



THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF PUBLIC SERVICE

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NAIROBI, KENYA

Ref. No. **OP/CAB 9/1/5**
and date

20th December, 2013....., 20.....

Chief Executive Officers of State Corporations

INVENTORY OF ASSETS AND LIABILITIES OF STATE CORPORATIONS

This is further to my letter of even reference dated 16th December, 2013 concerning the ongoing Parastatal Reforms. Pursuant to the provision of the said letter, it has become necessary to develop an inventory of assets and liabilities of State Corporations for urgent necessary action of the Implementation Committee. In this respect, please provide information and data specified below as at 31 December 2013.

I. FINANCIAL

1. Profit & Loss Statement (Statement of Comprehensive Income)
2. Balance Sheet (Statement of Financial Position)
3. Cash Flow Statement
4. Schedule of Liabilities (using template I)
5. Schedule of Debtors (using template II)

II. HUMAN RESOURCE

6. List of Current Board Chairpersons & Members
7. Current Organisation Structure
8. Staff Establishment
9. Salary Structure
10. Data of Staff on regular establishment (using template III)
11. Pensions data (using template IV)

III. PROJECTS AND INVESTMENTS/DIVESTMENTS

12. On-going significant Projects and Investments (using template V)

13. Planned significant Projects and Investments (using template V)

IV. FIXED ASSETS, PLANT AND EQUIPMENT*

14. Land and Buildings (using template VI)

15. Plant, Equipment and Motor Vehicles (using template VII)

16. Biological Assets (using template VIII)

** Attach the current Fixed Assets Register*

You are required to submit the above information (hardcopy) to the Secretary, State Corporations Advisory Committee, Kenyatta International Conference Centre (KICC), 9th Floor; and a soft copy of the information to nawiti@ict.go.ke on or before 7th January, 2014.



Joseph K. Kinyua, CBS
CHIEF OF STAFF AND HEAD OF PUBLIC SERVICE

Copy to: The Auditor General
Kenya National Audit Office
NAIROBI

Chairpersons, Boards of State Corporations