (1)** - Payment of Allowances - V.R  
**Annex 2(a) (ii)** - Transport Hire V.R  
**Annex 2(a)(iii)** - Repair of vehicles - V.R  
**Annex 2(a) (iv)** - Other services - V.R  
**Annex 2(b) (i)** - Payment of Allowances - G.E  
**Annex 2(b)(ii)** - Transport Hire - G.E.  
**Annex 2(b)(iii)** - Repair of vehicles - G.E  
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**Annex 3(a)** - Pending Bills - Repair of vehicles  
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**Annex 4** - P.M.G. - Rejections  
**Annex 6a** - Letter from DEC to K.M Ndoro

**1. TOTAL ALLOCATIONS**

<b>(a)</b>	<b>Registration of Voters</b>	<b>Ksh.28,334,600.00</b>
<b>(b)</b>	<b>General Election</b>	<b><u>Ksh.17,666,625.00</u></b>
	<b>Total</b>	<b><u>46,001,225.00</u></b>

SEE ANNEXTURES 1a and 1b on A.I.Es.

**2. TOTAL EXPENDITURE**

<b>(a)</b>	<b>Registration of Voters</b>	<b>-</b>	<b>Ksh. 28,330,886.00</b>
<b>(b)</b>	<b>General Elections</b>		<b><u>Ksh. 13,882,223.00</u></b>
	<b>TOTAL</b>		<b><u>Ksh. 42,213,109.00</u></b>

Note that there is a difference of Ksh.3714 and Ksh.3,784,402 between both total allocations for vote registration and General Elections and total expenditure for voter registration and General Election respectively.

**3. CLASSIFICATION OF EXPENDITURE - KSHS.**

**A VOTER REGISTRATION**

**(i) PAYMENT OF ALLOWANCES**

Travelling and Accommodation	1,187,213	
Registration officers	24,622,810	
		25,810,023.00

**(ii) PAYMENT OF TRANSPORT HIRE** 119,040.00

**(iii) REPAIR OF G.K. VEHICLES** 1,560,402.90

**(iv) FUEL** 532,589.80

**(v) OTHER SERVICES** 308,832.85

**TOTAL** 28,330,886.00

Note - No construction of Coordinators office was undertaken. The Coordinator was given an office in the District Headquarters.

Other services include, Interalia, purchase of stationery, photocopy, hire of premises, telephone expenses etc.

SEE ANNEXTURES 2 (A) (i) - (v)

**B. GENERAL ELECTIONS - KSH.**

**(i) PAYMENT OF ALLOWANCES**

Travelling and Accommodation	1,165,269.30	
General Election officers	6,472,810.00	
		7,638,079.30

**(ii) PAYMENT OF TRANSPORT HIRE** 2,469,600.00

**(iii) REPAIR OF G.K. VEHICLES** 1,823,017.50

**(iv) FUEL** 698,140.00

**(v) OTHER SERVICES** 1,253,387.35

13,882,223.00

SEE ANNEXTURES 2(b) (i)-(v)

**4. PROCUREMENT PROCEDURES**

**(a) PAYMENT OF ALLOWANCES**

It is important to note there that the Government procurement procedures do not particularly apply to this section. Nevertheless, our observations on this category of expenditure will be highlighted.

**VOTER REGISTRATION**

**(i) Travelling and Accommodation Expenses**

Control and Authorization - There was no proper control on the part of the D.E.C. on how and when officers should claim for Travelling and Accommodation allowances. Who should claim for these



allowances was also not very clear. Prior authorization by the D.E.C. or the Registration officers which in essence would assign duties to specific officers that would entitle them to these allowances was not effected. As a result, any officer would come any time with assorted receipts for lunch and Transport and these would be approved by D.E.C for payment. These led to unnecessarily high costs in this category of expenditure.

No clear-cut rates for each category of officers. In almost all cases, senior officers like registration officers claim some amounts for lunch (supper with junior officers like clerks).

