



**UNIVERSITY OF KABIANGA**  
**ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM**  
**FINANCE PROCEDURES MANUAL**  
**REF: UoK/PM/MR/013**

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**PROCEDURE NUMBER 1: BUDGET AND BUDGETARY CONTROL****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure consistency, accountability, efficiency and effectiveness in budgeting and expenditure control

**1.2 SCOPE**

This procedure applies to the preparation of the UoK's annual budget and its control.

**1.3 REFERENCES**

- a) Quality Manual – UoK /QM/MR/002.
- b) University of Kabianga Financial Regulations
- c) University of Kabianga Finance Manual (2017)

**1.4 TERMS AND DEFINITIONS**

- a) FO – Finance Officer
- b) DVC(A&F) – Deputy Vice chancellor Administration and Finance
- c) UoK –University of Kabianga
- d) AIE – Authority to incur expenditure

**1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

**2.0 STEPS****2.1 Budget preparation**

- 2.1.1 This shall start with the FO requesting schools, departmental and sectional Heads to submit their proposed expenditure for the subsequent financial year in a prescribed format.
- 2.1.2 Upon receipt of the communication, the school, departmental and sectional Heads shall determine their proposed expenditure guided by the following:-
  - a) Current expenditure, and
  - b) Emerging/proposed needs.
- 2.1.3 Upon receipt of the budgetary proposals from the school, departmental and sectional Heads, the Accountant in charge of budget and budgetary control shall analyze and allocate funds to the cost centers (departments, sections and schools) for personnel emoluments, operations and maintenance.

- 2.1.4 Upon allocation of the funds, the Accountant in charge of budget and budgetary control shall forward the resultant draft budget to the FO who shall in liaison with the DVC (A&F) convene a budgetary committee meeting to deliberate on the budget.
- 2.1.5 During the meeting, the FO shall table the budget for discussion.
- 2.1.6 In the event that the budgetary committee proposes amendments to the draft budget, the FO shall instruct the Accountant in charge of budget and budgetary control to effect the changes and submit it to Management Board for deliberation and adoption.
- 2.1.7 The FO shall then present it to the Management Board for deliberation and adoption.
- 2.1.8 In the event that the management board recommends any changes to the draft budget, the FO shall ensure that the changes are captured in the draft budget.
- 2.1.9 Upon adoption of the draft budget by the Management Board, the DVC (A&F) shall convene a meeting of the Council Finance Committee to adopt the draft budget.
- 2.1.10 During the meeting, the FO shall table the draft budget for deliberation.
- 2.1.11 In the event that the Council Finance Committee recommends changes to the draft budget, the FO shall ensure that the changes are incorporated in the draft and submit it to the full council through the Chairman Council Finance Committee for consideration and approval.
- 2.1.12 Upon approval, the proposed budget shall be forwarded to the line Ministry responsible for University Education for consideration and recommendations to Treasury for approval.
- 2.1.13 Upon receipt of the approved budget from the Ministry, the FO shall amend the University's budget to be in line with the allocations.
- 2.1.14 After amending the budget, the FO shall subject it to the Management board, the Council's finance committee and the full Council for deliberation, amendment and approval as from 2.1.7 to 2.1.12 above.
- 2.1.15 Upon approval of the final budget by the Council, the FO shall implement the budget.
- 2.1.16 Once instructed to implement the budget, the FO shall as per the internal communication procedure inform the school, departmental and sectional Heads of their respective vote allocations.

## **2.2 Budgetary control**

- 2.2.1 At the beginning of every financial year, the FO shall instruct the Accountant in charge of budget and budgetary control to post the approved budget estimates to the respective votes.
- 2.2.2 Upon the receipt of payment documents the Accountant in charge of budget and budgetary control shall verify and ensure that the expenditure has been posted in the respective votes.
- 2.2.3 On quarterly basis, the Accountant in charge of budget and budgetary control shall prepare a budget comparison reports highlighting the variances and the reasons thereof.
- 2.2.4 Upon preparation of the reports, the Accountant in charge of budget and budgetary control shall forward it to the FO who shall present the reports to the management, Council finance committee and the Council meetings for information and deliberation.
- 2.2.5 The FO shall implement any recommendations from the Management, Council finance committee and the full Council.

## PROCEDURE NUMBER 2: REVENUE COLLECTION

### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, transparency and consistency in revenue collection.

#### 1.2 SCOPE

This procedure applies to the collection and banking of all revenue at UoK

#### 1.3 REFERENCES

- a) Quality Manual – UoK /QM/MR/002.
- b) University of Kabianga Financial Regulations.
- c) Government Financial Regulations.
- d) University of Kabianga Accounting Manual (2017)
- e) International Auditing Guidelines.

#### 1.4 TERMS AND DEFINITIONS

- a) FO – Finance Officer.

#### 1.5 PRINCIPAL RESPONSIBILITY

The Finance Officer (FO) shall be responsible for implementation of this procedure.

### 2.0 STEPS

- 2.1 Upon receipts of cash/cheque, Revenue Cashier shall post the income to the relevant vote and issue an official receipt to the payer. In the event of direct banking, the Revenue Cashier shall issue an official receipt against the credit advices/ bank statements received. **See 3.1 for a sample Receipt.**
- 2.2 At the close of the day, the Revenue Cashier shall prepare a tally of the receipts and the cash/ cheques received prepare banking in slip and forward them to the Accountant for verification.
- 2.3 Upon receipt of tally, the Accountant shall confirm whether the revenue presented by the Revenue Cashier tallies with the amount in the receipts and the payment in slip.
- 2.4 In the event of any discrepancy, the Accountant shall refer the tally and the slip to the Revenue Cashier for correction and re-submission.
- 2.5 If the amount tallies, the Accountant shall authorize the same for banking by initialing the slip and the receipts and ensure that the revenue is banked intact the following day.

**2.0 APPENDICES**

**3.1 A sample Receipt**



**UNIVERSITY OF KABIANGA**  
**P. O. BOX 1-20201, KABIANGA**

**OFFICIAL RECEIPT**

Date: ..... Total paid

Receipt no	Total paid
Name	
Payment mode	Mode Number
Amount in words	

DESCRIPTION	AMOUNT(KES)	CASHIER SIGNATURE/STAMP
-------------	-------------	-------------------------

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Received with thanks for and on behalf of University of Kabianga  
YOU WERE SERVED BY :

**PROCEDURE NUMBER 3: PAYMENTS****1.0 GENERAL****1.1 PURPOSE**

To ensure effectiveness, transparency and consistency in the making of payments

**1.2 SCOPE**

Applies to all payments made by UoK.

**1.3 REFERENCES**

- a) Quality Manual – UoK /QM/MR/002.
- b) University of Kabianga Financial Regulations
- c) Government Financial Regulations
- d) University of Kabianga Accounting Manual (2017)
- e) International Auditing Guidelines
- f) UoK Service Charter

**1.4 TERMS AND DEFINITIONS**

- a) FO – Finance Officer.
- b) LPO – Local Purchase Order.
- c) GRN – Goods Received Note.
- d) DVC(A&F) – Deputy Vice chancellor Administration and Finance
- e) Management – Comprised of the VC, DVCs, FO, Registrars, ICT Director, Librarian.

**1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

**2.0 STEPS****2.1 Payment of creditors**

- 2.1.1 This shall start with the FO receiving a duly signed invoice attached with the pink copy of the LPO and a copy of the GRN from the Procurement Officer, and forwards it to the Accountant in charge of creditors.
- 2.1.2 The Accountant in charge of creditors shall verify whether the amount payable in the documents tallies with the invoice received.
- 2.1.3 In the event that the documents do not tally, the Accountant in charge of creditors shall return them to the Procurement Officer with recommendations for amendment and re-submission.



- 2.1.4 If the documents tally, the Accountant in charge of creditors shall post the invoices' amount to the creditors' ledgers according to the date the invoice is received.
- 2.1.5 Upon posting, the Accountant in charge of creditors shall age the invoices accordingly.
- 2.1.6 At the end of every month, the Accountant in charge of creditors shall prepare and forward an ageing summary to the FO who shall authorize for payment.
- 2.1.7 In authorizing the payments, the FO shall consider the following:-
- a) Availability of funds, and
  - b) Ageing period
- 2.1.8 In the event that the FO does not authorize the payments, the FO shall advise the Accountant in charge of creditors accordingly.
- 2.1.9 The Accountant in charge of creditors shall instruct the Accounts Assistant to raise payment vouchers for the payments authorized.
- 2.1.10 Upon raising the Payment vouchers, the Accounts Assistant shall forward them to the Accountant in charge of creditors who shall approve the payment vouchers guided by the supporting documents.
- 2.1.11 In the event of any anomaly, the Accountant in charge of creditors shall cancel the payment vouchers and refer to the Accounts Assistant for correction and re-submission.
- 2.1.12 The Accountant in charge of creditors shall then forward the payment vouchers to the Accountant in charge of Budget and Budgetary Control who shall verify the payments' vote head.
- 2.1.13 The Accountant in charge of Budgetary Control shall then forward the payments vouchers together with the supporting documents to the Accountant Examination, who shall verify their accuracy and purpose of payment.
- 2.1.14 If a payment voucher is not correct, the Accountant Examination shall reject it, give comments and forward it to the Accountant in charge of creditors for correction and re-submission.
- 2.1.15 If a payment voucher is correct, the Accountant Examination shall pass the payment voucher and forward it to the Accountant in charge of cash office for cheque drawing.

- 2.1.16 Upon receipt of the payment vouchers, the Accountant in charge of cash office shall print the cheques, prepare a cheque payment schedule and forward them to the Accountant Examination.
- 2.1.17 Upon receipt of the documents, the Accountant Examination shall verify the correctness of the amounts in the payment voucher, cheque and the cheque payment schedule.
- 2.1.18 In the event of any anomaly, the Accountant Examination shall return the documents to the Accountant Cash office for correction.
- 2.1.19 If satisfactory, the Accountant Examination shall send the documents back to the Accountant Cash office for onward transmission to the signatories for signing.
- 2.1.20 Once the cheques have been signed, the Accountant cash office shall request the creditors to collect the cheques.
- 2.1.21 In dispatching the cheques, the Accountant cash office shall ensure that the creditors sign the cheque dispatch register in case of physical collection. In case the cheques are dispatched through courier services, the Accountant in charge of cash office shall ensure that they are send through registered mail.  
***See 3.1 for a sample cheque dispatch register page format.***
- 2.1.22 The Accountant cash office shall then ensure the paid vouchers are filed appropriately.

**Note:** *Cheques signed but are not collected or presented to the bank for payment within six months shall become stale. Such cheques shall be reversed and appropriate entries made in the respective cash books.*

## **2.2 Processing of salaries**

- 2.2.1 As the Accountant in charge of salaries receives any authorized documents specifying details of any changes to Salaries, he/she shall update the existing payroll.
- 2.2.2 On or before the 25<sup>th</sup> of each month, the Accountant in charge of salaries shall close the payroll and then process it on before 30<sup>th</sup> of the month.
- 2.2.3 Upon processing the payroll, the Accountant in charge of salaries shall forward the payroll to the FO for verification against the preceding month's payroll.
- 2.2.4 In the event of any variances, the FO shall seek the Accountant's explanation before release of the payroll.

- 2.2.5 Upon verification, the Accountant in charge of salaries shall prepare the respective payment vouchers and a payroll summary and forward them to the Accountant Budgetary Control for commitment in the vote book.
- 2.2.6 After confirming the payments in the vote heads, the Accountant Budgetary Control shall forward the payment vouchers and the payroll summary to the Accountant examination for verification.
- 2.2.7 In verifying the payment vouchers, the Accountant Examination shall compare the payment vouchers with the payroll summary.
- 2.2.8 In the event of any discrepancies, the Accountant Examination shall revert the payment vouchers and the payroll summary to the Accountant in charge of salaries for amendment and re-submission.
- 2.2.9 If satisfactory, the procedure shall continue as from 2.1.17 to 2.1.21 above.
- 2.2.10 Once the cheques have been signed, the Accountant in charge of salaries shall ensure that they are dispatched to the respective payee banks.
- 2.2.11 After dispatch of the cheques to the banks, the Accountant in charge of salaries shall print pay slips and issue them to the staff through the Registry.

**Note:** All statutory deductions must be remitted by the due dates specified in respective legislations.

### **2.3 Payment of claims**

- 2.3.1 This shall start with Accountant in charge of personal claims receiving authorized documents through the office of the FO specifying the details of payments.
- 2.3.2 Upon receiving the authorized document the Accountant in charge of personal claims shall confirm whether all the supporting documents have been attached to the claim.
- 2.3.2.1 For Part-Time Teaching Claims, the concerned lecturer shall fill the part time claim form and attach the following documents;
- a) The claim form which should originate and referenced from the individual school
  - b) The appointment letter
  - c) Class attendance
  - d) Lecture attendance

***See 3.4 for a sample Part-Time Teaching claim form***

- 2.3.3 In the event that the documents are incomplete, the Accountant in charge of personal claims shall return to the claimant for correction and resubmission.
- 2.3.4 If satisfactory, the Accountant in charge of personal claims shall instruct the Accounts Assistant to raise a payment voucher charging the respective votes. ***See 3.2 for a sample payment voucher.***
- 2.3.5 Upon raising the Payment vouchers, the Accounts Assistant shall forward them to the Accountant in charge of personal claims who shall approve the payment vouchers guided by the supporting documents.
- 2.3.6 In the event of any anomaly, the Accountant in charge of personal claims shall refer the payment vouchers to the Accounts Assistant for correction and re-submission.
- 2.3.7 The Accountant in charge of personal claims shall then forward the payment vouchers to the Accountant in charge of Budget and Budgetary Control who shall in turn confirm the expenditure is charged to the right vote.
- 2.3.8 The Accountant in charge of Budgetary Control shall then forward the payments vouchers together with the supporting documents to the Accountant Examination, who shall verify their accuracy and purpose of payment.
- 2.3.9 If a payment voucher is not correct, the Accountant Examination shall reject it, give his/her comments and forward it to the Accountant in charge of personal claims for correction and re-submission.
- 2.3.10 If a payment voucher is correct, the Accountant Examination shall pass the payment voucher and forward it to the Accountant in charge of cash office for cheque drawing.
- 2.3.11 Upon receipt of the payment vouchers by the Accountant in charge of cash office, the procedure shall continue as from 2.1.17 to 2.1.21 above in case payment is by cheque or the Accountant in charge of Cash Office shall pay using the petty cash if the amount is below Kshs. 5000.
- 2.4 Processing of imprest**
- 2.4.1 Upon receipt of an approved request from a member of staff, the Accountant in charge of Personal Claims shall request the applicant to fill an imprest available in the system upon verification that the applicant does not have an outstanding imprest. ***See 3.3 for a sample imprest form.***

- 2.4.2 Once the applicant has filled the imprest form, the Accountant in charge of personal claims shall forward the form to Accountant in charge of Budgetary Control for verification of vote heads.
- 2.4.3 Upon receiving the imprest form, the Accountant in charge of Budgetary Control shall confirm votes, sign and forward it to accountant in charge of the Examination section for verification of its correctness and accuracy.
- 2.4.4 In the event of any anomaly, the Accountant in charge of examination shall return it to the Accountant in charge of personal claims with recommendations for amendment and re-submission.
- 2.4.5 If satisfactory, the Accountant in charge of Examination shall forward the imprest form with the application letter to the FO and DVC (A&F) for approval based on the cash flow.
- 2.4.6 Upon approval, the procedure shall continue as from 2.1.17 to 2.1.21 above in case payment is by cheque or the Accountant in charge of Cash Office shall pay using the petty cash if the amount is below Kshs. 5000.
- 2.4.7 After the cheque has been signed, the Accountant in charge of Cash office shall request the applicant to collect the cheque and ensure that they sign the cheque dispatch register. (See Attached Sample)
- 2.4.8 The applicant shall within fourteen days after receipt of the cheque account for the imprest by surrendering unused cash and receipts for expenditures incurred.
- 2.4.9 In the event that a member of staff does not surrender the imprest within fourteen days, the Accountant in charge of personal claims shall issue them with a cautionary notice giving a deadline to account for the imprest.
- 2.4.10 In case the member of staff does not account for the imprest within the notice period, the Accountant in charge of personal claims shall notify the Accountant in charge of salaries to recover the full amount from the applicant's salary.
- Process of accounting imprest**
- 2.4.11 The accountant in charge of personal claims shall receive supporting documents for the expenditure incurred ,attached together with a copy of the approved letter,
- 2.4.12 If satisfactory the accountant in charge of personal claims shall clear the disbursement and surrender form in the system .

2.4.13 If the accounting is not satisfactory, the accountant in charge of personal claims shall advise the AIE holder accordingly.

*NB: all payments shall be made as per the service charter timelines.*

**3 APPENDICES**

**3.1 Cheque dispatch register page format**

DATE	PAYEE	VOUCHER NO	CHEQUE NO	AMOUNT	COLLECTED BY	ID/PF	SIGN

### 3.2 Payment voucher



**UNIVERSITY OF KABIANGA**  
ISO 9001:2008 CERTIFIED INSTITUTION

P.O Box 2030-20200, KERICHO

**PAYMENT VOUCHER**

<b>NAME</b>		<b>VOUCHER No</b>	
		<b>DATE:</b>	
<b>LEDGER:</b>		<b>PROJECT:&lt;NONE&gt;</b>	
<b>DESCRIPTION</b>			<b>AMOUNT (KES)</b>
<b>TOTAL</b>			
AMOUNT IN WORDS			
<b>VOTE-HEAD (ACCOUNT)</b>	<b>DEPARTMENT</b>	<b>LPO/LSO NO.</b>	<b>AMOUNT</b>

Prepared by : .....

Signature:

Cheque No:

Checked by : .....

Signature:

Date

:

**Examination**

Voucher Examined by  
Date

**Budgetary Control**

Budgetary Allocation:

Balance Available:

Less: This Payment:

Approved

Uncommitted Balance:

*Vote book entry/ balance certified as above.*

Name:

*Sign*

*Date*

Sign:

Date

*VC / DVC (A & F) / FO*

**Authorization**

Payment Approved

Payment Not



### 3.3 Imprest form

#### IMPREST WARRANT

**APPLICANT NAME:** \_\_\_\_\_ **P/ No.** \_\_\_\_\_ **IMP No.** \_\_\_\_\_  
**LEDGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I apply for Standing/Temporary/Special \*Imprest of KES  
in words

For the following purposes:

Nature of duty

Proposed Itinerary

Estimated Number of days away from Station

Date

*Signature of Applicant*

2. I certify that the amount requested to meet the expense(s) is realistic.

*DVC - PR & D (For Research Funds only)* \_\_\_\_\_ *Head of Department / Vote Holder* \_\_\_\_\_ *Date* \_\_\_\_\_

3. I certify that the amount has been noted in the Imprest Register Folio No..... and the applicant does not have any outstanding imprest.

*Accountant-in-charge - Personal Claims* \_\_\_\_\_ *Date* \_\_\_\_\_

4. I certify that the imprest has been noted in the votebook and that the balance available in the chargeable item after taking into account this commitment is KES.

*Accountant-in-Charge - Votebook Control* \_\_\_\_\_ *Date* \_\_\_\_\_

5. Approval

*Accountant-in-charge Examination* \_\_\_\_\_ *Date* \_\_\_\_\_

*Finance Officer* \_\_\_\_\_ *Date* \_\_\_\_\_

*VC / DVC (A & F)* \_\_\_\_\_ *Date* \_\_\_\_\_

I acknowledge receipt of an imprest of KES 226,500.00 which I undertake to account for in full on or before 12 February 2018. In the event of my failure to surrender the imprest within the stipulated time, I authorize the accountant in charge of personal claims to recover the amount in full from my salary.

*Cheque No.* \_\_\_\_\_ *Imprest Holder* \_\_\_\_\_ *Date* \_\_\_\_\_

<b>DEPARTMENT</b>	<b>CAMPUS</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
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**3.4 Part Time Teaching Claim form**

UoK/F/SEASS/7 (each school to have their own reference)



**UNIVERSITY OF KABIANGA  
UNDERGRADUATE**

PART-TIME PAYMENT (TO BE COMPLETED IN SINGLETON)

SEMESTER \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

**A. Teaching Allowance**

Teaching 1,350/= per hr period

Course Title/Course code	Number of hours/week	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B. Setting and Marking**

(i) Setting at 1000/= per paper

Course Title	No. of Students	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(ii) Marking at 20/= per paper

Course title	No. of Scripts
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed \_\_\_\_\_  
Claimant \_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Head of Department \_\_\_\_\_  
Date

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Dean of School

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Vice Chancellor (A&SA)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Vice Chancellor

C. Totals

Finance (official use)

Honoraria	_____	_____
Setting	_____	_____
Marking	_____	_____
Others (please specify)	_____	_____
Grand Totals	_____	_____

## **PROCEDURE NUMBER 4: BANK RECONCILIATION**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

To ensure effectiveness, consistency and timeliness in undertaking bank reconciliation.

#### **1.2 SCOPE**

Applies to the reconciliation of all UoK's cash books and bank statements

#### **1.3 REFERENCES**

- a) Quality Manual – UoK /QM/MR/002.
- b) University of Kabianga Financial Regulations
- c) University of Kabianga Finance Manual (2017)

#### **1.4 TERMS AND DEFINITIONS**

FO – Finance Officer.

#### **1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

### **2.0 STEPS**

- 2.1 This procedure shall start with the Accountant in charge of reconciliations receiving bank statements.
- 2.2 Upon receipt of the bank statements, the Accountant in charge of reconciliations shall verify whether they tally with the cash books.
- 2.3 In the event of any discrepancies, the Accountant in charge of reconciliations shall either:-
  - a) In consultation with the FO adjust the cash book accordingly, or
  - b) Prepare reconciliation statements for the affected accounts and forwarded them finance officer for verification and onward transmission to the bank for consideration.
- 2.4 The Accountant in charge of reconciliations shall address any issues raised by the bank.
- 2.5 This procedure shall be deemed complete after all corrections have been made on the bank statements and the cash books.

**PROCEDURE NUMBER 5: MANAGEMENT OF NON CURRENT ASSETS****1.0 GENERAL****1.1 PURPOSE**

To ensure effectiveness, consistency and accountability in the management of Non Current Assets

**1.2 SCOPE**

Applies to the identifying, classifying, revaluation and depreciation all Non Current Assets of the University.

**1.3 REFERENCES**

- a) Quality manual – **UoK/QM/MR/002.**
- b) University of Kabianga Financial Regulations
- c) University of Kabianga Finance Manual.(2017)
- d) International Financial Reporting Standards

**1.4 TERMS AND DEFINITIONS**

FO – Finance Officer

**1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

**2.0 STEPS**

- 2.1 Upon acquisition of a new noncurrent asset, the Accountant in charge of the non-current assets shall identify and classify it as per the International Public Sector Accounting Standards.
- 2.2 Upon identification and classification, the Accountant in charge of the non-current assets shall record it in the non-current assets register. ***See 3.1 for a sample non-current register page format.***
- 2.3 For assets whose value at acquisition is not known, the Accountant in charge of the non-current assets shall as per the procurement procedure acquire the service of a professional valuer to undertake valuation of the assets and update the register.
- 2.4 Within the financial year, the Accountant in charge of the non-current assets shall ensure that all assets are revalued by a professional valuer and update the non-current asset register accordingly.
- 2.5 The Accountant in charge of non-current assets shall at the end of the financial year, depreciate the assets as per the depreciation/amortization policy in the International Public Sector Accounting standards.

2.6 In case of any disposals during the year, the Accountant in In-charge shall ensure that the register is updated accordingly.

**Note 1:** The University depreciation policy is that fixed assets are depreciated on a straight-line basis at annual rates estimated to write off the carrying values of the assets over their expected useful lives.

3.0 APPENDICES

3.1 Non-current asset register

Table with 13 columns: Date of Purchase/Valuation, Description of the asset, Location/Identity, Serial Number, Cheque Number, Units, Cost Price, Comm. Cost, Dep Rate, Year 1, Year 2, Year 3, Year 4. The table contains 20 empty rows.

## **PROCEDURE NUMBER 6: STOCK TAKING**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

To ensure accuracy, consistency and completeness in undertaking stock taking.

#### **1.2 SCOPE**

Applies to physical count of all consumable at UoK

#### **1.3 REFERENCES**

- a) Quality Manual – UoK /**QM/MR/002**.
- b) University of Kabianga Financial Regulations
- c) University of Kabianga Finance Manual (2017)
- d) International Financial Reporting Standards
- e) International Auditing Guidelines

#### **1.4 TERMS AND DEFINITIONS**

FO – Finance Officer

#### **1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

### **2.0 STEPS**

- 2.1 This procedure shall start at least two weeks to the end of the financial year with the FO as per the communication procedure informing the respective schools, departments and sections of the stock taking exercise. Stock taking shall be conducted within the last week of the financial year.
- 2.2 During the communication, the Procurement Officer shall also distribute stock sheets to the respective Heads of schools, departments and sections for recording the consumables.
- 2.3 On the scheduled date, the FO in liaison with Procurement Officer shall hold an opening meeting with representatives from the finance, audit and procurement departments to undertake the stock taking exercise.
- 2.4 During the meeting, the FO shall assign duties to the all the staff and brief them on the stock taking exercise.
- 2.5 The stock taking team shall then embark on the stock taking which shall involve physical counting of the consumables and recording in the stock sheets at cost or net realizable value whichever is lower.



- 2.6 The stock taking team shall ensure that the auditor and a representative of the respective school, department or section confirm the entries in the stock sheets before leaving the area.
- 2.7 After the stock taking, the stock taking team shall prepare and forward a report on the exercise to the FO verification.
- 2.8 In the event any anomaly, the FO shall revert the report to the stock taking team with recommendations for correction and resubmission.
- 2.9 If the report is satisfactory, the FO shall approve it and forward it to the accountant in charge of final accounts for inclusion in the final accounts.

**PROCEDURE NUMBER 7: FINANCIAL STATEMENTS****1.0 GENERAL****1.1 PURPOSE**

To ensure effectiveness, consistency and timelines in the preparation of financial statements

**1.2 SCOPE**

Applies to the preparation of the trial balance, statement of comprehensive income, statement of financial position, statement of cash flow and statement of changes in equity in University of Kabianga

**1.3 REFERENCES**

- a) Quality Manual – **UoK/QM/MR/002.**
- b) University of Kabianga Financial Regulations
- c) University of Kabianga Finance Manual (2017)
- d) International Financial Reporting Standards
- e) International Auditing Guidelines

**1.4 TERMS AND DEFINITIONS**

FO – Finance Officer

ERP-Enterprise Resource Planning

**1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented.

**2.0 STEPS**

- 2.1 At the end of every month, the Accountant in charge of final accounts shall in liaison confirm whether the respective Accountant have posted all inputs in the system by reconciling the cash book, respective ledgers and the bank statement.
- 2.2 In the event of any anomaly, the Accountant in charge of final accounts shall inform the respective Accountants to effect the changes as appropriate using approved journal entries.
- 2.3 On a quarterly basis, the Accountant in charge of final accounts shall print a trial balance and forward it together with the documents to the FO for verification.
- 2.4 Upon receipt of the trial balance, the FO shall confirm whether the trial balance tallies with the ledgers.

- 2.5 In the event of any anomaly, the FO shall return the trial balance to the Accountant in charge of final accounts with amendments for correction and re-submission.
- 2.6 Upon approval, the FO shall instruct the Accountant in charge of final accounts to generate the following extracts:-
- a) Statement of comprehensive income,
  - b) Statement of financial position, and
  - c) Statement of cash flow.
- 2.7 Upon generating the extracts, the Accountant in charge of final accounts shall forward them to the FO who shall table it in the subsequent management board meeting for information and necessary actions. Procedure 2.12 to 2.14 below shall then apply.
- 2.8 The FO shall ensure that any recommendations from the management board meeting are implemented.
- 2.9 At the end of the financial year, the Accountant in charge of final accounts shall generate the following annual statements from the financial ERP:-
- a) