



JAMES KIMEU AND ASSOCIATES

Certified Public Accountants (K)

"Growing sustainable organizations"

JAMES KIMEU AND ASSOCIATES

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OUR FIRM'S PROFILE, SERVICES AND EXPERIENCE

NAIROBI, KENYA



Hometown Village, Grounds Floor, Office No GS8, Along Plainview Road. PO. Box 31831 – 00600 Nairobi
Phone: +254 726 143 955 | Email: james@jameskimeuauditors.co.ke | www.jameskimeuauditors.co.ke

Audit | Accounting | Taxation | Management Advisory

Our firm offers services in areas of Audit Assurance, Accounting, Advisory and Tax. Embodiment of our commitment to working on the most challenging issues with all sectors especially government, development partners, non- governmental organizations (NGOs) and companies, as they strive to deliver better services to the people.

We partner with our clients in the all sectors, providing them with innovative solutions to the variety of strategic, policy and operational challenges that they routinely face.

We have client base in all sectors in all sectors, which enables us to continually refresh our knowledge and to benchmark practices and controls across different sector players. Due to the diversity of our experience, we would be able to provide you with useful feedback on your issues, systems and controls from a sector wide perspective.

CPA James Kimeu Nthiwa

Managing Partner

JAMES KIMEU AND ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

1.1 Our Background

James Kimeu & Associates Certified Public Accountant (K) is a private audit firm in Nairobi, Kenya which was established by CPA James Kimeu Nthiwa in 2nd October 2014 as James Kim Consultants and in 3rd August 2018 registered as James Kimeu and Associate with a vision of being the leading Auditing and consultancy firm in satisfying clients' needs in the provision of personalized, quality, accurate and timely solutions. We are a Financial Solution Centre geared towards providing auditing, accounting, bookkeeping, taxation, strategic management and financial advisory services that adds value to our clients.

Our professionals have in-depth knowledge and expertise in a wide range of practice areas with clients of all sizes from Hospitals, Manufacturers, Professional Firms, Learning Institutions, Non-Profit Organizations (NPO), Religion Institutions, Owner-managed businesses and fast-moving start-ups among others.

With James Kimeu & Associates Certified Public Accountants (K), you can be assured that wherever you do business in Kenya, you will benefit from high quality, transparent and cost effective support, tailored to meet the needs of your business. It means that no matter what your requirements are, you will benefit from practical, expert advice from highly regarded professional staff.

1.2 COMPLIANCE WITH PROFESSIONAL PRACTICE AND ETHICAL STANDARDS

Majority of our staff are members of professional institutes and comply with ethical, Areas such as independence, confidentiality and security of information, prohibition of insider dealings and avoiding actual or potential conflicts of interest. Failure to adhere to these standards may result in disciplinary action.

1.3 OUR QUALITY ASSURANCE SYSTEMS AND REVIEWS

We place a great emphasis on the quality of its services. We focus both on our final written reports and on the underlying planning and execution of assignments which ensures that we have relevant and reliable evidence to support our findings.

Our aim is to produce high quality assurance results the first time in all our assignments, it is against this background that we propose to draw on our “quality Management System” (QMS).

Quality is something that we have built into our methodology and approach services to all of our clients are managed according to the requirements of this quality system so as to ensure that we meet your requirements and the appropriate standards within the environment that we operate.

Quality control is integrated in our approach and across all phases of our work from planning to report. James Kime and Associates has an established system of quality control quided by the requirements of ICPAK and the Accountants ACT, International Federation of Accountants (IFAC) regulations, International standards on Auditing (ISAs) and International Standards of Quality Control (ISQC) 1, and the requirements of the firm.

AT FIRM LEVEL

- Stringent staff recruitment performance monitoring and promotion.

