



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
COUNTY TREASURY



Telephone: 0202660859
Telefax. 020 266 0859
Website: www.nyandarua.go.ke
Email: finance@nyandarua.go.ke
When replying please quote:
REF: NYA/FEP&ICT/FIN 2/VOL 1 (140)

P.O. BOX 701-20303
OL KALOU
KENYA

Head of Internal Audit
Nyandarua County

10th February 2026

N.F.A.
10/02/2026

SPECIAL AUDIT OF PENDING BILLS FOR NYANDARUA COUNTY
EXECUTIVE

In line with our mandate to ensure transparency, accountability, and prudent financial management, you are hereby requested to undertake a special audit on pending bills incurred from the financial year 2018/2019 to date. The objective of this exercise is to establish the actual pending bills owed to contractors in Nyandarua County as at July 2025, with a view to taking the necessary corrective and administrative actions.

Please find below the Terms of Reference (TORs) for this assignment:

1. Audit Objective

To verify and establish the accuracy, validity, and completeness of pending bills incurred from FY 2018/2019 to July 2025.

2. Scope of Work

- i. Review all records of procurement, contracts, and payments related to contractors.
- ii. Ascertain whether the pending bills are supported by valid contracts, delivery notes, invoices, and acceptance certificates.
- iii. Identify bills that meet the criteria for genuine obligations versus those that may be irregular or unsupported.
- iv. Assess compliance with the Public Finance Management Act, 2012, and relevant National Treasury guidelines on pending bills.
- v. Evaluate internal controls around the management of commitments and payments.

3. Audit Methodology

- i. Conduct document reviews, interviews with relevant officers, and verification of supporting evidence.
- ii. Perform reconciliations between procurement records, payment vouchers, and contractor claims.
- iii. Apply risk-based sampling to test the validity of bills.

4. Deliverables

- i. A comprehensive audit report detailing verified pending bills as at July 2025.
- ii. Identification of irregular, unsupported, or fraudulent claims.
- iii. Recommendations for corrective measures and strengthening of internal controls.


5. Timeline

The audit should be completed within 30 days from the date of commencement.

6. Reporting

- i. Submit interim findings to the Chief Officer Finance within 30 days.
- ii. Present the final report to the County Executive Committee Member for Finance and Economic Planning.

Your cooperation and diligence in executing this assignment will be critical in safeguarding public resources and enhancing service delivery.



FREDRICK IRUNGU
CHIEF OFFICER FINANCE
NYANDARUA COUNTY

Cc: CECM Finance, Economic Planning, ICT & Revenue