Government vehicles - A lot of money is claimed for transport expenses even where Government vehicles could be used.

Officers for example Clerks who are paid for the work they perform again claim for lunch transport.

Imprest - officers travel to Nairobi without taking any imprest and come to claim later. The source of funds for their official trips is not known.

All officers who travel to Nairobi except may be D.E.C. are accommodated just in one hotel, Hotel Herms.

Individual cases can be analysed in the Remarks column of Annexures 2(A)(i)

In view of the above on travelling and accommodation could have been minimized if proper control measures were in place.

(ii) Payment of Registration officials.

P/V No.0166 for Ksh.616,000,000 - duplicate of the payroll is attached, original payroll not availed. No signatures of the receiving officers.

P/V No.0179 for Kshs.611800 - payment not attached and not availed. No signatures of receiving officers.

P/V No.0177 for Kshs.534,800 - No signatures of receiving officers.

P/V No.0187 for Kshs.96,600 - No signatures of receiving officers.

P/V No.0108 for Ksh.1,260,000 period for which the payment is made is not indicated.

P/V No.0109 for Kshs.123,520; P/V No.0044 for Ksh.80,550, P/V No.0098 for Kshs.1,027,800, P/V No.0049 for Kshs.765,000 and P/V No.0073 for Kshs.1,023,000 and P/V No.0104 for Kshs.891,600, the periods for which the payments are made are not indicated.

P/V No.0379 for Kshs.71,800, payroll not attached and not availed.

For the following period for which payments were made are not indicated. P/V No.0006 for Ksh.53,250; P/V No.0010 for Ksh.60,500; P/V No.0021 for Kshs.228,200 and P/V No.0031 for Kshs.184,310.

For the following, payrolls were neither attached nor availed. P/V No.0044 for Ksh.687,600; P/V No.0013 for Ksh.420,000; P/V No.0014 for Kshs.422,100; P/V No.0092 for Ksh.875,600; P/V No.0063 for Kshs.38,700 and P/V No. 0088 for Kshs.92,700.

SEE ANNEX 2(a)(i)

## **GENERAL ELECTION**

- (i) **Travelling and Accommodation expenses.**

The observations made on the Voter Registration above similarly apply here.

- (ii) **Payment of General Election officials.**

For the following, the period for which the officers were paid is not indicated and there are no signatures of receiving officers were paid is not indicated and there are no signatures of receiving officers; P/V No.0489 for Kshs.134,500; P/V No.0490 for Ksh.107,250; P/V No.0483 for Ksh.168,700; P/V No.0484 for Ksh.18,000 P/V No.0438 for Ksh.4,040,175 and P/V No.0565 for Ksh.150,800.

For the following, payroll was neither attached nor availed, P/V No.0571 for Ksh.44,500, P/V No.0567 for Ksh.89,400 and P/V No.0607 for Ksh.179,750.

SEE ANNEX 2(b)(i)

- (b) **PAYMENT OF TRANSPORT HIRE**

- (i) **VOTER REGISTRATION** - There was hire of only one vehicle at a cost of 119,040. There is a term contract on the hire of vehicles on "as and when required" terms. Two firms are contracted firm in this case is one of the Government contractors. The two firms contracted by the Government are too few to offer any reasonable competition. There should have been at least five contracted firms. See Annex 2a (ii).
- (ii) **GENERAL ELECTION** - Various officers were given imprest for hire of vehicles. All the receipts presented by these officers bear the name of one merchant, viz Kilifi Wholesalers. it was clarified by the Supplies Assistant attache to the D.E.C. that Kilifi Wholesalers was contracted to hire vehicles from various other firms for the election. How Kilifi Wholesalers were selected and compensated is not clear. No Supplies regulations, viz floatation of quotations, adjudication by District Tender Board and issuance of LSOs wre followed (Note that Kilifi Wholesalers is not one of the Government contracted firms). It is not possible to determine the exact number of vehicle hired, nor the period for which they were hired, because additions of attached receipts per each payment voucher do not tally with the figure indicated on the payment voucher.

In conclusion, despite the excuse of the urgency of the election exercise, the total amount, viz Kshs.2,469,600 spent on payment of transport hire was irregularly spent in terms of GOK procurement procedures and regulations.

For comments on individual cases, please see the Remarks column of Annex 2(b0(ii)).

- (c) **REPAIR OF G.O.K. VEHICLES** - There were:

- (i) Government contracted garages and spare parts dealers contracted on "as and when required" basis. Repairs of vehicles and purchase of spare parts were procured through these contracted firms. the District Tender Board in one of the minutes when awarding these term contracts had agreed that when the repair/purchase of spare parts is from any of the contracted firms, then such a case need not be referred to the Board for adjudication. However, floatation of quotations as per procurement ceilings was to be adhered to.

**In view of the above, the following have been noted:-**

- (i) In all cases there were no M.O.P.W. inspection reports**
- (ii) For purchase of spare parts including tyres, S13 were not raised.**
- (iii) There was no control over cash purchases, and any officer including clerks and drivers could repair/buy a spare part on cash basis and later claim on evidence of the receipt in total disregard of procurement ceiling.**
- (iv) A total of Kshs.127,723.55 was claimed by various officers for cash purchases/repairs.**
- (v) For the following cases, quotations were not floated as required ( i.e. cases where cost exceed Ksh.500 but no quotations were issued):- P/V No. 0076 for Kshs.10,930.75; P/V No.0355 for Ksh.19,500; P/V No.0100 for Ksh.26,000; P/V No.23,133 for Ksh.23,133 P/V No.0101 for Kshs.19551.**

**See Annex 2(a)(iii)**

#### **GENERAL ELECTION**

- (i) A total of Ksh.73,936.40 was claimed by various officers for cash purchase/repairs.**
- (ii) Except for the MOPW inspection reports, the procurement regulations were adhered to. Quotations were floated to contracted firms and the lowest firm was consequently issued with LPO/s to carry out the required repairs/provide spare parts. A general observation is that quotations were not properly opened as they were not numbered for identification purposes.**

**See Annex 2(b)(iii)**

#### **(a) FUEL**

#### **VOTER REGISTRATION**

**The District Commissioners Fuel facility was used. The E.E.C. remitted funds to the D.C. for use of this facility. Details of the fuelling i.e vehicle Nos. and litres was properly controlled.**

**Despite this facility, some officers, including drivers fuelled vehicles on cash basis and claimed to a tune of Ksh.76,337.**

**See Annexure 2(a)(iv)**

#### **GENERAL ELECTION**

**The District commissioners Fuel facility was used. However, some officers fuelled vehicles on cash basis and claimed Kshs.30,890 for that.**

**See Annex 2(b)(iii)**

#### **(e) OTHER SERVICES**

#### **VOTER REGISTRATION**

**Other services include purchase of stationary, photocopy, hire of premises etc. It is noted here that, except just for one case, no quotations were floated and no orders (LPO or LSOs) were issued in cases where procurement ceiling so required. Most of the services were procured by officers without any prior authority**

who later presented receipts as evidence for claim.

The following cases are noted

P/V No.0067 for Ksh.7000 and P/V No. 0064 for Kshs.7,800 are payments made to Amref for hire of premises. Except invoices from Amref, there is no any other correspondence that could indicate how Amref was selected and how the payment votes were determined. There is no hire contract agreement. P/V. No. 0086 for ksh.10,500 and P/V No.0247 for Ksh.6,300 are claims by an office for hire of premises. The name of the premises, their owners and the rates used are not given. P/V No. 056 for Kshs.19,835 for repair of typewriter and fax machine, quotations were not floated to determine the supplier.

See Annex 2(a)9v).

#### GENERAL ELECTION

Payment voucher No.0908 for Ksh.770,000, for procurement of Polling Booths. Although quotations were floated and the lowest bidder selected, this case was not adjudicated by the District Tender Board.

