

REPUBLIC OF KENYA



REPORT

OF

THE AUDITOR-GENERAL

ON

**THE FINANCIAL OPERATIONS OF
KIAMBU COUNTY ASSEMBLY**

**FOR THE PERIOD
1 JULY 2013 TO 30 JUNE 2014**

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REPORT OF THE AUDITOR–GENERAL ON THE FINANCIAL OPERATIONS OF THE KIAMBU COUNTY ASSEMBLY FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

EXECUTIVE SUMMARY

Introduction

The Office of the Auditor General has the mandate to audit and report on the accounts of the National and County Governments under Article 229 of the Constitution and Public Audit Act, 2003. Further, the County Government Act, 2012 replaced the Local Government Act Cap 265, thus effectively dissolving all the 175 local Authorities and creating 47 County Governments.

Audit Objective

The objective of the audit was to ascertain whether the systems formulated and applied by the County Government were reliable for the management of the County's finances in the delivery of service to the local residents.

Terms of Reference

The terms of reference set for audit included verification and confirmation of transactions in respect to but not limited to the following areas:

- Budgetary controls and performance
- Annual operational/activity plans
- Procurement of goods, works and services
- Allowances including travelling and accommodation expenses for local and foreign trips
- Motor vehicle running expenses – fuel
- Consultancy services
- Imprests and advances
- Cash and bank balances
- Human resource records
- I.T. Environment
- Non-current assets
- Debtors

- Creditors

Key Audit Findings

1.0 Long- Outstanding Temporary Imprests

The Kiambu County Assembly had outstanding imprests amounting to Kshs.1,136,667.00 as at 30 June 2014 which ought to have been surrendered but were not. Some officers and Members of County Assembly were also issued with additional imprest before surrendering the previous ones which is contrary to financial regulations.

2.0 Non- Current Assets

2.1 Non Maintenance of a Fixed Assets Register

During the period under review, the County Assembly of Kiambu did not maintain an Assets Register and as such, it was not possible to ascertain the existence, identity, valuation and ownership of assets acquired or inherited from the defunct local authorities.

3.0 Funds

3.1 Car and Mortgage Scheme for the Members of County Assembly

The Kiambu County Assembly transferred Kshs.130,000,000.00 to car loan and mortgages account for disbursement to Members of County Assembly upon applications. However, there were no proper books of account including Cashbook, loan register, bank statements and bank reconciliation statements which were maintained by the County Assembly for this loan facility.

4.0 Procurement Issues

4.1 Payment of Tuition/Seminar fees

During the period, the County Assembly paid tuition and seminar fees totaling Kshs.995,509.00 for various staff and Members of the County Assembly. However, the criteria used for identifying individuals to be sponsored for the training was not clear. Further, supporting documents including course programme and attained certificates from those institutions were not produced for audit verification.

4.2 Procurement of a Telephone System

The County Assembly procured the services of installation of a telephone system from Crystal Communications Ltd at a cost of Kshs.1,499,000.00. However, documents relating to the transaction including the quotations, delivery note, Goods Received Notes and the Inspection and Acceptance Committee report confirming that the system

supplied was of the required standard and was in good working condition, were not available for audit verification. The propriety of the expenditure could not therefore be confirmed.

4.3 Unsupported Payment

The County Assembly spent Kshs.783,000.00 for hosting a workshop at Enashipai Resort and Spa. However, there were no records showing the procurement procedure followed, invoice and signed participants schedule to confirm actual attendance were also not presented for audit verification. Further, the money was paid to an individual instead of the facility hosting the workshop. The validity of this transaction could therefore not be ascertained.

5.0 Allowances

5.1 Unsupported Sitting Allowance Arrears

The County Assembly paid Kshs.2,787,200.00 as sitting allowance arrears to the MCAs during the months of May and June 2014. However, there was no evidence as to how the arrears were arrived at since no records were maintained. Without the supporting records the propriety of the expenditure of Kshs.2,787,200.00 could not be confirmed.

