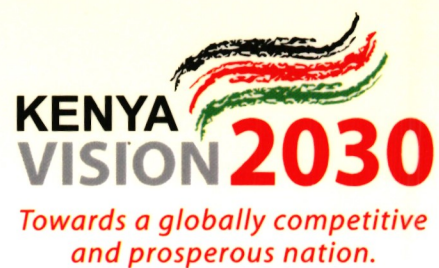


PARLIAMENT  
OF KENYA  
LIBRARY



MINISTRY OF EDUCATION

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE, 2018



*[Faint, illegible handwritten text, possibly bleed-through from the reverse side of the page.]*



**TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
30 JUNE 2018**

Copyright TVET Curriculum Development, Assessment and Certification Council  
All rights reserved. Use and redistribution of the material presented is encouraged by TVETCDACC provided that the original text is not altered that the original source is properly and fully acknowledged and that the objectives of the redistribution is not for commercial gain.

Please contact TVETCDACC if you wish to produce, redistribute or transmit, in any form or by any means, this work or any portion thereof.

Teleposta Towers 25th Floor Kenyatta Avenue  
Nairobi  
P. O. Box 15745 - 00100  
Tel: +254 20, 2217210 Ext 2503/2506/2521  
Email: [cdacctvet@gmail.com](mailto:cdacctvet@gmail.com)  
[www.tvetcdacc.go.ke](http://www.tvetcdacc.go.ke)

## Table of Content

KEY ENTITY INFORMATION AND MANAGEMENT	ii
I. THE COUNCIL MEMBERS	v
II. MANAGEMENT TEAM	xii
III. CHAIRMAN'S STATEMENT	xiii
IV. REPORT OF THE CHIEF EXECUTIVE OFFICER	xvii
V. CORPORATE GOVERNANCE STATEMENT	xix
VI. STATEMENT OF COUNCIL'S RESPONSIBILITIES	xx
VII. REPORT OF THE INDEPENDENT AUDITORS ON TVET CDACC	xxi
VIII. STATEMENT OF FINANCIAL PERFORMANCE	1
IX. STATEMENT OF FINANCIAL POSITION	2
X. STATEMENT OF CHANGES IN NET ASSETS	3
XI. STATEMENT OF CASH FLOWS	4
XII. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS	5
XIII. SIGNIFICANT ACCOUNTING POLICIES	6
XIV. NOTES TO THE FINANCIAL STATEMENTS	12
XV. PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS	17

## KEY ENTITY INFORMATION AND MANAGEMENT

### a. Background Information

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) is a body corporate established under Section 44 (1) of the Technical and Vocational Education and Training (TVET) Act No. 29 of 2013. The Sessional Paper No. 2 of 2015 emphasizes on the paradigm shift to embrace Competency Based Education and Training (CBET) especially in TVET system, hence the creation of the Certification Council.

TVET CDACC started its operations in the year 2014 with the appointment of the chairman, members and acting Council Secretary/CEO by the Cabinet Secretary in charge of Education. It was categorized by the State Corporations Advisory Committee (SCAC) on 11th January, 2016. The Council operates with a lean secretariat of officers deployed from the ministry. TVET CDACC recruited a substantive CEO/Council Secretary on 26th March, 2017.

The Council was operating under the financial, accounting and procurement platforms of the ministry since its establishment. In the financial year 2016/2017, the National Treasury allowed the Council to open a commercial bank account for its operations. The ministry deployed an accountant to assist in maintaining books of accounts.

### Vision

A centre of excellence in TVET curriculum development, assessment and certification for a globally competitive labour force

### Mission

To provide demand driven curricula, competence assessment and certification of TVET graduates for the global labour market

### Core Values

- Integrity
- Professionalism
- Teamwork
- Efficiency
- Transparency
- Good governance
- Accountability

## b. Principal Activities

The functions of the Council as stipulated under the TVET Act No. 29 of 2013 are to:

- (i) Undertake, design and develop curricula for the training institutions' examination, assessment and competence certification;
- (ii) Make rules with respect to such examinations and competence assessments;
- (iii) Issue certificates to candidates who satisfy national TVET examination and competence assessment requirements;
- (iv) Promote recognition of its qualifications in foreign systems;
- (v) Investigate and determine cases involving indiscipline by candidates registered with it;
- (vi) Promote and carry out research relating to its examinations; and
- (vii) Promote the publication of books and other materials relevant to its examinations.

## c. Key Management

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

- (i) Council
- (ii) CEO/Council Secretary
- (iii) Secretariat

## d. Fiduciary Management

The key management personnel who held office during the financial year ended 30th June, 2018 and who had direct fiduciary responsibility were:

No	Designation	Name
1.	Council Secretary/CEO	Dr. Lawrence Guantai M'itonga

## e. Fiduciary Oversight Arrangements

The Council provides oversight arrangements through the following Council Committees:

### (i) The Finance and General Purpose Committee

The committee advises the Council on all matters related to finances, human resources, procurement and other general issues. The committee makes recommendations for considerations by the full Council.

### (ii) The Technical Committee

The committee advises the Council on all technical matters.

### (iii) The Risk and Compliance Committee

The committee plays an oversight role and advises the Council on all issues of audit, risk and compliance.

#### **f. Council Headquarters**

P.O. Box 15745- 00100  
Telposta Towers  
Kenyatta Avenue  
Nairobi, Kenya

#### **g. Council Contacts**

Telephone: (+254) 0777 172002 202217210 Ext 2503/2506/2521  
E-mail: cdacc.tvet@gmail.com, info@tvetcdacc.go.ke  
Website: www.tvetcdacc.go.ke

#### **h. Council Bankers**

Kenya Commercial Bank  
Acc.1183760809  
Kipande House  
Nairobi

#### **i. Independent Auditors**

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

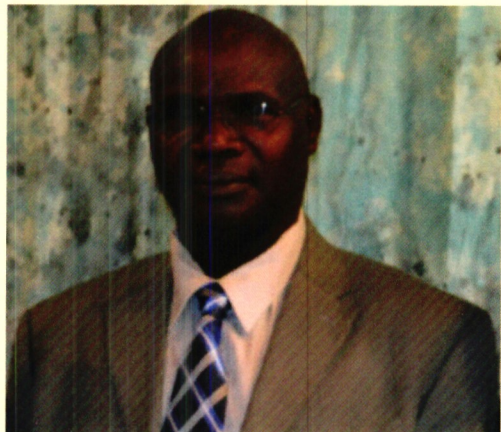
#### **j. Principal Legal Adviser**

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



## I. THE COUNCIL MEMBERS

**Prof. Charles Manasseh M. Ondieki**



**P**rof. Charles M. M. Ondieki (Born 1952) is the Chairperson of the Technical and Vocational Education and Training Curriculum Development, Assessment and Certification Council (TVET CDACC). He is an Associate Professor in the Department of Mechanical & Mechatronics Engineering at Multimedia University of Kenya where he doubles as overall University Industrial Training and Attachment Coordinator. He is also an adjunct Professor at Department of Mechanical and Mechatronics Engineering at Technical University of Kenya. Prof. Ondieki holds a PhD degree in Engineering Management; MSc in Mechanical Engineering; Higher Diploma in Mechanical Engineering; and Diploma in Technical Teacher Training. He is a Fellow member of the Institution of Engineering Technologists and Technicians. He has several years of work experience as University lecturer, senior civil servant and senior manager in private sector. He has designed and developed several curricula at certificate, diploma and undergraduate and postgraduate degree levels. Presently he is a senior consultant with many consulting firms dealing with technical and management training, monitoring and evaluation, youth entrepreneurship, strategic and business plans and market research locally and regionally.

