Payment Reconciliation Schedule for a Refund Claim

Overseas Recruitment Refund and Reversed Payments — Milimani Small Claims Court

Educational reconstruction based on a published Kenyan judicial decision. This is newly drafted sample wording, not the original filed document and not a case handled by our team. Parties and identifying details are replaced with fields for completion. The source judgment may display original public case details.

Purpose and correct procedural stage

Looking for a payment reconciliation schedule for a refund claim for overseas recruitment refund and reversed payments in Nairobi? This page provides a reconstructed draft for Milimani Small Claims Court, with editable Word and PDF downloads. A Kenyan lawyer or advocate can adapt the document to the correct party, evidence and procedural stage.

Use the formal section only after completing the fields from the actual record. The educational notes and later outcome are separate from the draft and should not be filed as allegations that existed at the earlier stage. Keep the actual party’s legal position: Parent who paid recruitment charges.

Reconstructed formal document

REPUBLIC OF KENYA
IN THE SMALL CLAIMS COURT AT MILIMANI, NAIROBI
CASE NO [number] OF [year]
[Claimant] — CLAIMANT
VERSUS
[Respondent] — RESPONDENT

PAYMENT RECONCILIATION SCHEDULE FOR A REFUND CLAIM

Filed by: [payer / service provider]
Purpose: identify net receipts and supported adjustments for the refund issue, without reopening liability where a remittal order has confined the hearing to quantum.

TRANSACTION SCHEDULE
For each item insert: entry number | date and time | payer | intended recipient | channel | initiated amount | reversal | amount finally received | bundle pages | disputed issue.

Entry 1 — Original payment: [amount and actual record]. State whether received and included in the service provider's receipts.

Entry 2 — Reversed transfer: [link to original entry and reversal record]. Show zero net receipt for a complete reversal unless another reliable record demonstrates otherwise.

Entry 3 — Re-sent transfer: [link to reversal and completed receipt]. Include it once, independently of the reversed entry.

Entry 4 — Third-party transaction: [payer, purpose and proven connection]. Record the dispute over whether this is a payment for the recruitment engagement, rather than silently allocating it.

DEDUCTION SCHEDULE
For each medical, visa or related item insert: expense description | invoice | proof of actual payment | contractual basis for retention | party disputing it | amount admitted | amount requiring determination.

NET POSITION
Verified receipts: KSh [A]
Refunds already received: KSh [B]
Admitted lawful deductions: KSh [C]
Disputed deductions requiring a ruling: KSh [D, separately listed]
Refund sought before determination of D: KSh [A minus B minus C].

This schedule is reconciled to [identified statements] and the bundle pages. It does not establish that a cost is deductible merely because a receipt exists; the contractual and legal basis remains an issue for the Court.

DATED at [place] this [day] of [month] [year].
[Party or advocate signature]
[Name and capacity]
[Address for service]
TO: [opposing party or advocate, verified service details].

Evidence and adaptation checks

Recruitment terms: Original destination, parties and service promised. Record to locate: Actual engagement correspondence and receipts.

Destination change: Whether the change was agreed. Record to locate: Correspondence proposing alternative destination and response.

Bank and wallet records: Net amounts actually received, not just initiated. Record to locate: Certified or admissible statements, reversals and re-sent transfer records.

Expense records: Whether a particular charge was incurred and is deductible. Record to locate: Actual invoices, payment proof and contractual basis for deductions.

Remittal order: Limits of the quantum rehearing; liability already resolved. Record to locate: Trial order, appeal judgment and remittal directions, for rehearing only.

Do not treat a visa refusal as an automatic entitlement to every payment, assume the agency guaranteed admission, or reuse the set-aside trial figure as the final result.

What happened later — educational context only

The High Court upheld breach liability but set aside the quantum determination for a limited rehearing. The ultimate recalculated refund is not supplied by that judgment.

The sample was drafted retrospectively from the published reasons. It is not evidence that these exact words, schedules or documents were filed in the source proceedings. Factual assertions must be verified independently before any real filing.

Source judgment and filing review

[2026] KEHC 12738 (KLR) — https://sheriahub.com/cases/ke/caselaw/njenga-another-v-njuguna-2026-kehc-12738-klr

Full published judicial text, including final orders, reviewed 8 October 2026. The linked text is a reproduction of the judicial decision. The sample cites that decision as its factual and procedural starting point, not as a guarantee of another case’s outcome.

Before use, a qualified Kenyan advocate should check current legislation and rules, court competence, limitation or appeal time, prescribed forms, electronic-record foundations, service and registry directions. Do not copy historic contract terms into a different transaction.