5.2 Untaxed Mileage Allowance

Members of Kiambu County Assembly were paid mileage allowance totalling Kshs.1,836,154.60 during the financial year ended 30 June 2014. However, these allowances were not taxed as required by the Income Tax Act. There was therefore an overpayment of Kshs.550,846.38 which is tax thereof.

6.0 Ward Offices for Members of County Assembly

6.1 Procurement of Office Space

Kiambu County Assembly spent Kshs.6,136,764.00 on ward-office rent at a uniform rent of Kshs.15,000.00 per month for every office. However, no valuation was done to establish the reasonableness of the rent charged. Procurement of the offices was done by the members of County Assembly themselves instead of the procurement department of the County Assembly. It was therefore not clear how the rent for offices located at different towns were charged/paid for uniformly. Further, receipts for the rent paid were not produced for audit verification. In addition, there were no agreements signed between the Assembly and the Landlords.

6.2 Ward Employees Payments

Kiambu County Assembly paid Kshs.6,751,768.00 in respect of ward employees' salaries arrears claims. It was further noted that these payments were paid to MCA. However, it was not clear why the salary arrears were being paid to the Members of the County Assembly instead of the respective employees. Further, there were no signed schedules by the employees to prove receipt of the money. In the circumstances, the propriety of these payment could not be ascertained.

6.3 Engagement of Ward Office Employees

Kiambu County Assembly paid Kshs.22,082,789.00 on salaries of the ward employees' during the period under review. However, the operations of ward offices is mandated to the County Executive and therefore the employment of ward staff by the County Assembly was in breach of law. Further, the regularity of the recruitment procedures could not be confirmed since no application documents, shortlisting and interview process documents were provided for review.

6.4 Pending Ward Offices Imprests

The County Assembly issued imprests totaling Kshs.4,389,297.00 for ward office operations during the financial year ended 30 June, 2014. However, no documents were made available for audit verification to show how the expenditure of Kshs.3,527,750.00 which was part of imprest issued, was incurred.

7.0 Excessive Costs of Seminars/Workshops

Kiambu County Assembly spent Kshs.25,766,000.00 for conducting seminars and workshops for MCAs and staff during the financial year ended 30 June, 2014. However, the agendas for discussion revolved around their daily plenary and committee discussions which could have been prudently held at the Assembly's premises and save cost of subsistence allowances and hotel costs.

7.1 Transport Allowances

The County Assembly paid transport allowances totaling Kshs.5,142,000.00 in financial year ending 30 June 2014. This money was paid to MCAs and officers travelling on duty and to seminars/workshops in cash. However, the expenditure was not supported by way of bus, air or taxi tickets upon return.

7.2 Un-supported Subsistence Allowances

MCAs and staff were paid subsistence allowances totaling Kshs.11,325,500.00 to attend various events and workshops which were not supported with invitation letters, timetables, purpose and completion certificates.

7.3 Extra Payment of Subsistence Allowances

During the period under review, Kiambu County Assembly sponsored MCAs for a devolution conference in Kwale at a cost of Kshs.696,000.00 from 3 – 4 April 2014 of which they were paid three days subsistence allowance. However, there was an additional payment of Kshs.696,000.00 being one extra day allowance to all the 87 MCAs which was paid in unclear circumstances. There was no justification for the one day extension and the payment appears irregular.

7.4 Extra Cost Incurred on Air Travel for Change of Reservation

The Kiambu County Assembly paid a total of Kshs.36,910.00 as extra costs incurred due to change of reservation for air tickets for some MCAs which could have been avoided. The individuals responsible for changes in the reservations at the last minute should be held accountable for the loss incurred.

8.0 Foreign Travel

The Kiambu County Assembly had allocated Kshs.120,986,338 or 20% of the total budget on foreign travel for the financial year ended 30 June 2014. However, several irregularities were noted as follows;

8.1 Israel Trips

The actual cost of the trips was not established. Copies of passports were not availed to confirm that the trip took place.