**Dr. Lawrence Guantai M'itonga**  
*Council Secretary/CEO*



**D**r. Lawrence Guantai M'itonga (Born 1973) is the Chief Executive Officer/Council Secretary of TVET CDACC. He has extensive experience in the TVET sector where he has worked both in TVET institutions as well as in the Ministry. Dr. Guantai has worked as a Senior Assistant Director, TVET, Ag. Senior Assistant Director, Technical Accreditation and Quality Assurance and a Graduate Lecturer at Nairobi Technical Training Institute. He holds a PhD in Medical Microbiology, M.Sc. in Medical Microbiology and B.Ed (Science).

**Dr. Kipkirui Langat**  
**Director General of TVET Authority**



**D**r. Langat (Born 1972) is the Director General of TVET Authority. He holds Doctor of Philosophy in Engineering Systems and Management from Egerton University, Master of Philosophy in Technology Education (Automotive Technology), Master of Business Administration (Strategic Management) and Bachelor of Education in Technology Education from Moi University. He has worked as an Assistant Lecturer, Lecturer and Head of Department, Automotive Engineering at Rift Valley Training Institute. He has also worked as a lecturer in the Department of Mechanical Engineering and a Deputy Dean of students at Eldoret Polytechnic. Dr. Langat worked at Egerton University as a Lecturer in the Department of Industrial and Energy Engineering.

He was a programme coordinator for Twinning Programme between Western Michigan University, USA and Egerton University. He was also among a team of experts who developed Bachelor of Technology in Mechanical Engineering and Bachelor of Philosophy in Mechanical Engineering at the Technical University of Kenya. He was a subject panel for Diploma and Higher National Diploma in Mechanical Engineering between 1999 and 2004 at Kenya Institute of Education.

Dr. Langat has also been working with United Nations Environment Programme (UNEP) in developing policies and guidelines for transport emissions in East Africa Region. He was instrumental in the training of motor vehicle inspectors in Kenya and Rwanda. Since 2014, he has been advising East African Community in harmonization of standards for importation of used motor vehicles in the region. He is a member of Technical Committee on Road Transport Standards at the Kenya Bureau of Standards and a consultant for Boston Garage Equipment UK since 2007. He is a fellow member of Institution of Engineering Technologists and Technicians (IET) of Kenya.

**Prof. George Thumbi:  
Industry Representative**



**P**rof. George Muturi Thumbi (Born 1953) is a Professor in Civil Engineering Technology at the Technical University of Kenya. He has a wide experience in the Ministry, TVET institutions as well as in the universities. Prof. Thumbi has worked as an inspector of water supply in the Ministry of Water, tutor at Kenya Water Institute, worked with TSC as Senior Lecturer at Jomo Kenyatta College of Agriculture and Technology (JKCAT) and later Lecturer and Senior Lecturer at JKUAT. Currently, he is a Full Professor at the Department of Civil and Construction Engineering, Technical University of Kenya. He is a Director, School of Infrastructure and Resource Engineering and also Chairman, Institute of Engineering Technologists.

Prof. Thumbi is a holder of Doctor in Engineering and his professional affiliations include: Lead expert, Environmental Impact Assessment and Audit (NEMA) and fellow with Institute of Engineering Technologists.

**Ms Agnes Naliaka Wachie:  
Industry Representative**



**M**s Agnes Naliaka Wachie, (Born 1966), DIP(PM), BPhil (Elect/Elect Eng.), HND (Elect/Elect Eng.) (DIP (Ed Elec/Elect) – Senior Tech Officer, Energy Regulatory Commission. Ms. Agnes Wachie is a Senior Technical Officer- Electricity at the Energy Regulatory Commission.

She holds a Bachelor's Degree in Electrical Engineering, Diploma in Technical Education Electrical and Electronics and a Diploma in Project Management from Galilee International Management Institute- Israel. She is a Graduate Engineer- EBK, a registered member of the Institute of Technologists and Technicians now KTTB.

Council Member of the TVET CDACC since November 2014 and has a wide experience in Power engineering and Assessment and Management of licensing of Power Undertakings in the energy sector. She worked for Kenya Power from 1988 to 1995 and later Energy Regulatory Commission from 1999 to date.

**Dr. Kevit Desai: Principal Secretary,  
Vocational and Technical Training**



**D**r. Kevit Desai (Born 1968) is the owner and founder of Centurion Systems Limited and holds a Ph.D. in Robotics Systems Engineering. Kevit served as an Industrial Automation Development Engineer at Nippon ABS Ltd in Tochigi Japan. He is also a master trainer in automation and drives technologies. He is the founder and chairman of Linking Industry with Academia (LIWA).

Kevit has been a member of the steering Committee in JICA master's degree and internship program of the Africa Business Education Initiative for the youths. He is also the chairman of the permanent working group on vocational training. He also serves as a trustee at the United States International University Africa (USIU). He served as a Pan African University Trustee, Board of Director AIESEC, Standing Committee on Investment of Renewable Energy (MOE), Asian Foundation, Task Force on Alignment of Higher Education with the Constitution, TAHEST, Task Force for Research and Development, National Council for Science & Technology Council, University of Nairobi, South Eastern University and National Higher Education Reform Task (Ministry of Education).

He also served as a former Commissioner of the Commission of Higher Education. Dr. Desai has chaired and directed various organizations such as Kenya Markets Authority Trust, Regional Mega Projects Coordination Council, and Regional Mega Project Coordinating Council (RMPCC), Institute of Electrical and Electronics Engineer East Africa (IEEE) (Kenya, Uganda, Tanzania, Sudan, Kenya ICT Federation (KIF), General Co-chair AFRICON 2009, Mahatma Gandhi Academy Society, Kenya Private Sector Alliance (KEPSA), Kenya ICT Board, Engineering Students Exhibition and the University Grants Committee.

He has been awarded Honorary Doctor of Science honoris causa of KCA University. He has also been knighted Moran of the Order of the Burning Spear (MBS) for Engineering contribution (2008) citation by the professional society of Kenya. He is professionally affiliated to the Institute of Electrical and Electronics Engineers (IEEE), Institute of Electrical and Electronics Engineers, Kenya Section, Kenya ICT Federation (KIF) and the Kenya Science, Technology and Innovation Steering Committee.