P/V No.0605 for Ksh.84,900 is for hire of premises without contract agreement. For comments on each individual case.

See Annexute 2(b)(v)

4(b) CONSTRUCTION FO COORDINATORS OFFICE - There was no construction of Coordinators office.

4(c) INTERNAL AUDIT

#### VOTER REGISTRATION

Various payment vouchers totalling Kshs.17,099,868 without approval by the Internal Audit office.

See Annex 2(b)(i)-(v)

#### 5. PENDING BILLS

	Kshs.
(A) Repair of vehicles	389,170.90
Payment of Allowances	383,581.00
Other Services (Telephone)	<u>9,235.30</u>
<b>Total</b>	<b><u>781,987.20</u></b>

#### 5 (b) REPAIR OF VEHICLES

1. CHEKO AUTOPARTS - BILL KSHS.40324 - This is a GOK Contractred Supplier for spare parts. Procurement procedures were followed and qualifies for payment. However, the Registration number of the G.K repaired is not indicated.
2. P. K. NYAKAU - Kshs.2,600 - This is a claim by an office for repair of G.K. 4796. Except for an attached receipt, other documents like Work Ticket to show that the officer was on duty when he repaired the vehicle are not attached. This does not qualify for payment.

3. **KILIFI TYRES - Kshs.76,234.90.** This is a GOK Contracted Supplier. All procurement procedures were followed but on receipt of the tyres, S13 was not raised. despite this anomaly, this qualifies for payment.
4. **K.N. NDORO ENGINEERING - Ksh.22,800.** A letter ref.DEC/KFI/TRAN/6/22 dated February 3 1998 towards eight GOK vehicles to this supplier for repairs and requests for proforma invoices. Despite the fact that the supplier is a GOK Contracted Supplier/garage, procurement procedures were not followed.

Because of the amounts involved, quotations should have been floated and the cheapest contractor selected. LSOs were therefore not raised. The proforma invoices forwarded by the firm total Kshs.72,570. But the Supplies Assistant attached to the D.E.C confirmed that only repairs worth Kshs.22,800 were carried out. Confirmation that the repairs were done was by the driver. Initialling on the proforma invoices. Job cards to confirm that repairs were carried out are not there. /this case does not qualify for payment. (Annex 6b)

5. **S.M. BASSADIK - Ksh.44,750.** This is similar to No. 4 above. A letter Ref.DEC/KFI/TRAN/6/23 dated 3rd February 1998 forwarded 9 GOK vehicles to the garage and requested for proforma invoices. This does not qualify for payment. (Annex 6a)
6. **S.M. BASSADIK - P/Vs for Ksh.11,815, 76,945, 11,815 and 27,725** are similar to No.5 above.
7. **S.M. BASSADIK - Ksh.29,075 -** The invoices are undated. Quotations were not floated and LPOs were not issued. This therefore does not qualify for payment.
8. **MAGARINI GENERAL SUPPLIES - Ksh.17,000.** The LPO amount is 59,900. this is the amount invoiced. However, the Supplies Assistant confirmed tha one LPO for Kshs.17,000 was serviced. Kshs.17,000 qualifies for payment.

**OTHER SERVICES - KPST CO. - Ksh.9,235.30.**

The Electoral Commission declined to apy the expense because telephone bills had been adequately caatered for in AIEs.

See Annex 3a

**PAYMENT OF ALLOWANCED - Ksh.383,581,**

These are costs incurred during the election time and payment of officers for working for one extra day, that 31/12/97. They qualify for payment.

See Annex 3b

5 (c) it was explained that this General Election Aount was frozen when the payment process was incomplete.

5 (d) Two letters dated 3rd February 1998 by the D.E.C to S. M. Bassadik and K.M. Ndoro forwarded vehicles for repair. In February 1998. These cases have been highlighted in 5 b above. The reason given is that the vehicles to their respective departments in good condition.

5 (e) **PMG REJECTIONS**

Atotal of Ksh.119,971 PMG rejection had been paid by cash (see P/V attached).