8.2 Claims by M.C.A's

- a) Nine (9) trips were made on diverse dates during the year by the MCAs, In one of the trips which took place between 9 to 18 December 2013, 12 MCA's who were part of the delegation, purportedly attended the morning sittings of 19 December 2013, 9 MCA's allegedly attended the 18 December 2013 sittings while 5 MCA's appear to have attended the 17 December 2013 sittings when they were meant to be returning from Israel.
This suggests that the trip may not have been made despite paying Kshs.5,775,708 in allowances to the delegation.
- (b) In another trip made between 12 and 22 May 2014, Eighteen (18) MCA's were paid allowances totaling Kshs.7,463,736.00. However, according to the reports produced for audit review, only 16 MCA's were named as part of the delegation. No reports for the two trips were presented to the County Assembly for deliberation. There were no other reports for the rest of the trips. Further, copies of passports for the concerned MCAs were not made available to confirm that the trips actually took place.

8.3 Singapore Trip

The total cost of the trip was Kshs.18,311,248 for subsistence allowance and logistics. The Assembly engaged KCA University to organize logistics. However, passports to confirm the journey were not produced to confirm the journey.

8.4 Malaysia and Singapore

The total cost of the trip was Kshs.7,122,100.00 for subsistence allowance and logistics. Travelling is said to have been from 24 April to 3 May. However, Passports to confirm the journey were not produced for audit verification.

8.5 Netherlands Trip

The total cost of the trip was Kshs.3,970,045 out of which Kshs.1,559,000 was paid to a travel agent, Karen Christian College, and Kshs.2,411,045 paid in allowances to seven (7) members of the County Assembly and one (1) member of staff. The purpose of the trip was to attend the 2nd European Conference on Child Abuse & Neglect (EUCCAN) in Amsterdam. However, the method used to identify the travel agent was not clear.

8.6 Hong Kong Trip

The total cost of the trip was Kshs.3,240,998 out of which Kshs.1,055,020 was paid to KCA University who were the facilitators and Kshs.549,130 paid to Airwaves travel agent for air tickets. The rest was paid as subsistence allowances to the members. The purpose of the trip was to attend a mapping and planning seminar.

8.7 Rwanda Trip

The total cost of the trip was Kshs.3,006,758 of which Kshs.1,285,700 was paid to KCA University who were facilitating the trip, and Kshs.1,721,058 paid in allowances to thirteen (13) members of County Assembly. The purpose of the trip was stated as training of women leaders but other details were not available.

8.8 Burundi Trip

The actual cost of the trip was not established since payment details of air tickets were not produced for audit verification. However, a total of Kshs.624,464 was paid out in allowances. The trip was made by two (2) members of the County Assembly and two (2) members of staff between 16 and 22 December 2013. The purpose of the trip was to attend 5th edition of EALASCA games. The role the delegation played in the games was not specified and they may have attended as spectators. No report was prepared.

Passports were not produced for audit review and it was not possible to confirm that these trips took place.

The reports produced from the trips were poorly done and were not tabled in the Assembly for discussion. The recommendations made were also not clear and were not being implemented.

Therefore, it was not possible to confirm value for money from the trips.

A handwritten signature in black ink, appearing to read 'E. R. O. Ouko', with three dots below the first part of the signature.

Edward R.O. Ouko, CBS
Auditor-General

Nairobi

17 August 2015

DETAILED REPORT OF THE AUDITOR-GENERAL ON THE FINANCIAL OPERATIONS OF KIAMBU COUNTY ASSEMBLY FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

Detailed Audit Findings

1.0 Outstanding Temporary Imprests

Records at the Kiambu County Assembly show outstanding imprests amounting to Kshs.1,136,667 as detailed in **Appendix I** which ought to have been surrendered on or before 30 June, 2014 but remained outstanding as at that date. Audit examination of the Imprest register revealed that officers and MCAs continued being issued with additional imprests while they had outstanding ones which they had not surrendered. Some officers had more than 2 unsurrendered imprests.