**Ms. Priscilla N. Mutua:  
Representative of Principals of  
Technical Training Institutions**



**M**s. Priscilla N. Mutua (Born 1967) is a representative of Kenya Technical Training Institutes (KATTI) and is currently the principal Machakos Technical Institute for the Blind. Priscillah Nduku Mutua is a trained teacher and a PhD student in curriculum studies. Professionally and administratively, she has risen from a secondary school graduate teacher in 1991 to a Principal in the MTIB. Within the TVET framework, she has attended, participated and contributed in eight conferences four of them global in scope. Within this, she has achieved the coveted position of KATTI's Vice Sec. General and the Ministerial appointment in 2017 to the membership of TVE-TCDACC.

Priscillah has demonstrated very commendable competencies in teaching, programme administration, management, analytical assessment, partnership, collaboration and linkages and strategic management. Her ability to adapt, integrity, innovativeness and personal drive have enabled her to grow MTIB into a modern, and indeed the best special needs institution for the visually challenged in Kenya. She has seen to the transformation of previously helpless special needs trainees into self-acceptance, self-reliance and talent recognition and nurturing of renown world Paralympic champions including Hon. Henry Wanyoike and Henry Nzungi. This has made Priscillah a household name in the context of visual disability.

**Mr. John W. O. Okumu  
Representative of National  
Polytechnics**



**M**r. Okumu John Wycliffe Odhiambo (Born 1968) is the Deputy Principal (Administration) of The Kisumu National Polytechnic. He has over 27 years of teaching experience in which he has taught Technical Education in Engineering Drawing and Metal/Mechanical Technology besides serving in various administrative positions in public institutions. He has attended and trained in several Executive Management and Corporate Governance programs. He represents National Polytechnics in the TVET Curriculum Development, Assessment and Certification Council (TVET CDACC). He is a full member with the Kenya Engineering Technologist Registration Board.

**Ms Juliana Asser  
Representative of  
Technical University Senate**



**M**s. Juliana Asser (Born 1970) works at the Registrar Academic Affairs office- Technical University of Mombasa. She is Pursuing a PhD in Business Administration, Strategic Management Option (JKUAT). She holds a Masters' Degree in Business Administration from Kenyatta University and Bachelor of Education from Moi University. She is a full member of Kenya Institute of Management. She previously taught in public institutions where she held various management positions. She serves as a member of TVET CDACC representing Technical Universities in Kenya.

## II. MANAGEMENT TEAM

No.	Name	Area of responsibility
1.	Dr. Lawrence Guantai	Council Secretary/CEO
2.	Ms. Zipporah Njoroge	Head of Technical and Corporate Services
3.	Ms Rosalind Githinji	Head of Curriculum Development and Review
4.	Hellen Murithi	Head of Material Development Coordination and Human Resource Management
5.	David Gatimu	Head of Assessment and Investigation
6.	David Maina	Head of Certification, Finance and ICT
7.	Francis Maweu	Head of Procurement
8.	David Kitua	Accountant

### iii. CHAIRMAN'S STATEMENT



TVET CDACC is mandated to undertake design and development of curricula for the training institutions' examination, assessment and competence certification and advise the Government on matters related thereto. The Organizational objectives are to provide a dynamic curriculum responsive to the manpower needs of a dynamic economy and establish competence based assessment and certification system. During the financial year 2017/18, the Council made various progress in the development of Competency Based Curriculum in collaboration with the industry.

#### **BUDGET ALLOCATION**

In the financial year 2017/18, TVET CDACC had a gross budget of Kshs. 76,000,000 for recurrent vote, and was to expend the gross budget under the following five programmes:

#### **Programme 1: Development of Competency Based**

##### **Education and Training (CBET) curricula**

The objective of this programme is to ensure that TVET curriculum produces TVET graduates with skills that match industry demand. It is developed in collaboration with industry and based on occupational standards. The programme was allocated Kshs. 29,000,000 which was used to undertake the following activities:

- i. Development and review of competency based curriculum development guidelines and procedures;
- ii. Establishment of sector skills advisory committees;
- iii. Development of occupational standards;
- iv. Review of CBET training materials; and
- v. Sensitization of TVET stakeholders on CBET.

#### **Programme 2: Establishment of Competence Assessment and Certification System**

The objective of this programme is to ensure that trainees' achievement is outcome based and certification is based on demonstration of competencies. The programme was allocated Kshs. 21,000,000 which was used to undertake the following activities:

- i. Development of certificates soft-wares and packages
- ii. Digitalization of competency certification
- iii. Review assessment and certification guidelines;
- iv. Training of assessors and verifiers; and
- v. Establishment of assessment centres.



### **Programme 3: Publicity of TVET CDACC**

The objective of this programme is to sensitize stakeholders and the general public on the mandate of TVET CDACC and CBET approach. The programme was allocated Kshs. 2,000,000 which was used to undertake the following activities:

- i. Updating of TVET CDACC website;
- ii. Development of a TVET CDACC portal;
- iii. Implementation of a TVET CDACC communication strategy;
- iv. Participation in trade fairs conferences and seminars; and
- v. Press statements and releases in local dailies.

### **Programme 4: Enhancement of work environment**

The objective of this programme is to ensure that the TVET CDACC Secretariat work in a conducive environment and are facilitated to undertake their responsibilities. The programme was allocated Kshs. 8,000,000 which was used to undertake the following activities:

- i. Procurement of office furniture and equipment;
- ii. Procurement of general supplies; and
- iii. Procurement of Council vehicles.

### **Programme 5: TVET CDACC human resource capacity enhancement**

The objective of this programme is to ensure that the Council is appropriately staffed with the right staff to assist in achieving its mandate. The programme was allocated Kshs. 12,000,000 which was used to undertake the following activities:

Engagement of interns on Technical areas;

Capacity building of the Council members and secretariat nationally and internationally; and

Conduct staff training based on the training needs.

## **KEY ACHIEVEMENTS**

In the financial year 2017/18, TVET CDACC made the following achievements:

- i) The Council in partnership with German International Cooperation (GIZ), Kenya Association of Professional Counseling (KAPC), Kenya Institute of Criminal Justice (KICJ) and Kenya School of Medical Sciences and Technology (KSMST) has developed 29 Occupation Standards (OS) and curricula in the following areas:
  - i. Horticultural Nursery Management Level 3-6
  - ii. Horticultural Processing Level 3-6
  - iii. Horticultural Production Level 3-6
  - iv. Dairy Plant Management Level 4-6
  - v. Dairy Farm Management Level 4-6
  - vi. Agripreneurship Level 3&4 and 5&6