5 (c) PMG REJECTIONS

6. CIVIC NOMINATION FEES

A total of Kshs.470,000 was collected in civic nomination fees as shown in Annex. However, the following was noted:-

The list of contestants in each civic ward for all the constituencies was not availed by the D.E.C. It is therefore not possible to confirm whether or not the above quoted figure is authentic.

Kshs.97,000 was collected by Mr. D. Obonyo, Deputy Returning Officer; Kaloleni and paid to the District cashier. The mode of collection and control procedures to ensure that the total amount collected is remitted are not known as there is no documentary evidence.

Collection from each constituency, amounting to Kshs.470,000 in total, was deposited in the Appropriations In Aid account, Account No.0-910-000-302/6.

See Annex 5

7. EXTERNAL AUDITORS - The Voter Registration and General Election expenditures had not been audited by external auditors.

The Clerk,  
National Assembly,  
Parliament Buildings,  
P.O. Box 41842.  
**NAIROBI**

RE: INSPECTION OF 1997 REGISTRATION OF VOTERS AND GENERAL  
ELECTION EXPENDITURE AND COLLECTION OF CIVIL NOMINATION  
FEES REPORT - NAROK DISTRICT

As per your letter Ref. FIN. 4/58/4 dated 15th July, 1998 refers, find report appended below for Narok District.

The District has two Constituencies viz Narok North and Narok South. The polling registration centres were Two Hundred and Eight (208).

1. As paragraph 1 refers, the amount allocated for both registration of voters and the General Elections was as follows:-

(i)	A.I.E. No. 066595	-	Ksh. 500,000.00)
(ii)	A.I.E. No. 066681	-	Ksh. 500,000.00)
	1996/97		
(iii)	A.I.E. No. 066753	-	Ksh.2,969,400.00)
(iv)	A.I.E. No. 066898	-	Ksh.5,100,580.00)
(v)	A.I.E. No. 066963	-	Ksh.2,351,000.00)
(vi)	A.I.E. No. 37026	-	Ksh.7,669,240.00)
(vii)	A.I.E. No. 37095	-	Ksh.5,876,000.00)
(viii)	A.I.E. No. 37149	-	Ksh. 659,000.00)
(ix)	A.I.E. No. 37182	-	Ksh. 258.040.00)
	1997/98		

(x)	A.I.E. No. 37277	-	Ksh.61,560.00)
(ix)	A.I.E. No. 37385	-	Ksh.6,116,113.00)
(xii)	A.I.E. No. 37450	-	Ksh.6,116,113.00)
(xiii)	A.I.E. No. 38123	-	Ksh.5,216,070.00)
(xiv)	A.I.E. No. 30003	-	Ksh. 366,925.00)
	<b>Total Allocation</b>	-	<b>Ksh.47,729,441.00</b>

2. As paragraph 2 refers, total amount spent on:-

(a)	Registration of voters	-	Ksh.28,741,237.80
(b)	General Elections	-	Ksh.17,814,971.10
	<b>Total Expenditure/Vote book</b>	-	<b>Ksh.46,556,208.90</b>

Unspent Balance/Savings -Ksh. 1,173,232.10

**Registration of  
Voters General Elections**

	<u>Kshs.</u>	<u>Kshs.</u>	
(a)	Payment of allowance	15,163,242.20	12,150,245.00
(b)	Payment of transport hire	13,700.00	2,217,500.00
(c)	Repair of GK vehicles	6,307,913.25	1,789,468.50
(d)	Fuel	4,643,349.40	864,457.10
(e)	Construction of Co-ordinator's Office	-	-
(f)	Other services	1,653,419.45	270,431.85
	<b>Total Expenditure</b>	<b>27,781,624.30</b>	<b>17,292,102.45</b>

N.B. The Total Expenditure on item (2) above differs with the total expenditure on item (3) as some paid vouchers were not physically seen for classification of expenditure though they were entered in the Vote Book Control. This caused an un-explained difference of Ksh.1,482,482.15