Further, instances were noted where imprests were issued for purchasing items instead of using the normal procurement procedures. It was also noted that most of the imprests were paid through the cash office rather than being wired electronically to imprest holders' bank accounts through the IFMIS system. The imprest register maintained by the Assembly was not standard and it did not have the necessary columns to include all the imprest details such as the personal numbers and the dates when the imprests were due.

No explanation has been provided as to why the outstanding Imprests have not been recovered from the defaulting officers.

Recommendations

- All outstanding imprests should be surrendered or recovered from the concerned officers.
- The Kiambu County Assembly should cause to be maintained a complete and an updated Imprest Register.
- Imprests issued should be surrendered within the stipulated period and no officer should be issued with another imprest before accounting for the previous one.

2.0 Non Current Assets

2.1 Failure to Maintain a Fixed Assets Register

As at the time of audit, the County Assembly did not have an inventory for all assets inherited from the defunct local authorities and all new acquisitions made by the Assembly. It was therefore not possible to confirm all the assets that the County Assembly owns.

Recommendation

The County Assembly should open and maintain a Fixed Assets Register that is an inventory of assets acquired by the Assembly and inherited from the defunct councils.

3.0 Funds

3.1 Car and Mortgage Scheme for the Members of the County Assembly

The Kiambu County Assembly opened a car loan and mortgages account No.005000047655 at Family bank, Thika branch to cater for loans and mortgages for MCAs. The Kiambu County Executive deposited a total of Kshs.130,000,000 in the account as indicated in the executive recurrent cashbook of 30 June, 2014. However, the following observations were noted:-

- The Officer administering the fund, who is the clerk of the County Assembly as per the Act, did not keep or cause to be kept books of account like Cashbook, loan register, bank statements and bank reconciliation statements as required.
- There was no loan register to show individual members' loans and the cumulative loan balances.
- The Bank statement from Family Bank only shows the amounts received but no entries on the loans withdrawn.

Recommendations

The fund administrator should maintain a cashbook and all other relevant records for the fund.

4.0 Procurement Issues

4.1 Payment of Tuition/Seminar Fees

During the year, the assembly paid tuition and seminar fees to various institutions as indicated below:

a) The Assembly paid an amount of Kshs.350,000.00 to Strathmore Business School vide payment voucher number 691 dated 28 March 2014. The payment was in respect to tuition fees for County Assembly Service Board members. However, no supporting documentation was availed to show how the officers were identified. There was no admission/approval letter for the training and a local service order was not issued to the school to request for the training. The payment was only supported by a copy of an invoice.

An amount of Kshs.87,500.00 was further paid to Strathmore Business School vide PV no.820 dated 15 April 2014 being tuition fees for one officer for enrolment to the new managers leadership program. It is not possible to ascertain how the officer was identified and whether the training took place as no evidence was availed to that effect.

b) Institutional Consultants Ltd was paid an amount of Kshs.360,000.00 vide PV no. 1170 dated 27/5/14 being seminar fee for the County Assembly Service Board. The firm did an invitation to the Clerk, Kiambu County Assembly vide their letter dated 28 April 2014 for a seminar on policy formulation and implementation at Travelers Beach Hotel Mombasa. No evidence was availed to show how the officers were identified and the relevance of the training as no report was done.

c) Trueventus Philippines Inc was paid Kshs.198,009.00 vide PV no 1036 dated 15 April 2014 being fees for one officer for a seminar on understanding and developing brand strategy master class at Laico Regency hotel. The criteria used to pay for the training was not stated. An email message was used to process payment and the relevance of the training to the County was not disclosed.

4.2 Expenditure for the Supply and Commissioning of a Telephone System

The Assembly paid Crystal Communications an amount of Kshs.1,499,000.00 vide PV 389 dated 30 January 2014 for the supply and commissioning of a telephone system. The payment was not supported with quotations, delivery note, S13 receipt voucher or a confirmation certificate from the Inspection and Acceptance Committee confirming that the telephone system was supplied and installed and was in good working condition. The propriety of the expenditure of Kshs.1,499,000.00 could not be confirmed in the absence of the above documents.