- vii. Operation Theatre Technology Level 5-6
  - viii. Security Management Level 6
  - ix. Marriage and Family Counseling Level 6
- ii) The Council partnered with ADB and KEFEP in training of TVET CDACC staff on DACUM and CBET
  - iii) The Council formed Sector Skills Advisory Committees (SSACs) in various sectors including but not limited to:
    - i. Finance and sales
    - ii. Office administration
    - iii. Records management
    - iv. Horticulture
    - v. Dairy
    - vi. Aquaculture
    - vii. Cosmetology
    - viii. Fashion and design
    - ix. Security
    - x. Electrical engineering (power)
  - iv) The Council partnered with AfDB through CADENA in developing OS in seven trade areas (courses):
    - i. Electrical Engineering, Mechanical Engineering (Production option)
    - ii. Automotive Engineering
    - iii. Chemical Engineering, Building
    - iv. Food Technology and
    - v. Tourism and Hospitality Management
  - v) The Council partnered with Kenya for Employment Programme (KEFEP) under Colleges and Institutes Canada (CiCan) and the National Polytechnics in developing competency-based curricula in:
    - i. Building and Civil
    - ii. Applied Sciences, Hospitality
    - iii. Mechanical Engineering and
    - iv. Energy-Electrical courses
  - vi) The Council has trained Kenya Meat Institute trainers (11), 21 banking experts and 35 trainers under GIZ SOGA project on CBET approach.
  - vii) The Council has trained over 300 assessors/verifiers on competency based assessment from Kenya School of Medical Science & Technology, Kenya Counselling Psychological

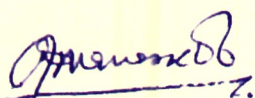
Association (KCPA), Kenya Institute of Professional Counselling (KIPC), Amani Counselling Center and Training Institute, Latia Resource Centre, GIZ SOGA (TUK, TUM, Eming, Kabete, Meru, Nyeri, Eastlands College of Technology), Uzuri Institute) among others.

- viii) The Council designed and developed a software for printing of competence certificates for TVET CDACC
- ix) The Council digitalized competence certificates for verification purposes
- x) The Council developed and displayed customers' service charter for improved service delivery
- xi) The Council established 5 assessment centers for the already approved curricula
- xii) The Council capacity build 3 council members and two secretariat staff on CBET in TESDA, Manilla (Philippines).
- xiii) Engaged 10 interns in various technical areas.

## CHALLENGES

In the financial year 2017/18, TVET CDACC faced the following challenges:

- i) There are limited Occupational Standards to be used for the development of competency-based curriculum and assessment. All have been made afresh.
- ii) Inadequate human resource and infrastructure staff
- iii) Inadequate capacity of TVET trainers to carry out competency-based assessment
- iv) Low funding for CBET development
- v) Establishing CBET assessment centers



.....  
Prof. Charles Ondieki  
Chairman of the Council

Date: 30-9-2018  
.....

## IV. REPORT OF THE CHIEF EXECUTIVE OFFICER



TVET CDACC is a service state corporation charged with the mandate to undertake design and development of curricula for the training institutions' examination, assessment and competence certification and advise the Government on matters related thereto. The Council heavily depends on the government grant to carry out its mandate. The provision from the government has been inadequate thus making it impossible for the Council to undertake its activities.


Since its inception in 2014, TVET CDACC has been operating with a lean secretariat deployed from the Ministry of Education. It is until, January, 2017 when the Council recruited its first staff, the CEO/Council Secretary. The staff inadequacy and low budgetary allocation has highly affected its operation.

Despite these challenges, the Council has made several milestones which include:

- The Council in partnership with German International Cooperation (GIZ), Kenya Association of Professional Counseling (KAPC), Kenya Institute of Criminal Justice (KICJ) and Kenya School of Medical Sciences and Technology (KSMST) has developed 29 Occupation Standards (OS) and curricula
- The Council partnered with ADB and KEFEP in training of TVET CDACC staff on DACUM and CBET
- The Council formed Sector Skills Advisory Committees (SSACs) in various sectors
- The Council partnered with AfDB through CADENA in developing OS in seven trade areas (courses)
- The Council partnered with Kenya for Employment Programme (KEFEP) under Colleges and Institutes Canada (CiCan) and the National Polytechnics in developing competency-based curricula in five trade areas.
- The Council has trained trainers and stakeholders on CBET approach from Kenya Meat Institute, banking industry and trainers under GIZ SOGA project.
- The Council has trained over 300 assessors/verifiers on competency-based assessment from Kenya School of Medical Science & Technology, Kenya Counselling Psychological Association (KCPA), Kenya Institute of Professional Counselling (KIPC), Amani Counselling Center and Training Institute, Latia Resource Centre, GIZ SOGA (TUK, TUM, Emining, Kabete, Meru, Nyeri, Eastlands College of Technology), Uzuri Institute) among others.
- The Council designed and developed a software for printing of competence certificates for TVET CDACC
- The Council digitalized competence certificates for verification purposes
- The Council developed and displayed customers' service charter for improved service delivery

- The Council established 5 assessment centers for the already approved curricula
- Engaged 10 interns in various technical areas.
- Finally, the Council rained two (2) Council members and four (4) secretariat officers on CBET in TESDA, Manilla (Philippines).

The Council endeavours to continue serving the nation by providing quality services efficiently and effectively.



.....  
Dr. Lawrence Guantai  
Council Secretary/C.E.O

Date: 30/9/2018  
.....

## V. CORPORATE GOVERNANCE STATEMENT

TVET CDAC Council is accountable to the stakeholders and the Government for council's performance and governance. The Council has a draft Charter that establishes its authority, responsibilities and membership of the key committees. The Charter clearly establishes the relationship between the Council and Management.

The primary roles of the Council are to provide overall strategic guidance for TVET CDACC and effective oversight on the management team. Currently the Council has established three committees to give detailed consideration to policy matters and key strategic issues with respect to corporate management without interfering with or impeding the operation of the Council. These committees meet regularly and submit their reports to the full Council for adoption and approval.

The Council meets regularly and has a formal schedule of its matters. During the year under review, the Council comprised of ten (10) members with seven (7) being institutional/industry representatives, the Chief Executive Officer who is also the secretary to the Council and the Chairman.

The Council shall remain truly committed to transforming the lives of Kenyans by developing curriculum that matches the needs of the industry, carrying out competence assessment and ensuring that only competent candidates are certified.

## VI. STATEMENT OF COUNCIL'S RESPONSIBILITIES

TVET CDAC Council is responsible for the preparation and presentation of the financial statements, which give a true and fair view of the state of affairs of the Council's for and as at the end of the 1st, 2nd, 3rd and 4th Quarters ended on 30 June 2018. This responsibility includes: (i) maintaining adequate financial management arrangement and ensuring that these continue to be effective throughout the reporting financial year; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Council; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statement, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the Council; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

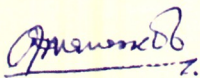
TVET CDAC Council accepts responsibility for the financial statements, which have been prepared on the Cash Basis Method of Financial Reporting, using appropriate accounting policies in accordance with International Public Sector Accounting Standards.

TVET CDAC Council is of the opinion that the Council's financial statements give a true and fair view of the state of Council's transactions during the 1st, 2nd, 3rd and 4th Quarters ended on June 30th, 2018, and of the Council's financial position as at that date. TVET CDACC further confirm the completeness of the accounting records maintained, which have been relied upon in the preparation of the Council financial statements as well as the adequacy of the systems of internal financial control.