- Investment on adequate systems and equipment

AT ASSURANCE LINE OF SERVICE LEVEL

- Rigorous annual staff training for staff at all levels
- Use of global audit methodology including documentation standards and software

AT ENGAGEMENT LEVEL

- Selection of the right mix of team members with appropriate skills, knowledge and experience
- Two tier layer of review process for deliverables
- Involvement of a quality review director to independently assess the quality of deliverables
- The firm is subject to periodic compliance reviews by the Institute of Certified Public Accountants of Kenya (ICPAK). The review is designed to ascertain whether we are in compliance with the standards and regulations issued by ICPAK, International Federation of Accountants (IFAC), and International Accounting Standards Board (IASB).

1.4 OUR VALUES AND PRINCIPLES

The cornerstone of our approach and methodology is a client service philosophy aligned with our “business advisory”. In keeping with our business advisory style, we design delivery approaches specifically for our clients through our foundation of knowledge, our understanding of clients’ operations and clients, requirements.

The firm core values are:-

- a) Customer Focus
- b) Professionalism
- c) Timely results
- d) Confidentiality
- e) Integrity

2.0 OVERVIEW OF OUR STRUCTURE AND KEY TEAM MEMBERS

We have the right people in sufficient numbers to choose from in order to provide the services that you require. Our team has managed complex assignments in terms of geographical spread, funding, sector diversity. Our organization structure is depicted as follows:

2.1 STRUCTURE

James Kimeu and Associates

Assurance

- Financial audit
- Internal audit
- Spot checks
- Micro-assessment/organizational risk assessment
- Management capacity assessment
- Donor and regulatory compliance reviews
- Internal control assessment
- Procurement reviews
- Risk assurance services
- Expenditure verification
- IPSAs/IFRs implementation
- Compilation engagements
- Financial monitoring
- Financial reporting and consolidation of financial statements
- Indirect cost engagement
- Asset Verification
- Forensics audit
- Bookkeeping

Accounting and Book keeping

- service
- Software installation and setup

Taxation and Compliance

- Corporate tax
- PAYE
- Withholding Tax
- Value Added Tax
- Advance tax
- Residential rental income tax
- Digital tax
- Minimum tax

Advisory

- Management Consultancies
- Strategic plan
- Annual review and planning
- Training
- Human resource management
- Company formation
- Filling annual return
- Updating details on e-citizen

Partners and Associates

Managers and Seniors

Professional Staff

Support Staff

2.2.1 CPA James Kimeu Nthiwa

CPA James Kimeu is the Managing Partner and founder of James Kimeu and Associates. Certified Public Accountants (K) with high standards of excellence and professionalism in accounting and finance career and is currently finalizing Master of Business Administration (Strategic Management) in Kenyatta University. He is a holder of Bachelor of commerce - Finance - second class honors, upper division from The Catholic University of East Africa. and has over 9 years' experience in Accounting, Auditing, Finance and strategic management. He has a wealth of Auditing & Accounting experience having worked in various capacities in three of the respected Auditing Firms and has served clients in a wide range of sectors which includes Companies, Hospitals, Not for Profit, Religious institutions, Construction, Education institutions, Hotels, Manufacturing, Retail, Professional services among other sectors both in Kenya and outside the country.

2.2.2 CPA Enock Kimutai Rotich

CPA Enock Kimutai Rotich is a registered member of the institute of certified public Accountants of Kenya (ICPAK). He is a holder of Bachelor of Commerce degree in finance from KCA University, a Certified Public Accounts (K).

CPA Enock has vast Knowledge and experience in Audit, Accounting, Taxation, and financial consultancy fields having worked in the same position for the last Seven years. Currently he serves as the audit manager in our firm.

During the period, he had overseen audit and accounting assignments in several clients in different sectors of the economy. He has also assignments relating to tax consultancy and planning.

2.2.3 CPA Mary Nduta

CPA Mary Nduta is associate at James Kimeu and associates; Mary is a fully qualified accountant and a member of the institute of certified public accountants of Kenya (ICPAK). She holds a post graduate diploma in tax administration from Kenya School of Revenue Authority (KESRA) in partnership with JKUAT. She also holds Bachelor of Arts psychology from Moi University. She has more than Seven years of working experience in audit firms handling Audit, Accounting, Tax management i.e. Tax planning, tax filling, vat, statutory, withholdings tax, customs & excise tax returns.