4.3 Training Expenditure

A payment of an amount of Kshs.783,000.00 was made to Enashipai Resort and Spa for hosting a workshop. Supporting documents including an invoice and participants schedule for the payment of Kshs.783,000 were not attached to the payment voucher. The payment voucher was payable to Enashipai Resort and Spa but was not authorized while the cashbook payee for the same claim was in the name of an officer.

Recommendations

The County Assembly should ensure that any expenditure is in conformity with the authority governing the payments.

Ensure that the payments are supported by appropriate certificates, certified invoices, receipt bills, LPOs, and acknowledgement of receipt of goods and services.

Ensure that the payment vouchers are authorized and signed by the relevant AIE holder or an authorized official.

Ensure that a proper internal control system is instituted on preparation, authorization and execution of payments.

Ensure there is prudence and value for money in utilization of public funds.

5.0 Allowances

5.1 Un-supported Sitting Allowance Arrears

The County Assembly paid Kshs.2,787,200.00 as sitting allowance arrears to the MCAs during the months of May and June, 2014. However, there was no evidence as to how the arrears were arrived at since no records were maintained. Without the supporting records the propriety of the expenditure could not be confirmed.

5.2 Untaxed Mileage Allowance

A total of Kshs.1,836,154.60 was paid in cash to various Members of the County Assembly being mileage allowance claims for various months. However, the mileage allowances were not taxed. Failure to tax the allowances led to loss of Kshs.550,846.38 in revenue to the government.

Recommendations

- The County Assembly should arrange for recovery of the un-supported arrears of sitting allowances paid.
- The transport allowance paid of Kshs.4,232,000.00 should be accounted for. Officers and MCAs who use public transport or taxis when travelling on official duty should produce receipts or bus tickets for reimbursement.
- The irregular allowances should be discontinued and recovery be made where applicable
- Tax should be recovered from the respective payees and remitted to Commissioner of Domestic Taxes.

6.0 Ward Offices for Members of the County Assembly

6.1 Procurement of Office Space for Members of County Assembly

The Kiambu County Assembly Service Board on 25 November, 2013 issued guidelines to regulate ward offices which were to take effect on 1 December, 2013. According to regulation no. 3 of the guidelines, the clerk of the Assembly is required to write to the Chief Officer responsible for the County Government of Health, Public Works and Lands to inspect and verify that an office identified by a member of the County Assembly is fit for human habitation and meets basic public health standards and requirements; confirm that the building is structurally sound and assess the value of the office through a qualified valuer to confirm the market renting price for such an office.

Records held at the Kiambu County Assembly indicated that the Assembly incurred an expenditure amounting to Kshs.6,136,764.00 on ward offices rent against a budgeted figure of Kshs.6,171,000.00. The decision to identify and procure the space was left to the Members of the County Assembly. Section 4(3) of Public Procurement and Disposal Act, 2005, prescribes that the renting of premises is procured in respect of which the Act is applicable. However, no records were provided to show that the MCAs sourced for office space in accordance with the Act.

Further, the County Assembly paid a uniform rent of Kshs.15,000.00 per month for each office. It is not logical for rent relating to offices located at different towns within Kiambu County or office space be the same. No receipts to acknowledge rent paid were retained by the County Assembly

6.2 Rent Expense Refunds to Members of the Kiambu County Assembly

During the year, the County Assembly made refunds of Kshs.2,680,488.00 to various members of the Kiambu County Assembly being rent expenses incurred by the members. Most of the refunds related to the Months of December 2013 and January, 2014. However, no receipts or acknowledgements, rent agreements and valuation reports for the offices were availed for audit as evidence that the MCAs had incurred such expenditure and were therefore eligible for refunds.

6.3 Un-supported Ward Employees Salary Refunds to Members of the Kiambu County Assembly

During the year, a total of Kshs.6,751,768.00 was refunded to various MCAs being ward employees' salaries for various months as per **Appendix IV**. However, no signed schedules relating to the employees allegedly paid by the MCAs were availed to support such refunds.