TVET CDAC Council confirm that the Council has complied fully with applicable Government Regulations and the terms of external financing covenants, and that Council funds received during the financial year under audit were used for the eligible purposes for which they were intended and were properly accounted for.

### Approval of the Project financial statements

The Council's financial statements were approved by the Chairman and the Council Secretary for TVET Curriculum Development Assessment and Certification Council on 30 September 2018 and signed by them.



.....  
Prof. Charles M. M. Ondieki  
Chairman, TVET CDACC



.....  
Dr. Lawrence Guantai  
CEO/Council Secretary

# VIII. REPORT OF THE INDEPENDENT AUDITORS ON TVET CDACC

## REPUBLIC OF KENYA

Telephone: +254-20-342330  
Fax: +254-20-311482  
E-mail: [oag@oagkenya.go.ke](mailto:oag@oagkenya.go.ke)  
Website: [www.kenao.go.ke](http://www.kenao.go.ke)



P.O. Box 30084-00100  
NAIROBI

## OFFICE OF THE AUDITOR-GENERAL

### REPORT OF THE AUDITOR-GENERAL ON THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL FOR THE YEAR ENDED 20 JUNE 2018

#### REPORT ON THE FINANCIAL STATEMENTS

##### Opinion

I have audited the accompanying financial statements of The Technical and Vocational Education and Training Curriculum Development, Assessment and Certification council set out on pages 1 to 16 which comprises the statement of financial position as at 30 June 2018, and the statement of financial performance, statement of changes in net assets, statement of cash flows and statement of comparison of budget and actual amounts for the year then ended and a summary of significant accounting policies and other explanatory information in accordance with the provisions of Article 229 of the constitution of Kenya and Section 35 of the Public Audit Act, 2015. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

In my opinion, the financial statements present fairly, in all material respects, the financial position of The Technical and Vocational Education and Training Curriculum Development, Assessment and Certification Council as at 30 June, 2018 and of its financial performance and its cash flows for the year then ended, in accordance with International Public Sector Accounting Standards (Accrual Basis) and comply with The Technical and Vocational Education and Training Act, 2013.

##### Basis for Opinion

The audit was conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs). I am independent of The Technical and Vocational Education and Training Curriculum Development, Assessment and Certification Council in accordance with ISSAI 30 on Code of Ethics. I have fulfilled other ethical responsibilities in accordance with the ISSAI and in accordance with other ethical requirements applicable to performing audits of financial statements in Kenya. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.



## **Key Audit Matters**

Key audit matters are those matters that, in my professional judgment, are of most significance in the audit of the financial statements. There were no Key audit Matters to report in the year under review.

## **REPORT ON LAWFULNESS AND EFFECTIVENESS IN USE OF PUBLIC RESOURCES**

### **Conclusion**

As required by Article 229(6) of the constitution, based on the audit procedures performed, I confirm that, nothing has come to my attention to cause me to believe that public resources have not been applied lawfully and in an effective way.

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

## **REPORT ON EFFECTIVENESS OF INTERNAL CONTROLS, RISK MANAGEMENT AND GOVERNANCE**

### **Conclusion**

As required by Section 7(1) (a) of the Public Audit Act, 2015, based on the audit procedures, I confirm that, nothing has come to my attention to cause me to believe that internal controls, risk management and governance were not effective.

The audit was conducted in accordance with ISSAI 1315 and ISSAI 1330. The standards require that I plan and perform the audit to obtain assurance about whether effective processes and systems of internal control, risk management and governance were operating effectively in all material respects. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my conclusion.

## **Responsibility of Management and those Charged with Governance**

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

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the management either intends to liquidate the Council or to cease, or have no realistic alternative but to do so.

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

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

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

### **Auditor-General's Responsibilities for the Audit**

The audit objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion in accordance with the provisions of section 48 of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the constitution. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISSAIs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Further, in planning and performing the audit of the financial statements and audit of compliance, I consider internal control in order to give an assurance on the effectiveness of internal controls, risk management and governance processes and systems in accordance with the provisions of Section 7 (1) (a) of the Public Audit Act, 2015 and submit the audit report in compliance with Article 229(7) of the constitution. My consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under the ISSAIs.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

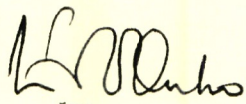
Because of its inherent limitations, internal control may not prevent or detect misstatements and instances of non-compliance. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the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

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

- Identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that my cast significant doubt on the ability to continue as a going concern or to sustain services. If I conclude that a material uncertainty exists, I am required to draw attention in the auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report. However, future events or conditions may cause the Council to cease to continue as a going concern or to sustain its services.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieved fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information and business activities of the Council to express an opinion on the financial statements.
- Perform such other procedures as I consider necessary in the circumstances.

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

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



**FCPA Edward R. O. Ouko , CBS  
AUDITOR-GENERAL.**

# FINANCIAL REPORTS

## VIII. STATEMENT OF FINANCIAL PERFORMANCE

	Notes	2017-2018	(Restated) 2016-2017
		Kshs	Kshs
<b>Revenue from non-exchange transactions</b>			
Grants from ministry	1	76,000,000	76,000,000
<b>Total revenue</b>		<b>76,000,000</b>	<b>76,000,000</b>
<b>Expenses</b>			
Staff costs	2	10,370,881	643,491
Council expenses	3	11,233,633	11,099,006
Depreciation and amortization expense	4	4,711,183	1,258,224
Repairs and maintenance	5	2,535,802	3,848,054
Use of Goods and services	6	44,445,515	43,688,300
<b>Total expenses</b>		<b>73,297,015</b>	<b>60,537,075</b>
<b>Surplus/(Deficit) For the Period</b>		<b>2,702,985</b>	<b>15,462,925</b>
<b>Surplus/(Deficit) B/f</b>		<b>15,462,925</b>	<b>-</b>
<b>Transfer to Capital Grants</b>			
<b>Surplus/(Deficit) C/f</b>		<b>18,165,910</b>	<b>15,462,925</b>


The notes set out on pages 12 to 15 form an integral part of the annual Financial Statements.