**PROCUREMENT PROCEDURES**

**4. (a) PAYMENT OF ALLOWANCES:**

Most of the payment vouchers for allowances were ranging between Ksh.1,000,000 and Ksh.6,000,000. They were supported by payment schedules for offices who participated during the exercise. The payment vouchers were all payable to the District Electoral Co-ordinator whereby cash was drawn from the D.C.'s Bank Account for the various payments. The following were observed:-

- (i) Some vouchers were not examined by the internal Auditor in the district,
- (ii) Some vouchers were paid without all the relevant signatures for examiner, District Accountant and paying officers on the certificate for services rendered.
- (iii) No ID.Nos. quoted on some of the payment schedules though they bear the signatures of receiving

officers.

- (iv) Single officers collecting allowances on behalf of several officers.
- (v) No names of paying officers or signatures to establish the persons who handled some of the payment schedules.

**N.B.** In view of the above there is a big possibility of cash being diverted for other uses by paying officers. We could not establish this as most of the officers who participated in the exercise has since being transferred from the district and the payees left service on they were cally engaged for the particular exercise. For instance, the former District Accountant who started the exercise retired before the exercise was over. Hence the current District Accountant who was the former Deputy District Accountant could not satisfy our questions.

As regards the External audit report copy attached; a query was raised as regards payment of allowances to Government officers. These included C.I.D. Officers, Special Branch officers, Police Force, Chiefs, Assistant Chiefs, Employees of the Narok District offices and other categories of officers including District Medical Personnel. Though the allowances were heavy, the issue was difficult to solve as the electoral Co-ordinator's office was operating outside the norms of the Civil Service regulations. It was an independent body for a specific task remunerating all deployed officers hired for special tasks.

Also note that the payment of Allowances consumed the largest percentage of funds allocated for the exercise as per paragraph (3) Three of the report shows.

(b) **PAYMENT OF TRANSPORT HIRE:**

The issue of Transport hire was difficult as we did not get any single authority from the chairman of the electoral commission or any guiding rates. Vehicles were hired solely at the discretion of the District Elections Co-ordinator without any form of tenders or participation of the Ministry of Public Works.

The procedure of hiring private vehicles were open to fraud as the payment schedules for various categories of vehicles and vehicle owners were paid without identity Card Numbers. All payment vouchers were payable to the District Electoral Co-ordinator in cash. This could easily lead to listings of fake vehicle owners and vehicles to defraud the Government of huge sums of money. To exemplify this, the D.E.C. received Ksh.186,500 ride payment vouchers No. 0405 dated 14/1/98 and collected Ksh.56,000/= for two vehicles belonging to Eunice Seleman and Mr. Letoluo each for Ksh. 28,000. Also most of these vouchers are not certified for services rendered on transport hire.

The District Accountant was irregularly allowing the D.E.C. To handle hard cash thereby ignoring the Financial regulations for handling of cash.

No single allowance on Transport hire was paid by cheque to the respective payees.

There was also another category of vehicles hired under "RESCUE" mission which were dubiously paid.

The D.E.C. operated outside the D.T.B. throughout the whole process of hire of private vehicles.

(c) **REPAIR OF GK VEHICLES:**

Repair of GK vehicles constituted about  $\frac{1}{5}$  of the total expenditure incurred during the exercise of both Registration of voters and General Elections.

This area was also queried by the Rift Valley External Audit Department due to the huge amount spent on repair of GK vehicle. According to our observations, the District Electoral Co-ordinator borrowed vehicles



in all the Departments in the District, most of these vehicles were broken down and they had to be repaired before use. Though huge sums were spent on repairs including spare parts bought, the Ministry of Works was never consulted for any assessment for the expected costs. spent a lot of money beyond their worth. After doing private surveys from the departments who issued vehicles, most of the vehicles used still needs further repairs as they were left in a horrible state.

The following payments were made without being examined by the internal auditor and without quotations for competitiveness.