6.4 Engagement of Ward Office Employees

During the year, a total of Kshs.22,082,789.00 was incurred on wards contractual employees' salaries against a budget of Kshs.22,097,650. There was no evidence that the County Assembly Service Board was involved in the recruitment of the employees contrary to provisions of Section 12(7)(b) of the County Government Act, 2012. In addition, it was not clear how the employees were recruited since no applications, copies of certificates and recruitment checklists were provided to support the recruitment process. Further, the Kiambu County Assembly Service Board vide the guidelines dated 25 November, 2013 left the MCAs to determine the terms of employment and salary scales for the ward employees subject to ceilings set by the Board. This contravenes the provisions of Section 13(6) of County Government Act, 2012 which states that the remuneration of the clerk and staff of the County Assembly shall be determined by the County Assembly Board upon the advice of Salaries and Remuneration Commission.

6.5 Unsupported Imprest Surrenders

The County Assembly budgeted Kshs.4,400,000.00 during the financial year 2013/2014 for wards operating expenses. Out of the budgeted amount, Kshs.4,389,297.00 was

spent on ward operations as per expenditure records availed for audit. It was however noted that imprests surrendered during the year totaling Kshs.3,527,750.00 were not supported by relevant expenditure documents such as receipts and duly signed payment schedules.

Recommendations

- i. Explanation should be provided as to why proper procurement process was not followed in the acquisition of office space.
- ii. Valuations should be carried on the offices to ascertain the market value.
- iii. All the unsupported refunds to the MCAs should be recovered.
- iv. Explanation should be provided on how the ward employees were recruited.
- v. Recovery should be effected on the imprest holders for all the unsupported imprest surrenders.

7.0 Domestic Travel

7.1 Avoidable Costs of Seminars/Workshops

During the 2013/2014 financial year the Kiambu County Assembly held a number of seminars/workshops for MCAs and Committees of the Assembly. The Assembly incurred expenditure amounting to Kshs.25,766,000,00 in subsistence allowances. The work and discussions that took place at the seminars included discussing bills, discussing acts, County planning and budgeting, capacity building, vetting of executive committee nominees and trainings which could have been conducted at the Kiambu County Assembly offices.

Recommendations

The Kiambu County Assembly should adhere to the Treasury Circular no. 17/2013 [Ref: ES 1/03 'H'(12)] dated 17 December 2013.

The Kiambu County Assembly should ensure that seminars are not organized for work activities that can be done at the Assembly.

7.2 Unsupported Transport Allowances

During the 2013/2014 financial year unsupported transport allowances amounted to Kshs.5,142,000.00. It was noted that MCAs and officers travelling on duty and to seminars/workshops are given transport allowance in form of cash. The transport allowances are not accounted for by the MCAs and officers as they do not produce bus tickets or taxi receipts showing the expenses incurred.

Recommendation

- i. The Kiambu County Assembly should explain where they got the authority for the rates of transport allowances used.
- ii. MCAS and Officers who use public transport or taxis when travelling on official duty should account for the allowance by producing receipts or bus tickets for reimbursement.
- iii. MCAs and officers travelling on official duty should be reimbursed the cost they have incurred on transport on production of receipts instead of being given cash before embarking on the trip.
- iv. The Assembly should use the services of the firms it has pre-qualified for provision of transport services when many MCAs and officers are travelling at the same time.

7.3 Unsupported Subsistence Allowances

It was noted that during the 2013/2014 financial year MCAs and staff of the Kiambu County Assembly were paid subsistence, meals and transport allowances amounting to Kshs.11,325,500.00 to attend various events and workshops.

However, some of these events were not supported with invitation letters, lists of participants, purpose and reports as to the relevance of the workshops.

Recommendation

- (i) Kiambu County Assembly should ensure that all payments have the necessary supporting documents.
- (ii) The supporting documents should be availed for audit verification.
- (iii) Kiambu County Assembly should conduct training needs assessment to identify training needs to avoid spending public funds on training that does not add value to the activities of the County Assembly.