## IX. STATEMENT OF FINANCIAL POSITION


### AS AT 30 JUNE 2018

	Notes	2017-2018	(Restated) 2016-2017
<b>Assets</b>		<b>Kshs</b>	<b>Kshs</b>
<b>Current assets</b>			
Cash and cash equivalents	7	2,049,742	29,943
Receivables from exchange transactions	8		1,537,456
Prepayments	8	682,365	
		<b>2,732,107</b>	<b>1,567,399</b>
<b>Non-current assets</b>			
Property Plant and Equipment	9	15,733,804	14,195,526
<b>Total current assets</b>		<b>15,733,804</b>	<b>14,195,526</b>
<b>Total Assets</b>		<b>18,465,911</b>	<b>15,762,925</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
		-	-
Provisions	10	300,000	300,000
<b>Total current liabilities</b>		<b>300,000</b>	<b>300,000</b>
<b>Net assets</b>			
Reserves (accumulated surplus)		15,462,925	
Reservers for the year		2,702,985	15,462,925
Capital Fund		-	
		18,165,910	
<b>Total net assets and liabilities</b>		<b>18,465,910</b>	<b>15,762,925</b>

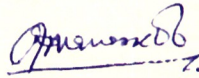
The Financial Statements set out on pages 1 to 5 were signed on behalf of the Council Members by:



.....  
Dr. Lawrence Guantai  
Council Secretary/C.E.O



.....  
David Kitua  
Accountant



.....  
Prof. Charles Ondieki  
Chairman of the Council

Date 30/7/2018

Date 30/7/2018

Date 30/7/2018

## X. STATEMENT OF CHANGES IN NET ASSETS

### FOR THE YEAR ENDED 30 JUNE 2018

	ACCUMULATED SURPLUS	Capital/ Development Grants/Fund	Total
At July 1, 2016	-	-	-
			-
Surplus/(Deficit) for the year(restated)	15,462,925	-	15,462,925
<b>At June 30, 2017</b>	<b>15,462,925</b>	-	<b>15,462,925</b>
			0
<b>At July 1, 2017</b>	<b>15,462,925</b>	-	<b>15,462,925</b>
Capital/Development grants during the year			0
Surplus/(Deficit) for the year	2,702,986	-	2,702,986
<b>At June 30, 2018</b>	<b>18,165,911</b>	-	<b>18,165,911</b>

## XI. STATEMENT OF CASH FLOWS

### AS AT 30 JUNE 2018

		2017-2018	(Restated) 2016-2017
	Note	Kshs	Kshs
<b>Surplus for the period</b>		<b>2,702,985</b>	<b>15,462,925</b>
<b>Adjusted for</b>			
depreciation		4,711,183	1,258,224
increase in receivables		855,091	-1,537,456
increase in payables		0	300,000
<b>Net Cashflow from operating Activities</b>		<b>8,269,259</b>	<b>15,483,693</b>
<b>Cash flows used in investing activities</b>			
Purchase of assets		-6,249,460	-15,453,750
<b>Net cash flows used in investing activities</b>		<b>-6,249,460</b>	<b>-15,453,750</b>
Net increase/(decrease) in cash and cash equivalents		2,019,799	29,943
Cash and cash equivalents at 1 July		29,943	0
<b>Cash and cash equivalents at 30 June</b>		<b>2,049,742</b>	<b>29,943</b>



## XII. STATEMENT OF COMPARISON OF BUDGET & ACTUAL AMOUNTS FOR THE PERIOD ENDED 30 JUNE 2018

	Original budget	Adjustments	Final budget	Actual on comparable basis	Performance difference
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
Revenue	Kshs	Kshs	Kshs	Kshs	Kshs
Government grants and subsidies	76,000,000	-	76,000,000	76,000,000	0
					0
					0
<b>Total income</b>	<b>76,000,000</b>	<b>0</b>	<b>76,000,000</b>	<b>76,000,000</b>	<b>0</b>
<b>Expenses</b>					<b>0</b>
Compensation of employees	10,500,000	-	10,500,000	10,370,881	129,119
Council Allowances	13,624,000	-	13,624,000	11,233,633	2,390,367
Use of goods & services	51,876,000	-	51,876,000	44,445,515	7,430,485
<b>Total expenditure</b>	<b>76,000,000</b>	<b>-</b>	<b>76,000,000</b>	<b>66,050,030</b>	

## XIII. SIGNIFICANT ACCOUNTING POLICIES

### a. First time adoption of International Public Sector Accounting Standards

The entity adopted the International Public Sector Accounting Standards for the first time in 2016.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the indirect method. The financial statements are prepared on accrual basis.

### ADOPTION OF NEW AND REVISED STANDARDS

Standard	Impact
<b>IPSAS 33:</b> First time adoption of Accrual Basis IPSAS	The entity adopted IPSAS in the year ended 30 June 2016 and therefore provisions of first time adoption of accrual basis does not apply to the entity.
<b>IPSAS 34:</b> Separate Financial Statements	The entity does not have any subsidiaries, joint ventures or investments and therefore the standard does not apply/ the entity is a parent company and has prepared consolidated financial statements and therefore the standard does not apply/ the entity is a parent company and has prepared separate financial statements and the following is the impact of application of the new standard:
<b>IPSAS 35:</b> Consolidated Financial Statements	The entity does not have any subsidiaries, joint ventures or investments and therefore the standard does not apply/ the entity has prepared consolidated financial statements.
<b>IPSAS 36:</b> Investments in Associates and Joint Ventures	The entity does not have investments in associates or joint ventures/ the entity hold investments in associates and joint ventures.
<b>IPSAS 38:</b> Disclosure of Interests in Other Entities	TCDACC does not have an interests in other entities and therefore the standard does not apply/ the entity has an interest in other entities that are consolidated in these financial statements.

## **SIGNIFICANT ACCOUNTING POLICIES (continued)**

### **b. General Information**

TVET CDACC is established by and derives its authority and accountability from TVET Act, No. 29 of 2013. The entity is wholly owned by the Government of Kenya and is domiciled in Kenya. The entity's principal activity is to undertake design and development of competency based curriculum for TVET.

### **c. Statement of Compliance and Basis of Preparation**

The entity's financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS). The financial statements are presented in Kenya shillings, which is the functional and reporting currency of the entity. The accounting policies have been consistently applied to all the years presented.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the direct method. The financial statements are prepared on accrual basis.

### **d. Revenue recognition**

Revenues from non-exchange transactions with other government entities are measured at fair value and recognized on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the entity and can be measured reliably.

### **e. Budget**

The annual budget is prepared on the accrual basis that is, all planned costs and income are presented in a single statement to determine the needs of TCDACC. As a result of the adoption of the accrual basis for budgeting purposes, there is no timing or differences that would require reconciliation between the actual comparable amounts and the amounts presented as a separate additional financial statement in the statement of comparison of budget and actual amounts.

### **f. Property, plant and equipment**

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

## **SIGNIFICANT ACCOUNTING POLICIES (continued)**

### **g. Depreciation of Property, plant and equipment**

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognizes such parts as individual assets with specific useful lives and depreciates them using the straight-line method. Likewise, when a major inspection is performed, its cost is recognized in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognized in surplus or deficit as incurred. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

The following rates were applied for depreciation;

*Motor Vehicles 25%*

*Furniture, Fixtures Fittings and Equipment @12.5%*

*Computers and Printers @ 30%*

*Softwares 20%*

### **h. Provisions**

Provisions are recognized when the TCDACC has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the TCDACC expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognized as a separate asset only when the reimbursement is virtually certain. The expense relating to any provision is presented in the statement of financial performance net of any reimbursement.

### **i. Contingent liabilities**

The TCDACC does not recognize a contingent liability, but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

### **j. Contingent assets**

TCDACC does not recognize a contingent asset, but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control in the notes to the financial statements.

## **SIGNIFICANT ACCOUNTING POLICIES (continued)**

Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognized in the financial statements of the period in which the change occurs.