2.2.4 CPA Benjamin Wambua

Benjamin Wambua is an associates at James Kimeu and Associates. A fully qualified accountant and a member of the institute of certified public accountants of Kenya (ICPAK). Benjamin has experience of over ten years in accounting and finance derived from working at senior capacities with different organizations in the country and he is currently a member of the audit team at James Kimeu and Associates.

2.2.5 Felistus Mbithe Kithome

Felistus Mbithe Kithome holds a diploma in business management and also computer application from Kenya Institute of Management (KIM) and currently pursuing CPA at Vision Institute of Professionals. Felistus has experience in audit, accounting, taxation and management. She has over six years of experience derived from working at different capacities with different organizations and she is currently a member of our team.

3.0 OUR SERVICES

James Kimeu and Associates provides a very wide range of services for both its public and private clients tailored to suit various needs in an ever changing business environment to enable companies and business to stay competitive. Our firm is one of the best providers of audit assurance, Bookkeeping, Tax and management consultancies. We believe that the best outcomes are achieved through close collaboration with our clients and the many stakeholder communities we serve. We measure success by our ability to create the value that our clients, our people and the wider investing public are looking for.

Our services include the following:

3.1 ASSURANCE

Our assurance line of service aids clients to enhance financial performances well as helping them improve their external financial reporting and adopting new regulatory requirement.

a) Financial Audits

This covers institutional audits and audit of donor funded projects and is aimed at providing users of the financial statements assurance that financial records are maintained and financial statements prepared in accordance with the required accounting policies. This is achieved through issuance of an audit opinion on the financial statements.

b) Internal Audit

Internal auditing is an objective assurance and consulting activity designed to add value and improve an organization's operations. It can help an organization accomplish its strategic objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

c) Spot Checks

Verification of specific components/outputs of a project to confirm whether project achievements are in line with the agreed/expected outputs.

d) Micro – assessments/ organizational risk assessments/Management Capacity assessments

Understanding, evaluation and validating of an organization's systems and processes to determine whether its systems, operations and internal controls can be reliant to manage donor funds.

e) Donor and regulatory compliance reviews

This involves reviews of compliance with donor agreement terms and conditions and other regulatory requirements.

f) Internal Control Assessments

Assessment of entity's internal controls to confirm compliance with own policies and procedures and best practice.

g) Procurement Reviews

Review of organization's procurement processes to check they comply with organization's applicable policies and procedures.

h) Risk assurance Services

These provides an invaluable safeguard in today's Complex operating environment. We work with you in your boardrooms and back offices, helping you protect and strengthen every aspect of your business, from people to performance, systems to strategy, business plans to business resilience.

i) Expenditure verification

Examination of supporting documentation to confirm whether expenditure reported is in compliance with set eligibility criteria.

j) IPSAS/IFRS Implementation

This include IPSAS/IFRS gap analysis, IFRS/IPSAS compliance checks, training and capacity building as well as technical support in transition to reporting using IFRS/IPSAS.

k) Compilation Engagements

Work with clients to reconstruct/ compile financial information/statements in preparation for audit or for management use.

l) Financial Monitoring

Application of audit skills and expertise to carry out periodic verification of financial and non-financial information to provide comfort to donors on utilization of funds.

m) Technical assistance on financial reporting and consolidation of financial statements.

Mainly to entities with multiple self – reporting branches/ locations/subsidiaries

n) Indirect cost rate engagements

Examination of an entity's costs and structure to compute or audit its indirect cost rate for negotiation with its donors.

o) Asset Verification

Physical verification of assets to assist in checking existence of the assets as well as completeness of asset records.

p) Forensics Services

Independent evaluations of loss and damage arising from a breach of contract, investigations and analysis of claims by using local knowledge of business/ accounting practice, addressing fraud or asset misappropriation, response to bribery and/or corruption claims or the suspicion of accounting manipulation or inappropriate/inadequate disclosure, compliance with anti – money laundering and other financial crime regulations and effectiveness of anti –fraud programmes, controls over financial reporting.

