

## OFFICE OF THE CONTROLLER OF BUDGET



REPUBLIC OF KENYA

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Ref. OCoB/DBI/007/39 (2)

27<sup>th</sup> December 2024

OCoB/CIRCULAR No.10/2024

All Principal Secretaries/ Accounting Officers

**RE: REQUEST FOR SUBMISSION OF FINANCIAL AND NON-FINANCIAL PERFORMANCE REPORT FOR THE FIRST HALF OF FY 2024/2025**

The Office of the Controller of Budget is established under Article 228 of the Constitution of Kenya, 2010, to oversee the implementation of the budgets of the National and County Governments by authorising withdrawals from public funds and to report on the implementation of the budgets of the national and county governments.

Further, Section 9 (1) of the Controller of Budget (CoB) Act 2016 requires the Controller of Budget to submit quarterly budget implementation reports for the National and County governments to Parliament within **thirty days after the end of each quarter**.

Accordingly, you are requested to submit financial and non-financial report covering 1<sup>st</sup> July to 31<sup>st</sup> December 2024 to enable this office to prepare and publish the Budget Implementation Review Report (BIRR) within the statutory timelines for the first half FY 2024/25. The report(s) should align with Section 9(5) of the COB Act 2016, which states that despite the first quarterly report of the year submitted under Section 9, each subsequent report shall contain cumulative amounts from the beginning of that year. We would appreciate if you could provide the below listed specific reports as of 31<sup>st</sup> December 2024:

*Promoting Prudent Utilisation of Public Funds*

1. Recurrent Budget Performance as per the attached format marked 'A';
2. Development Budget Performance as per the attached format marked 'B';
3. Payroll summary as per attached format marked 'C';
4. Programmes and Sub-Programmes' financial performance as per the attached format marked 'D';
5. Programmes and Sub-Programmes' non-financial performance as per the attached format marked 'E';
6. Project implementation status as per attached format marked 'F';
7. Budget performance for State Corporations (SC)/Semi-Autonomous Government Agencies (SAGAs)/ State-Owned Enterprises (SOEs) and other Public Funds as per the attached format marked 'G';
8. Pending Bills status report as per the attached format marked 'H';
9. Foreign Travel covering the period from 1<sup>st</sup> July to 31<sup>st</sup> December 2024 as per the attached format marked 'K'; and
10. A brief on the achievements and challenges in implementing the budget in the period under review.

Please furnish this office with the required information by **15<sup>th</sup> January 2025**, in line with Section 83 of the Public Finance Management Act, 2012 to prepare the report as required by the Law. Your attention is further drawn to Sections 16 and 22 of the CoB Act, 2016 which provide that a Public Officer, State Organ or State Office shall co-operate with the COB to enable her to discharge her mandate.

The formats ('A' to 'K') are available on the CoB website and the report can be forwarded through the email address: *cob@cob.go.ke*.



**FCPA Dr. Margaret Nyakang'o, CBS**  
**CONTROLLER OF BUDGET**

*Encls.*

"A"

NAME OF THE MDA:

# RECURRENT VOTE EXPENDITURE BY ECONOMIC CLASSIFICATION

FY 2024/2025 (as of 31st December 2024)