### **k. Nature and purpose of reserves**

TCDACC creates and maintains reserves in terms of specific requirements. Revaluation reserve is created to record increase or decrease in value of property. In financial year 2017-2018 land has been recorded as property and no gain or loss was recorded in respect of this assets.

### **l. Changes in accounting policies and estimates**

The TCDACC recognizes the effects of changes in accounting policy retrospectively. The effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

### **m. Cash and cash equivalents**

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

### **n. Comparative figures**

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

### **o. Significant judgments and sources of estimation uncertainty**

The preparation of the TCDACC's financial statements in conformity with IPSAS requires management to makes judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period.

## **SIGNIFICANT ACCOUNTING POLICIES (continued)**

### **p. Estimates and assumptions**

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

### **q. Useful lives and residual values**

The useful lives and residual values of assets are assessed using the following indicators to inform potential future use and value from disposal:

The condition of the asset based on the assessment of experts employed by the TCDACC

The nature of the asset, its susceptibility and adaptability to changes in technology and processes

The nature of the processes in which the asset is deployed

Availability of funding to replace the asset

Changes in the market in relation to the asset

### **r. Provisions**

Provisions were raised and management determined an estimate based on the information available.

Provisions are measured at the management's best estimate of the expenditure required to settle the obligation at the reporting date, and are discounted to present value where the effect is material

### **s. Subsequent events**

There have been no events subsequent to the financial year end with a significant impact on the financial statements for the year ended 30th June 2018.

### **t. Related party**

The entity regards a related party as a person or entity with the ability to exert control individually or jointly, or to exercise significant influence over the entity and vice versa. Members of key management are regarded as related parties

#### u. Segment reporting

The entity does not have any branches/reporting segments. All the operations of the entity are managed from the registered office. The core business of TCDACC continues design and development of competency based curriculum for TVET.

#### v. Bad debt provision

The entity provides 10% for debts over one year and 5% in the preceding year. If there is high probability that the debt is not recoverable it is written off. There were no bad debts in the financial year 2017-2018.

#### w. Financial Risk Management Disclosure

The centre did not have investments in financial instruments in financial year 2017-2018.

#### x. Related party disclosures

The Entity regards a related party as a person or an entity with the ability to exert control individually or jointly, or to exercise significant influence over the Entity, or vice versa. Members of key management are regarded as related parties and comprise the directors, the CEO and senior managers.

The Key management personnel receives salaries and other benefits from Council.

	2017-2018
Number of persons	14

#### y. Commitments and contingencies

There were no capital commitments during the financial year 2017-2018

#### z. Contingencies

There were no contingent liabilities and contingent assets reported during and after Audit process.

## XIV NOTES TO THE FINANCIAL STATEMENTS

1. TRANSFERS FROM MINISTRIES, DEPARTMENTS AND AGENCIES				
Name of the Entity sending the grant	Amount recognized to Statement of Comprehensive Income	Amount deferred under deferred income	Total grant income during the year	2016-2017
Ministry of Education/ State Department of Vocational Technical Training	76,000,000	-	76,000,000	76,000,000
<b>Total</b>	<b>76,000,000</b>	<b>0</b>	<b>76,000,000</b>	<b>76,000,000</b>

2. STAFF COSTS		
	2017-2018	2016-2017
	KShs	KShs
Chief Executive Officer salary and other casuals	6,796,901	643,491
Employee related costs - contributions to pensions	386,638	-
Extraneous Allowance	2,723,342	-
Leave allowances	464,000	-
<b>Employee costs</b>	<b>10,370,881</b>	<b>643,491</b>

3. COUNCIL EXPENSES		
Description	2017-2018	2016-2017
	KShs	KShs
Chairman's Honoraria	971,833	1,020,000
Council Members emoluments / Allowances	4,706,000	5,179,144
Other allowances (Sitting Allowances)	5,555,799	4,899,862
<b>Total director emoluments</b>	<b>11,233,632</b>	<b>11,099,006</b>



<b>4. DEPRECIATION AND AMORTIZATION EXPENSE</b>		
<b>Description</b>	<b>2017-2018</b>	<b>2016-2017</b>
	<b>KShs</b>	<b>KShs</b>
Property, plant and equipment	4,711,183.00	1,258,224
<b>Total depreciation and amortization</b>	<b>4,711,183</b>	<b>1,258,224</b>

<b>5. REPAIRS AND MAINTENANCE</b>		
<b>Description</b>	<b>2017-2018</b>	<b>2016-2017</b>
	<b>KShs</b>	<b>KShs</b>
Vehicles	2,535,802	868,687
Other Assets		2,979,367
<b>Total repairs and maintenance</b>	<b>2,535,802</b>	<b>3,848,054</b>

<b>6. USE OF GOODS AND SERVICES</b>		
		<b>(Restated)</b>
<b>Description</b>	<b>2017-2018</b>	<b>2016-2017</b>
	<b>KShs</b>	<b>KShs</b>
Audit fees	300,000	300,000
Bank Charges	19,561	46,255
communication Supplies and Services	750,960	1,058,000
Computer accessories	372,000	
Development of Curriculum	9,535,217	3,242,946
Domestic Travel and subsistence	18,327,491	16,856,424
Foreign Travel and subsistence	3,058,401	7,912,883
Fuel, oil and lubricant	1,300,000	1,071,973
Hospitality supplies and services	1,138,070	8,595,329
Insurance-Motor vehicle and Other Assets	203,954	-
Office and General Supplies	2,904,151	-
Printing and Advertisement, information Supplies and Services	2,092,220	1,252,220
Training expenses	4,443,490	3,352,270
<b>Total general expenses</b>	<b>44,445,515</b>	<b>43,688,300</b>

<b>7. CASH AND CASH EQUIVALENTS</b>		
Description	2017-2018	2016-2017
<b>a</b>	<b>KShs</b>	<b>KShs</b>
Current account	2,049,742	29,943
Cash in Hand	-	-
<b>Total cash and cash equivalents</b>	<b>2,049,742</b>	<b>29,943</b>

Financial institution	2017-2018	2016-2017
	<b>KShs</b>	<b>KShs</b>
<b>a) Current account</b>		
Kenya Commercial bank-1183760809	2,049,742	29,943
	-	-
<b>Sub- total</b>	<b>2,049,742</b>	<b>29,943</b>
<b>b) Others(specify)</b>		
cash in hand	-	-
<b>Sub- total</b>	<b>-</b>	<b>-</b>
<b>Grand total</b>	<b>2,049,742</b>	<b>29,943</b>

<b>8. RECEIVABLES FROM EXCHANGE CONTRACTS</b>		
(a)		
<b>Description</b>		
	2017-2018	2016-2017
<b>Current receivables</b>	<b>KShs</b>	<b>KShs</b>
Prepayment Fuel,Oil and lubricant	682,365.10	-
Staff cost/ outstanding imprest	-	1,537,456
<b>Total current receivables</b>	<b>682,365</b>	<b>1,537,456</b>