3.2 ACCOUNTING AND BOOKKEEPING SERVICES

Every business needs a department dedicated to managing its finances. But maintaining an in-house finance department is an expensive affair. It may also take away from the organization’s ability to focus its efforts in a given direction. To remedy this situation, many firms of all sizes and from all industries have started outsourcing their finance departments.

a) Bookkeeping service

A bookkeeping service we offers a three-tiered approach to developing and maintaining your organization’s overall financial processes and management. The first prong is created by the accounting software specialist. We creates your accounting data file so that it’s tailored to the specific needs of you and your business. We will ensure that you have access to the software and reports you need.

b) Payroll Processing Services

We provide payroll processing services to Kenyan employers and foreign businesses looking to set up in Kenya. We handle the time-consuming tasks of payroll management and employee payroll tax filing so employers- regardless of their size- can comply with the tax laws and also focus on their business.

3.3 Taxation and Tax Compliance

Our team is always prepared to help you determine the kind of tax obligation that is appropriate for your business. We’ll also work with you to prepare accurate tax returns on

monthly or annual basis with a view of minimizing business risks of unforeseen tax liabilities.

Some are main taxes in Kenya;

a) Corporation Tax

Corporation tax in Kenya is a form of income tax that is levied on companies and branches.

b) PAYE

Pay as you Earn in Kenya is a method of collecting tax at source from individuals in gainful employment. The employer deducts a certain amount of tax from his / her employee's salary or wages on each payday then remit the tax to the authority. This relieves the employee from paying taxes at the end of the year and shifts the responsibility to the employers.

c) Withholding Tax

Withholding taxes in Kenya are deducted at source from the following sources of income: Interest, dividends, royalties, management or professional fees, training, commissions, pension or retirement annuity, rent, appearance or performance fees for entertaining, sporting or diverting an audience.

d) Value Added Tax (VAT) system in Kenya

Value Added Tax (VAT) is a tax on consumer expenditure introduced in Kenya in January 1990 to replace Sales Tax, which had been in operation since 1973. VAT is levied on consumption of taxable goods and services supplied or imported into Kenya and is collected by registered persons at designated points who then remit it to the KRA.

e) Advance Tax in Kenya

Advance tax is applicable to Matatus and other commercial Vehicles. Any advance tax paid in Kenya becomes credit available for offset against the corporate tax liability.

f) Residential Rental Income Tax (MRI)

The landlords pay residential rental income tax under a special category of tax specific to their needs. The taxpayers are not allowed any expenses or capital expenditure. It does not matter whether the taxpayers are individuals, corporate organizations, male, female, religious organization etc. The tax rate under this special category is 10 % of monthly rental

income. The rental tax is based on the gross rental income collection per month and is payable by 20th of the following month.

g) Digital tax

The **digital** services **tax** rate is 1.5% of the gross transaction value. The gross transaction value is the payment received as consideration for the **digital** service. In the context of a **digital** marketplace provider, the transaction value is the commission or fee paid for the use of the platform.

3.4 Management Advisory

a) Secretarial Services

The proper maintenance and filing of company records are key in ensuring statutory compliance.

- Kenyan company formation services
- Filing annual returns
- Processing CR12
- Updating details on e-Citizen.
- Corporate health checks,
- Management of meetings (Board meetings)
- Attending annual general meetings (AGM), board of directors meetings and board committee meetings.
- Preparation and completion minutes of the various meetings.
- Facilitating transfer of shares, increasing capital, allotments, rights issues, bonus issues etc.
- Completing and filing of statutory documents with the registrar of companies relating to share transfers, annual returns, change in directorships, change of name etc.
- Drafting of shareholders agreements.
- Preparation of bank resolutions and other documentation for various banks.
- Maintaining register of members for various clients.
- Company winding-up and de-registration.

b) Immigration Services

Our team support foreign entities to establish themselves in Kenya with as little hassle as possible.