| Economic Classification (Part A -Detailed)                                              | Printed Estimates FY 2024/2025 (Kshs.) | Revised* Estimates FY 2024/2025 (Kshs.) | Cumulative Expenditure (Kshs.) | Balance (Kshs.) | Remarks |
|-----------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|--------------------------------|-----------------|---------|
| <b>1) Compensation to Employees</b>                                                     |                                        |                                         |                                |                 |         |
| Wages and Salary Contributions                                                          |                                        |                                         |                                |                 |         |
| Basic Salaries - Permanent Employees                                                    |                                        |                                         |                                |                 |         |
| Basic Wages - Temporary Employees                                                       |                                        |                                         |                                |                 |         |
| Personal Allowances paid as part of Salary                                              |                                        |                                         |                                |                 |         |
| Personal Allowances paid as Reimbursements                                              |                                        |                                         |                                |                 |         |
| Personal Allowances provided in Kind                                                    |                                        |                                         |                                |                 |         |
| Social Contributions                                                                    |                                        |                                         |                                |                 |         |
| Employer Contributions to Compulsory National Social Security Schemes                   |                                        |                                         |                                |                 |         |
| Employers Contribution to National Housing Fund                                         |                                        |                                         |                                |                 |         |
| Employer Contributions to Compulsory Health Insurance Schemes                           |                                        |                                         |                                |                 |         |
| Employer's Contribution to National Industrial Training Fund                            |                                        |                                         |                                |                 |         |
| Employer Contributions to National Social Security Benefit Schemes (Outside Government) |                                        |                                         |                                |                 |         |
| <b>2) Use of Goods and Services</b>                                                     |                                        |                                         |                                |                 |         |
| Utilities, Supplies and Services                                                        |                                        |                                         |                                |                 |         |
| Communication, Supplies and Services                                                    |                                        |                                         |                                |                 |         |
| Domestic Travel and Subsistence, and Other Transportation                               |                                        |                                         |                                |                 |         |
| Foreign Travel and Subsistence, and other transportation costs                          |                                        |                                         |                                |                 |         |
| Printing, Advertising and Information Supplies and Services                             |                                        |                                         |                                |                 |         |
| Rentals of Produced Assets                                                              |                                        |                                         |                                |                 |         |
| Training Expenses                                                                       |                                        |                                         |                                |                 |         |
| Hospitality Supplies and Services                                                       |                                        |                                         |                                |                 |         |
| Insurance Costs                                                                         |                                        |                                         |                                |                 |         |
| Specialised Materials and Supplies                                                      |                                        |                                         |                                |                 |         |
| Office and General Supplies and Services                                                |                                        |                                         |                                |                 |         |
| Fuel Oil and Lubricants                                                                 |                                        |                                         |                                |                 |         |
| Routine Maintenance - Vehicles                                                          |                                        |                                         |                                |                 |         |
| Routine Maintenance - Other Assets                                                      |                                        |                                         |                                |                 |         |
| List Other Operating Expenses                                                           |                                        |                                         |                                |                 |         |
| <b>3) SUBSIDIES</b>                                                                     |                                        |                                         |                                |                 |         |
| Subsidies to Public Corporations                                                        |                                        |                                         |                                |                 |         |
| Subsidies to Private Enterprises                                                        |                                        |                                         |                                |                 |         |
| <b>4) GRANTS</b>                                                                        |                                        |                                         |                                |                 |         |
| Grants and Other Transfers                                                              |                                        |                                         |                                |                 |         |
| Grants and Other Transfers to International Organizations                               |                                        |                                         |                                |                 |         |
| Grants and Other Transfers to Other Government Units                                    |                                        |                                         |                                |                 |         |
| Other Transfers and Emergency Relief                                                    |                                        |                                         |                                |                 |         |
| <b>5) SOCIAL BENEFITS</b>                                                               |                                        |                                         |                                |                 |         |
| Social Security Benefits                                                                |                                        |                                         |                                |                 |         |
| <b>6) Acquisition of Financial Assets</b>                                               |                                        |                                         |                                |                 |         |
| <b>7) Acquisition of Non-financial Assets</b>                                           |                                        |                                         |                                |                 |         |
| o/w Purchase of vehicle/Overhaul of vehicles and other transport                        |                                        |                                         |                                |                 |         |
| Purchase of Office/household Furniture                                                  |                                        |                                         |                                |                 |         |
| Refurbishment of Buildings                                                              |                                        |                                         |                                |                 |         |
| Purchase of Specialized plant/overhaul, Equipment and                                   |                                        |                                         |                                |                 |         |
| <b>Gross Expenditure</b>                                                                |                                        |                                         |                                |                 |         |
| less Appropriations-in-Aid                                                              |                                        |                                         |                                |                 |         |
| <b>Net Expenditure (Gross Expenditure less A-I-A)</b>                                   |                                        |                                         |                                |                 |         |

## Part B. MDA Recurrent Vote Performance Summary as at 31st December 2024

| Economic Classification                            | Printed Estimates FY 2024/2025 (Kshs.) | Revised* Estimates FY 2024/2025 (Kshs.) | Cumulative Expenditure (Kshs.) | Balance (Kshs.) | Remarks |
|----------------------------------------------------|----------------------------------------|-----------------------------------------|--------------------------------|-----------------|---------|
| Compensation to Employees                          |                                        |                                         |                                |                 |         |
| Use of Goods and Services                          |                                        |                                         |                                |                 |         |
| Current Transfers to Government Agencies           |                                        |                                         |                                |                 |         |
| Other recurrent Expenses                           |                                        |                                         |                                |                 |         |
| <b>Total Recurrent Expenditure (Part A=Part B)</b> |                                        |                                         |                                |                 |         |