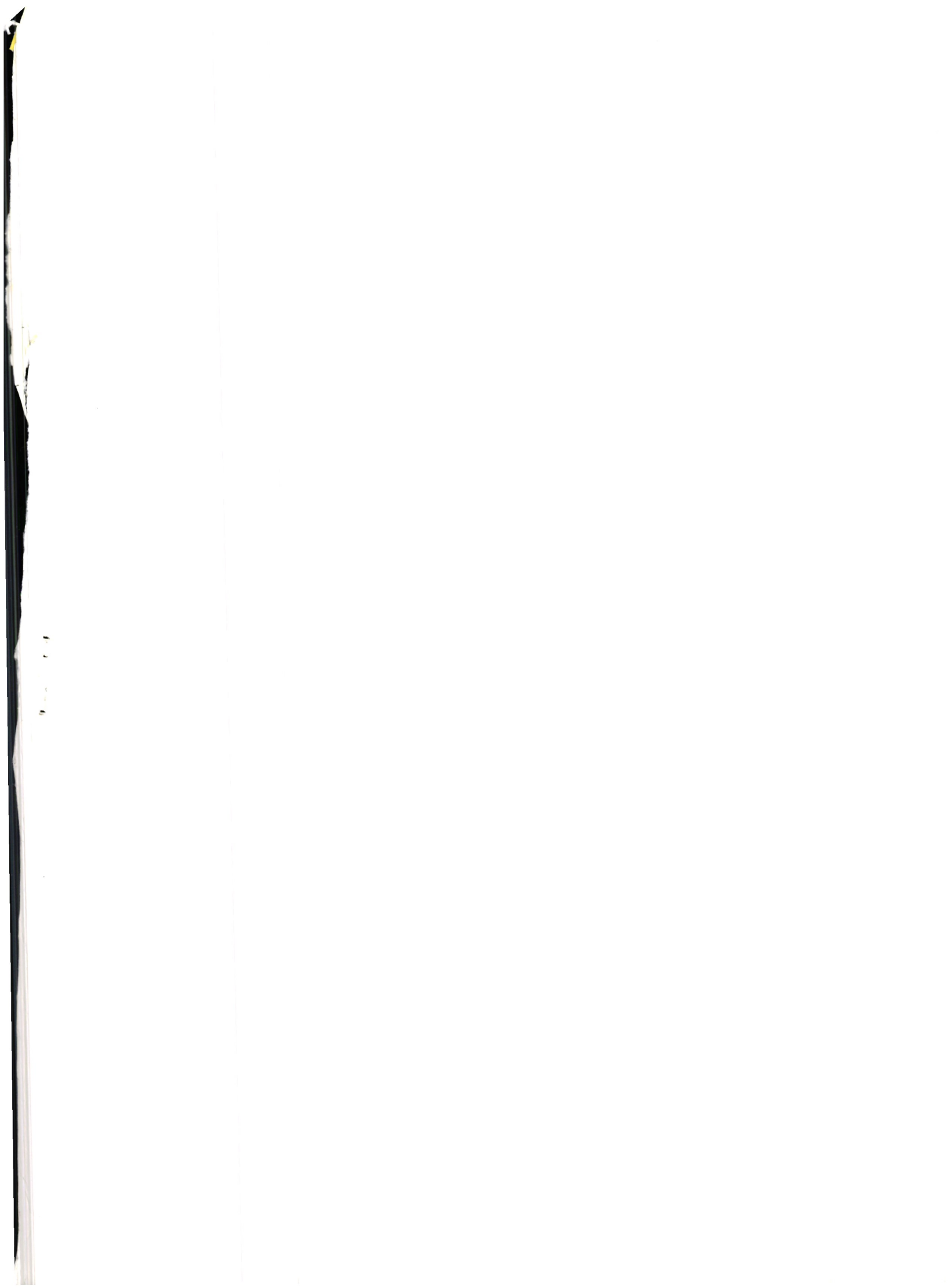
<b>9. Property Plant and equipment</b>					
	<b>Motor vehicles</b>	<b>Furniture and Fittings</b>	<b>Computers and Printers</b>	<b>Software</b>	<b>Total</b>
	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>
<b>Depreciation Rates</b>	<b>25.0%</b>	<b>12.5%</b>	<b>30.0%</b>	<b>20.0%</b>	
<b>COST/VALUATION:</b>					
At 1 July 2017	5,804,000	5,045,900	4,483,850	120,000	15,453,750
Valuation/Additions		2,951,360	2,317,500	980,600.00	6,249,460
As at 30 June 2018	<b>5,804,000</b>	<b>7,997,260</b>	<b>6,801,350</b>	<b>1,100,600</b>	<b>21,703,210</b>
<b>DEPRECIATION:</b>					
As at 30 June 2017	604,583	188,264	465,377	0	1258224
Charges for the year	1,451,000	999,658	2,040,405	220,120	4,711,183
As at 30 June 2018	<b>2,055,583</b>	<b>1,187,921.5</b>	<b>2,505,782</b>	<b>220,120</b>	<b>5,969,407</b>
<b>NET BOOK VALUE:</b>					
At 30 June 2018	<b>3,748,417</b>	<b>6,809,339</b>	<b>4,295,568</b>	<b>880,480</b>	<b>15,733,804</b>
At 30 June 2017	<b>5,199,417</b>	<b>4,857,636</b>	<b>4,018,473</b>	<b>120,000</b>	<b>14,195,526</b>
	<b>Motor vehicles</b>	<b>Furniture and Fittings</b>	<b>Computers and Printers</b>	<b>Software</b>	<b>Total</b>
	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>
<b>Depreciation Rates</b>	<b>25.0%</b>	<b>12.5%</b>	<b>30.0%</b>	<b>20.0%</b>	
<b>COST/VALUATION:</b>					
At 1 July 2016					
Valuation/Additions	5,804,000	5,045,900	4,483,850	120,000	15,453,750
As at 30 June 2017	<b>5,804,000</b>	<b>5,045,900</b>	<b>4,483,850</b>	<b>120,000</b>	<b>15,453,750</b>
<b>DEPRECIATION:</b>					
As at 30 June 2016		0	0	0	0
Charges for the year	604,583	188,264	465,377	0	1,258,224
As at 30 June 2017	604,583	188,264	465,377	0	1,258,224
<b>NET BOOK VALUE:</b>					0
					0
At 30 June 2017	<b>5,199,417</b>	<b>4,857,636</b>	<b>4,018,473</b>	<b>120,000</b>	<b>14,195,526</b>



## XV. PROGRESS ON FOLLOW UP OF AUDITOR RECOMMENDATIONS

Reference No. on the external audit Report	Focal Point person to resolve the issue (Name and designation)	Status: (Resolved / Not Resolved)







## **TVET Curriculum Development, Assessment and Certification Council**

Teleposta Towers, 25th Floor, Kenyatta Avenue  
P.O. Box 15745 - 00100, NAIROBI  
Tel: +254 20, 2217210 Ext 2503/2506/2521  
Email: [cdactvet@gmail.com](mailto:cdactvet@gmail.com)  
[www.tvetcdacc.go.ke](http://www.tvetcdacc.go.ke)