- (i) P.V. No. 0373 payable to M/S Mwireri Auto Garage Kshs.23,700 dated 21/198.
- (ii) P.V. No. 0057 payable to M/S Luke Owiti Auto Garage for Kshs.91,000 dated 1/8/97.
- (iii) P.V. No. 0164 payable to Peter Mwireri Auto Garage for Ksh.37,940 dated 17/9/97.
- (iv) P.V. No. 0007 payable to M/S Luke Owiti Garage for Kshs.46,000 dated 11/7/97.
- (v) P.V. No. 0310 payable to M/S Mwireri Auto Garage for Kshs.77,830 dated 31/12/97.
- (vi) P.V. 0372 payable to M/s Mwireri Auto Garage for Kshs.43,700 dated 2/1/98.

The District Electoral Cordinator used single sourcing.

#### FUEL

Purchase of fuel also constituted a big portion of the funds allocated . An audit query was raised by the external Audit Department. The query touched on a bulk purchase of 79,998 liters of fuel costing Ksh.2,999,925.00. By the closure of Financial Year 1996/97, Six payment vouchers were made payable to the District Commissioner each of Kshs.499,987.50. The total expenditure was reimbursed by the P.M.G. on 30/6/97.

As the D.C.'s office does not store any fuel for the Departments, this constituted a big fraud of Government funds. The District Electoral Co-ordinator had no immediate need for fuel. On further questioning both the District Electoral Co-ordinator and the District Accountant accepted having diverted public funds for other purposes rather than the intended use. They claimed to have created a saving in order to be able to construct a building for the D.E.C.'s office. These funds are said to be held by the office of the President to date due to a temporary freeze on Deposit funds for all Districts. We have attached copies of the payment vouchers for action for recovery of the funds as no services has ever been rendered by the D.C. to date.

Also note that the distribution of fuel purchased was not properly recorded and payments had no detail orders attached.

#### (e) OTHER SERVICES

Though new tyres, batteries and polling booths were bought, there were not a single item used and replaced was in store. This left a lot of doubt whether the purchases ever went into proper use.

On 24/12/97, 341 pieces of polling booths were bought and paid for vide P.V. No. 0004 for casual Kshs.477,400. The whereabouts of these polling booths was not properly explained as they were said to have been left in the respective polling stations. Also during the procurement of these booths quotations were not floated.

Purchase of stationery by cash worth Ksh.141,965 payable to the D.E.C. is questionable as we have contracted suppliers in the District.

A payment voucher No. 0077 payable to Ole Ntutu Arid Zone Boarding Primary School of Ksh.59,725 dated 15/1/98 for damages incurred during the elections was paid without consulting the office of the District Works officer for assessment and recommendations. Most of the cash purchases incurred in this item were not properly accounted for in the stores S<sub>13</sub> cards.

5. Pending Bills

(i)	Payment Allowances	Kshs.4,145.00
(ii)	Repair of G.K vehicles	Kshs.22,500.00
(iii)	Fuel	Kshs.79,000.00
(iv)	Other Services	Kshs.122,440.80
	<b>Total</b>	<b>Kshs.228,085.65</b>

5 (b) Following Procurement Procedures, Kshs.4,145.00 for payment of Allowances, Kshs.79,000.00 for Fuel and Kshs.122,440.80 for other services qualify for payment. The payment for Repair of G.K. vehicles Kshs.22,500 do not qualify for payment as they do not have L.P.O.'s to support payment of invoices and S<sub>13</sub> form is also not attached.

(c) The reasons for non settlement is lack of funds and rejection by P.M.G.

(d) Except for one voucher of Kshs.1,608.15 for a Telephone Bill dated April 1998 the rest of the pending bills are for invoices raised before 30th January, 1998.

(e) For P.M.G. rejections, the vouchers were paid cash and retained by the cashier to date totalling Kshs.24,145.00.