## Revenue Performance Summary

| Source of Fund                       | Estimates | Amount Received | Variance | Remarks |
|--------------------------------------|-----------|-----------------|----------|---------|
| a) Exchequer Issues                  |           |                 |          |         |
| b) Other Receipts (List source):-    |           |                 |          |         |
| (i)                                  |           |                 |          |         |
| (ii)                                 |           |                 |          |         |
| c) Appropriations-In-Aid:-           |           |                 |          |         |
| Grants                               |           |                 |          |         |
| Loans                                |           |                 |          |         |
| <b>Total Funds available (a+b+c)</b> |           |                 |          |         |

Note\* Revised figure is the budget after supplementary budget

Prepared by: Signed:

Date:

Approved by: Signed:

Date:



"B"

NAME OF THE MDA: .....

FY 2024/2025 DEVELOPMENT VOTE EXPENDITURE BY ECONOMIC CLASSIFICATION

AS AT 31ST DECEMBER, 2024

| Economic Classification                                              | Printed Estimates FY<br>2024/2025 (Kshs.) | Revised* Estimates FY<br>2024/2025 (Kshs.) | Cumulative Expenditure<br>(Kshs.) | Balance (Kshs.) | Remarks |
|----------------------------------------------------------------------|-------------------------------------------|--------------------------------------------|-----------------------------------|-----------------|---------|
| <b>1) Acquisition of Non-Financial Assets (Fixed Capital Assets)</b> |                                           |                                            |                                   |                 |         |
| Construction of Non-Residential Buildings (Offices, Schools,         |                                           |                                            |                                   |                 |         |
| Construction of Residential Buildings (Including Hostels etc)        |                                           |                                            |                                   |                 |         |
| Refurbishment of Buildings                                           |                                           |                                            |                                   |                 |         |
| Construction of Roads                                                |                                           |                                            |                                   |                 |         |
| Construction and Civil Works                                         |                                           |                                            |                                   |                 |         |
| Overhaul and Refurbishment of Buildings and Civil works              |                                           |                                            |                                   |                 |         |
| Purchase of Specialized Equipment, Plant and Machinery               |                                           |                                            |                                   |                 |         |
| Research, Feasibility Studies, Project Preparation, Design and       |                                           |                                            |                                   |                 |         |
| Rehabilitation of Civil Works                                        |                                           |                                            |                                   |                 |         |
| <b>2) Acquisition of Inventories, Stock and Commodities</b>          |                                           |                                            |                                   |                 |         |
| Acquisition of Strategic Stocks                                      |                                           |                                            |                                   |                 |         |
| Acquisition of other Inventories                                     |                                           |                                            |                                   |                 |         |
| <b>3) Acquisition of Land and Intangible Assets</b>                  |                                           |                                            |                                   |                 |         |
| <b>4) Capital Transfers to SAGAs (See Form G)</b>                    |                                           |                                            |                                   |                 |         |
| List Other Operating Expenses                                        |                                           |                                            |                                   |                 |         |
| Gross Expenditure                                                    |                                           |                                            |                                   |                 |         |
| Appropriations-in-Aid                                                |                                           |                                            |                                   |                 |         |
| Net Expenditure (Gross Expenditure less A-I-A)                       |                                           |                                            |                                   |                 |         |
| Note* Revised figure is the budget after supplementary budget        |                                           |                                            |                                   |                 |         |

| MDA Development Vote Performance Summary as at 31st December 2024 |                      |                       |            |                 |         |
|-------------------------------------------------------------------|----------------------|-----------------------|------------|-----------------|---------|
| Economic Classification                                           | Printed Estimates FY | Revised* Estimates FY | Cumulative | Balance (Kshs.) | Remarks |
| Acquisition of Non-Financial Assets                               |                      |                       |            |                 |         |
| Capital Grants/Transfer to Government Agencies                    |                      |                       |            |                 |         |
| Other Development                                                 |                      |                       |            |                 |         |
| Total Development Expenditure                                     |                      |                       |            |                 |         |

| Revenue Performance Summary       |           |                 |          |         |
|-----------------------------------|-----------|-----------------|----------|---------|
| Source of Fund                    | Estimates | Amount Received | Variance | Remarks |
| a) Exchequer Issues               |           |                 |          |         |
| b) Other Receipts (List source):- |           |                 |          |         |
| (i)                               |           |                 |          |         |
| (ii)                              |           |                 |          |         |
| c) Appropriations-in-Aid:-        |           |                 |          |         |
| Grants                            |           |                 |          |         |
| Loans                             |           |                 |          |         |
| Total Funds available (a+b+c)     |           |                 |          |         |

Prepared by: ..... Signed: .....

