



BUCKNER
KENYA

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REQUEST FOR APPLICATION OF NEW AUDITORS FOR 2022-2023-2024 FINANCIAL YEAR

TERMS OF REFERENCE FOR AUDIT OF BUCKNER KENYA PROGRAMS

1. BACKGROUND

Buckner Kenya is a Christian ministry that cares for orphans and at-risk children. As an established non-profit organization, Buckner Kenya works regularly with the Kenyan Government and other like-minded organizations' to support orphans and at-risk children in Kenya

Some of our programs in Kenya include: -

- i) Residential Group Care at Baptist Children Centre Nairobi and Seed of Hope Kitale
- ii) Foster care and Kinship program (Nairobi, Busia, Kitale)
- iii) Early Childhood Centres and Primary schools (Busia, Bungoma, Kitale and Nairobi)
- iv) Medical clinic (Nairobi, Busia, Bungoma and Kitale)
- v) Education Scholarships
- vi) Adoption services

2. OBJECTIVE OF THE PROJECT AUDIT

The objective of the audit of the Programs Financial Statements (PFSs) is to enable the auditor to express a professional opinion(s) on the financial position of the programs at the end of each financial year.

The programs books of accounts provide the basis for preparation of the program's financial statements by the program Board and are established to reflect the financial transactions in respect of the programs. The Board maintains adequate internal controls and supporting documentation for transactions.

3. PREPARATION OF ANNUAL FINANCIAL STATEMENTS

The responsibility for the preparation of financial statements including adequate disclosure is that of the Board hence ensuring that the organization keeps proper accounting records which disclose with reasonable accuracy, the financial position of the organization. The Board is also responsible for the selection and application of accounting policies.

The auditor is responsible for forming and expressing opinions on the financial statements. The auditor should carry out the audit of the programs in accordance with the International Standards on Auditing (ISA), as promulgated by the International Federation of Accountants (IFAC). As part of the audit process, the auditor may request from the Board written confirmation concerning representations made in connection with the audit

4. SCOPE OF THE AUDIT

As stated above, the audit of the programs will be carried out in accordance with International Standards on Auditing (ISA) promulgated by the International Federation of Accountants (IFAC), and will include such tests and auditing procedures as the auditor will consider necessary under the circumstances.

5. PROGRAMS FINANCIAL STATEMENTS (PFSs)

The auditor should verify that the Programs PFSs have been prepared in accordance with the agreed accounting standards (see paragraph 3 above) and give a true and fair view of the financial position of the project at the relevant date and of resources and expenditures for the financial year ended on that date

The Program Financial Statements (PFSs) should include:

- (a) A statement of funds received, showing funds from the different donor sources and of expenditures incurred;
- (b) A statement of Comprehensive income
- (b) A statement of financial position
- (c) A Statement of Cash Flow
- (d) A Statement in change of Donors' funds
- (e) A Summary of the principal accounting policies that have been adopted, and other explanatory notes;
- (f) A Statement of Property, Plant and Equipment movement Schedule

As an Annex to the PFSs, the auditor should prepare a reconciliation of the amounts as received.

6. AUDIT REPORT

The auditor will issue an opinion on the programs financial statements (PFSs). The annual audit report of the program's accounts should include a separate paragraph highlighting key internal control weaknesses and non-compliance with the donor, the government and recommendations

7. MANAGEMENT LETTER

In addition to the audit report, the auditor will prepare a management letter, in which the auditor will:

- (a) Give comments and observations on the accounting records, systems and controls that were examined during the course of the audit;
- (b) Identify specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;
- (c) Report on the degree of compliance of each of the financial covenants in the financing agreement and give comments, if any, on internal and external matters affecting such compliance;
- (g) Communicate matters that have come to his/her attention during the audit which might have a significant impact on the programs;
- (h) Give comments on the extent to which outstanding issues/qualifications issues have been addressed;
- (i) Give comments on previous audits' recommendations that have not been satisfactorily implemented; and
- (e) Bring to the recipient's attention any other matters that the auditor considers pertinent, including ineligible expenditures.

Ideally, the management letter should also include responses from the Board to the issues highlighted by the auditor.

8 AVAILABLE INFORMATION

The auditor should have access to all legal documents, correspondences, and any other information associated with the programs and deemed necessary by the auditor. The auditor will also obtain confirmation of amounts disbursed and outstanding at the Bank.

HOW TO APPLY

To apply kindly submit your application as per the address below

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