6. It was difficult to establish the actual civic nomination fees collected as the D.E.C. could not produce the records. The Civic Nomination fees were surrendered to P.M.G. together with parliamentary fees totalling to Kshs.88,000 vide receipt No. 0364 for weed ending 11/12/97. Also see copy of D.E.C.'s letter ref. EC/NRK/REV/10 of 29/5/98 addressed to the Electoral Commission of Kenya.

7. Yes. The External Audit had visited the District and we have attached a copy of the audit queries raised and reply to the same.

8 OTHER IRREGULARITIES OBSERVED:

The office of the Electoral Co-ordinator was operating outside the laid out Government Procedures. He ignored the office of the District Supplies officer as he was originating L.P.O.'s and L.S.O.'s and signing the certificates for receipt of goods/services rendered beating the machinery of Government Procurement Procedures.

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**J. M. Wanjau  
Edward M. Amira**

**5. Pending Bills**

**a) Total payment Vouchers for Pending Bills:-**

	<b>KShs.</b>
(i) Payment of allowances	133,770.00
(ii) Payment of Transport Hire	10,000.00
(iii) Repair of GK Vehicles	88,836.00
(iv) Fuel	250,428.00
(v) Other Services	81,949.30
<b>TOTAL</b>	<b>564,983.30</b>

b) Part of the pending bills for KShs.315,888.30 qualify for payment in terms of procurement procedures. The balance of the payment vouchers for KShs. 249,095.00 do not qualify for the following reasons:-

- (i) PV No. 0378 payable to Juma Motor Spares for KSh. 4,900.00 - Battery bought and voucher prepared without relevant Stores and S<sub>13</sub> documents. Not approved by Internal Auditor.
- (ii) PV No. 0377 payable to Masai Stores for KSh. 60,045.00 for fuel has all the relevant documents but not approved by Internal Auditor.
- (iii) PV No. 0196 payable to Masai Stores for KSh. 93,075.00 has no relevant documents to show how the fuel was consumed, but it is passed by the Internal Auditor.
- (iv) PV No. 0209 payable to Ngamau's Filling Station for KSh.91,075.00 has no relevant documents to show how the fuel was consumed.

c) Reasons for non-payment of pending bills were mainly non-availability of funds due to freezing of expenditure by P.M.G. and P.M.G. rejections.

d) Part of the pending bills for KSh. 110,291.25 was spent after 30th January 1998. The office of the D.E.C. continued spending after the end of exercise for routine office and communication between this office and the Electoral Commission Headquarters in Nairobi. The expenditure included mainly:-

- (i) Payment of allowances for retained staff
- (ii) Repair of GK vehicles used by the D.E.C representative.
- (iii) Fuel expences and,
- (iv) Other services for stationery, telephone and postal services.

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e) P.M.G. rejections payments cheque numbers issued by the District Treasury:-

- (i) K.P.& Telecommunications Cheque No. 004082 of 2/6/98 for KSh. 26,839.80.
- (ii) District Elections Co-ordinator cheque No. 004043 of 26/5/98 for KSh. 10,000.00.

N.B. Other P.M.G. rejections payments were personal claims paid in cash totalling to KSh. 168,201.45.

6. The total Civic Nomination fees collected was KSh.75,000.00. The civic nomination fees and parliamentary nomination fees were surrendered to the Clerk of the National Assembly by MR Nos BK 522034 for KShs.23,000.00 and BK 522035 of 11/2/98 for KShs.61,000.00, totalling

**KShs.84,000.00. There was a shortfall of KShs.72,000.00 held by Mr. Daniel K. Tallam , the returning officer - Kajiado North Constituency. The Chairman of the Electoral Commission was aware of the irregularity and KShs.46,200.00 was recovered and surrendered to the Clerk of the National Assembly vide MR No. 337965 of 18/5/98. There is still an outstanding balance of KShs.25,800.00 to be recovered.**

**7. The External Auditor had not visited the District as at the date of our inspection.**

**PREPARED BY:-**

**J. M. Wanjau  
Edward M. Amira**