Date: .....

Approved by: ..... Signed: .....

Date: .....



"C"

NAME OF THE MDA:

PAYROLL SUMMARY FOR FY 2024/2025 AS OF 31ST DECEMBER, 2024

| Month              | Prescribed Payroll System Amount<br>(Kshs.) (a) | Manual Payroll Amount<br>(Kshs.) (b) | Expenditure for Compensation to<br>Employees (Kshs.) (c=a+b) | Revenue (in Kshs.) (d) | Compensation to<br>employees as percentage<br>of Revenue (e=c/d) |
|--------------------|-------------------------------------------------|--------------------------------------|--------------------------------------------------------------|------------------------|------------------------------------------------------------------|
| July 31, 2024      |                                                 |                                      |                                                              |                        |                                                                  |
| August 31, 2024    |                                                 |                                      |                                                              |                        |                                                                  |
| September 30, 2024 |                                                 |                                      |                                                              |                        |                                                                  |
| October 31, 2024   |                                                 |                                      |                                                              |                        |                                                                  |
| November 30, 2024  |                                                 |                                      |                                                              |                        |                                                                  |
| December 31, 2024  |                                                 |                                      |                                                              |                        |                                                                  |
| Total              |                                                 |                                      |                                                              |                        |                                                                  |

Note

Provide the reason(s) for manual payment to staff.

Prepared by: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_



"D"

NAME OF THE MDA: .....

PROGRAMME & SUB-PROGRAMME (FINANCIAL) PERFORMANCE REPORT FOR THE FIRST HALF FY 2024/2025

| Name of the Programme & Sub-Programme             | Revised * Printed Estimates (Kshs.) |             | Gross Expenditure (Kshs.) |       | Absorption Rate (%) |
|---------------------------------------------------|-------------------------------------|-------------|---------------------------|-------|---------------------|
|                                                   | Recurrent                           | Development | Gross                     | Total |                     |
|                                                   | a                                   | b           | c=a+b                     | d     | e                   |
|                                                   |                                     |             |                           |       | f=d+e               |
|                                                   |                                     |             |                           |       | g=f/c               |
| 1. Programme                                      |                                     |             |                           |       |                     |
| (a) Sub-Programme                                 |                                     |             |                           |       |                     |
| (b) Sub-Programme                                 |                                     |             |                           |       |                     |
| Sub-Total                                         |                                     |             |                           |       |                     |
| 2. Programme                                      |                                     |             |                           |       |                     |
| (a) Sub-Programme                                 |                                     |             |                           |       |                     |
| (b) Sub-Programme                                 |                                     |             |                           |       |                     |
| Sub-Total                                         |                                     |             |                           |       |                     |
| (Insert Additional Programmes and Sub-Programmes) |                                     |             |                           |       |                     |
| Grand Total                                       |                                     |             |                           |       |                     |

Note\* Revised figure is the budget after supplementary budget

Prepared by: ..... Signed: .....

Date: .....

Approved by: ..... Signed: .....

Date: .....

NOTE

1. The Budget figures should be for the entire FY 2024/2025 and should tally with Format 'A' and 'B' budget figures.
2. The expenditure figures should tally with the information in Format 'A' and 'B'. If different, give reasons.



"E"

NAME OF THE MDA: .....

PROGRAMME AND SUB-PROGRAMME NON-FINANCIAL PERFORMANCE REPORT FOR THE FIRST SIX MONTHS OF FY 2024/2025

| Name of Programme                  | SUB-PROGRAMME | Delivery Unit | Key Output | Key Performance Indicator | Annual Target(s) | Achieved (Actual) As of 31st December 2024 | Variance | Remarks |
|------------------------------------|---------------|---------------|------------|---------------------------|------------------|--------------------------------------------|----------|---------|
|                                    | 1)            |               |            |                           |                  |                                            |          |         |
|                                    | 2)            |               |            |                           |                  |                                            |          |         |
|                                    | 3)            |               |            |                           |                  |                                            |          |         |
|                                    | 4)            |               |            |                           |                  |                                            |          |         |
| (Insert additional Sub-Programmes) |               |               |            |                           |                  |                                            |          |         |

Prepared by: ..... Signed: .....

Date: .....

Approved by: ..... Signed: .....

Date: .....



"F"

NAME OF THE MDA:

Project Implementation Status as of 31st December 2024

| Project Name<br>(a) | Project<br>Commencement<br>Date (b) | Expected date of<br>Completion of the<br>Project (c) | Source of Funds<br>(GoK/Donor/ Foreign<br>Borrowings/ Commercial<br>Borrowings) (d) | Estimated Value<br>of the Project<br>(Kshs.) (e) | Total<br>Funding in the<br>First Six<br>Months of FY<br>FY 2024/2025<br>(Kshs.) (f) | Expenditure in<br>the First Six<br>Months of FY<br>2024/25 (Kshs.)<br>(g) | Cumulative<br>project<br>expenditure as<br>of 31st<br>December 2024<br>(Kshs.) (h) | Project<br>Absorption<br>Capacity (%)<br>(i=h/g) | Remarks (e.g Percentage of<br>Completion and Challenges<br>faced in implementing the<br>Project) |
|---------------------|-------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |
|                     |                                     |                                                      |                                                                                     |                                                  |                                                                                     |                                                                           |                                                                                    |                                                  |                                                                                                  |

Note: In the listing, highlight BETA projects

Stalled Project(s) Status report as of 31st December, 2024

| Project Name<br>(a) | Project<br>Commencement<br>Date (b) | Expected<br>Completion date<br>of the Project (c) | Source of Funds<br>(GoK/Donor/ Foreign<br>Borrowings/ Commercial<br>Borrowings) (d) | Estimated Value<br>of the Project<br>(Kshs.) (e) | Amount Paid<br>on the stalled<br>project (f) | Outstanding<br>Balance As of<br>31st December,<br>2024 (g) | Percentage of<br>Completion<br>before stalling of<br>the Project<br>(h=g/e) | Reason for<br>Project Stalling |
|---------------------|-------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------|
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |
|                     |                                     |                                                   |                                                                                     |                                                  |                                              |                                                            |                                                                             |                                |

Prepared by: Signed:

Date:

Approved by: Signed:

Date:



"C"

NAME OF THE MDA:

SEMI-AUTONOMOUS GOVERNMENT AGENCIES (SAGAs)/STATE-OWNED ENTERPRISES (SOEs)/STATE CORPORATION (SC), PUBLIC FUNDS BUDGET PERFORMANCE

CURRENT BUDGET PERFORMANCE FOR THE FIRST HALF FY 2024/2025 (as of 31st December, 2024)

| Name of the<br>SACA/SOEs/SCs | Approved Budget FY 2024/2025 (Kshs.) |                              |                   | Actual Revenue/Receipts (Kshs.) |                                       |                                  | Expenditure (Kshs.) |                              |                              | Total Expenditure<br>(Kshs.) (c) | Absorption<br>Rate =c/a |
|------------------------------|--------------------------------------|------------------------------|-------------------|---------------------------------|---------------------------------------|----------------------------------|---------------------|------------------------------|------------------------------|----------------------------------|-------------------------|
|                              | Compensation to<br>Employees         | Use of goods<br>and services | Other<br>Expenses | Total (a)                       | From non-<br>exchange<br>Transactions | From<br>exchange<br>Transactions | Total (b)           | Compensation<br>to Employees | Use of goods<br>and services | Other<br>Expenses                |                         |
| 1                            |                                      |                              |                   |                                 |                                       |                                  |                     |                              |                              |                                  |                         |
| 2                            |                                      |                              |                   |                                 |                                       |                                  |                     |                              |                              |                                  |                         |
| 3                            |                                      |                              |                   |                                 |                                       |                                  |                     |                              |                              |                                  |                         |
| Total                        |                                      |                              |                   |                                 |                                       |                                  |                     |                              |                              |                                  |                         |

CAPITAL BUDGET PERFORMANCE FOR THE FIRST HALF FY 2024/2025 (as of 31st December 2024)

| Name of the<br>SACA/SOEs/SC | Approved Budget FY 2024/2025 (Kshs)       |                                       |                   | Actual Receipts/Revenue (Kshs.) |                                       |                                  | Expenditure (Kshs.) |                                       |                                       | Total Expenditure<br>(Kshs.) | Absorption<br>Rate =c/a |
|-----------------------------|-------------------------------------------|---------------------------------------|-------------------|---------------------------------|---------------------------------------|----------------------------------|---------------------|---------------------------------------|---------------------------------------|------------------------------|-------------------------|
|                             | Acquisition of<br>Non-Financial<br>Assets | Acquisition of<br>Financial<br>Assets | Other<br>Expenses | Total (a)                       | From non-<br>exchange<br>Transactions | From<br>exchange<br>Transactions | Total               | Acquisition of<br>Financial<br>Assets | Acquisition<br>of Financial<br>Assets | Other<br>Expenses            |                         |
| 1                           |                                           |                                       |                   |                                 |                                       |                                  |                     |                                       |                                       |                              |                         |
| 2                           |                                           |                                       |                   |                                 |                                       |                                  |                     |                                       |                                       |                              |                         |
| 3                           |                                           |                                       |                   |                                 |                                       |                                  |                     |                                       |                                       |                              |                         |
| Total                       |                                           |                                       |                   |                                 |                                       |                                  |                     |                                       |                                       |                              |                         |

Transfers to County Governments in the First Half FY 2024/2025 (as of 31st December 2024 \_ for MDAs with transfers to Counties)

| Name of County         | Budget for<br>Programme 1<br>e.g. NARIGP<br>Kshs. | Actual<br>Transfer to<br>Programme 1:<br>e.g. NARIGP<br>Kshs. | Budget for<br>Programme 2<br>e.g. FFLOCA<br>Kshs. | Actual<br>Transfer to<br>Programme 2<br>Kshs. |
|------------------------|---------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------|
|                        |                                                   |                                                               |                                                   |                                               |
| 1. e.g. Baringo County |                                                   |                                                               |                                                   |                                               |
| 2                      |                                                   |                                                               |                                                   |                                               |
| 3                      |                                                   |                                                               |                                                   |                                               |
| Total                  |                                                   |                                                               |                                                   |                                               |

Transfers to Public Funds in the First Half FY 2024/2025 (as of 31st December 2024 for respective MDAs)

| Name of Fund                       | Budget<br>Kshs. | Amount<br>Transferred<br>Kshs. |
|------------------------------------|-----------------|--------------------------------|
| 1. e.g. Road Maintenance Levy Fund |                 |                                |
| 2                                  |                 |                                |
| Total                              |                 |                                |

Prepared by:

Signed:

Date: .....

Approved by: ..... Signed: .....

Date: .....

Format 'H'

Name of the MDA:

Pending Bill Status as of 31st December 2024

| Firm Name             | Economic Sub-Item<br>(e.g. Foreign Travel,<br>Computers,<br>Construction of<br>Residential Building) | Payment<br>Details | Invoice Number | Invoice Date |
|-----------------------|------------------------------------------------------------------------------------------------------|--------------------|----------------|--------------|
| a) Recurrent          |                                                                                                      |                    |                |              |
| Contractor/supplier 2 |                                                                                                      |                    |                |              |
| Contractor/supplier 3 |                                                                                                      |                    |                |              |
| Sub-Total             |                                                                                                      |                    |                |              |
| b) Development        |                                                                                                      |                    |                |              |
| Contractor/supplier 1 |                                                                                                      |                    |                |              |
| Contractor/supplier 2 |                                                                                                      |                    |                |              |
| Contractor/supplier 3 |                                                                                                      |                    |                |              |
| Sub-Total             |                                                                                                      |                    |                |              |
| Grand Total (a+b)     |                                                                                                      |                    |                |              |

[illegible]

"K"

| NAME OF MDA:                   |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------|---------------|----------------------------|-----------------------------------|
| DETAILS OF FOREIGN TRAVELS     |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| IN THE FIRST HALF FY 2024/2025 |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| S/No.                          | Purpose of the Travel                                                                                                                                                                                            | Dates of Travel (inclusive of travel dates) |             | Destination   | No. Officers who travelled | Total Costs of the Travel (Kshs.) |
| 1                              | For Example, Kenya's delegation headed by the Cabinet Secretary, Ministry of xxx, participating in the 110th Session of the United Nations Commission on XXXX in New York, USA in fulfilling xxxx statutory role | 15 Jul 2024                                 | 20 Jul 2024 | New York, USA | 3                          | 15,200,109.00                     |
| 2                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 3                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 4                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 5                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 6                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 7                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 8                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 9                              |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| 10                             |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |
| Total                          |                                                                                                                                                                                                                  |                                             |             |               |                            |                                   |

Provide the reason(s) where the total Foreign travel Expenditure figure above differs from the figure reported under template marked 'A'

Prepared by: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