7.4 Extra Payment of Subsistence Allowances

The MCAs attended a devolution conference at Kwale. According to the invitation letter the conference was to take place from 3 – 4 April 2014 and they were paid per diem for the three days.

However, another Kshs.696,000.00 was paid to the 87 MCAs this being per diem for an extra day i.e. 5 April 2014. It is not clear why the extra Kshs.696,000.00 was paid yet the conference was planned for 3 days only.

Recommendation

The extra per diem paid which is deemed irregular should be recovered from the respective MCAs.

7.5 Extra Cost Incurred on Air Travel for Change of Reservation

Kiambu County Assembly paid a total of Kshs.36,910 as extra costs incurred due to change of reservation for air tickets on behalf of some MCAs. The reasons for the change of reservation were not availed. The extra cost incurred is as tabulated below:

Date	Payee	Details	Cheque No.	PV No.	Amount (Kshs)
13-Jan-14	Airwaves Travel	Cost of air ticket re-issue for Hon.Mutuga Joseph Kabura	224	336	13,260.00
30-Jun-14	Triple Options Ltd	Alterations to air tickets for 4 CASB members to Mombasa		1516	23,650.00
				TOTAL	36,910.00

Recommendation

- i. The Kiambu County Assembly should explain the reason for incurring excess change of reservation costs.
- ii. The individuals who changed their reservations at the last minute should be surcharged

8.0 Foreign Travel

The Kiambu County Assembly had allocated Kshs.120,986,338 on foreign travel which is equivalent to 20% of the total budget of Kshs.630,040,000 for the year. During the audit, payment vouchers amounting to Kshs.88,244,056 were availed of which the following observations were made;-

- (i) Passports were not availed as evidence of travel, hence it was not possible to ascertain whether the trips were made or not.
- (ii) It was noted that in some instances, the MCA's were attending the Assembly sittings when they were supposed to be away on foreign trips e.g. the trip to Israel which took place between 9 to 18 December 2013, 12 MCA's who were part of the delegation attended the morning sittings of 19 December 2013, 9 MCA's attended the 18 December 2013 sittings while 5 MCA's attended the 17 December 2013 sittings.

- (iii) Back to office reports for trips to Hong Kong on 12 to 18 May 2014, Israel on 12 to 22 May 2014, Malaysia & Singapore on 24 to 3 May 2014 and Rwanda on 28 to 30 May 2014 were availed. However, it appeared as if the reports were downloaded from the internet even in some cases providing a link. There were no indications that the reports were ever discussed in the Assembly. The recommendations made were sketchy and general in nature and thus did not add any value to the people of Kiambu. Back to office reports for all the other trips were never prepared and it appeared that the delegation made the trip as tourists.
- (iv) For the trip made to Israel between 12 and 22 May 2014, 18 MCA's were paid allowances amounting to Kshs.414,652 each. However, according to the reports available, only sixteen (16) MCA's were part of the delegation.
- (v) Kshs.624,464 was paid to two (2) officers and two (2) MCA's who had travelled to Burundi to attend the 5th edition of EALASCA games as spectators.
- (vi) A back to office report for a trip to Netherlands by six (6) MCA's and one (1) staff who attended the second European Conference on Child Abuse & Neglect (EUCCAN) in Amsterdam was availed. However, the relevant payment vouchers were not availed.

Recommendations

- (i) Avail all the stamped passports to confirm the trips were actually made, otherwise, recover the amount from the individuals where necessary.
- (ii) False claims and wastage of public funds by making trips which add no value to the residents should be discouraged. The County Assembly should also get its priorities right and trips made by MCA's as tourists should not be funded by tax payers.

9.0 Conclusion

The issued noted may have adversely affected the services that the County Assembly delivered to the people of Kiambu County. The County Assembly should strive to implement the recommendations made in order to ensure service delivery is enhanced and that public funds are utilized for the purpose for which they were appropriated.



Edward R.O. Ouko, CBS
Auditor-General

Nairobi

17 August 2015