- Foreign company registration in Kenya as Limited Liability Company or foreign branches.
- Application for PIN Certificates for companies and non-resident individuals.
- Application of Work permits and renewal.
- Application of Alien Identity Cards.
- Preparation of related company agreement.

4.0 Our Client Base

James Kimeu and Associates has significant and relevant experience in working with various local, regional and international organization. We have substantial client base in all sectors, which enables us to continually refresh our knowledge and to benchmark practices and controls across different sector players. Due to the diversity of our experience, we would be able to provide you with useful feedback on your issues, systems and controls from a sector – wide perspective.

Some our client's base include:

a) Non for profit

- Africa Ombusman and Mediators Association
- Horn of Africa Youth Network
- Child Doctor Kenya
- Hand to Hand Community Kenya
- East Pokot Medical Project (funded by Misereor).
- Maridadi Fabrics.

b) Company

- Crediation Limited

- Media force Communication Limited.
- Maxy Limited
- Aque Dream Investments Limited
- Alpine Adventures Limited
- Apis Gold limited
- Black Pearl Investment Limited
- Felix Signs & Graphics Limited
- Mask Events Limited
- Sarabi Global Limited

Out sourced audits/Consultancies

Audit of UNDP Donor Funded Projects in South Sudan

- Medair
- World Relief
- Concern Worldwide
- Humane Aid For Community Organization (HACO)
- Humanitarian and Development Consortium (HDC)
- TITI Foundation
- The Rescue Mission (TERM)
- Community Organization For Emergency and Rehabilitation (COAR)
- Community AID for Relief and Development (CARD)

Organizations done in Kenya

- Village Enterprise Fund.
- Gearbox Limited.
- Zanaafrica Group Limited.
- Africa Hair Limited.
- National Empowerment Network of people Living with HIV/AIDs in Kenya (NEPHAK)

- Ambeet Limited
- Crimson Mining Limited
- Ero Energy Limited.
- Agapo Capital Limited
- Bristol Park Hospital Limited.
- Prime Investment Limited
- Pitman Investment Limited

Organizational Capacity Assessment (OCA)

- St Martins Catholic Social Apostolate.
- L'ache Kenya

5.0 Overview of our staff competencies and Experience

High quality and personalized service is part of our culture. This comes through our people our commitment to render superior service is emphasized by the composition of our team of specialists. We select our team for specific engagements based on their relevant experience, skills and drive to provide our clients with the highest quality of service.

Our teams have a combination of talents and skills covering financial management both in private and public sectors, project management, institutional support, accounting, auditing, internal audits, investigative audits.

The team have been servicing clients in the public sector and will leverage on the experience and understanding gained to ensure that we meet and exceed your expectations.

The list below provides a summary of the key competencies of our specialists and their relevance to the qualities required to deliver this assignment successfully.

- Experience in financial audit of financial statements of both international, regional and local non – governmental organizations;
- Experience in audit of donor funded programmes implemented by parastatals, government ministries and other Government agencies;

- Involvement in complex assignments in terms of geographical spread, involving multiple partners, cross cutting issues hence requiring a holistic approach.
- Financial management support/capacity building;
- Review of tax compliance for company and non – profit organizations;
- Knowledges and experience in international standards on Auditing (ISAs);
- Experience in carrying out speedy and timely audit and other related assignments, hence meeting tight deadlines;
- Experience in review of financial statements for compliance with statutory regulations and requirements;
- Involvement in audits on Compliance with quality standards, procedures and regulation's and;
- Professionals with good understanding of accounting, technical, and project/contract management.

CONTACT US

CPA James Kimeu and Associates

Managing Partner

+254 726 143 955

jameskimeuauditors.co.ke

jamesnathiwa@gmail.com

www.jameskimeuauditors.co.ke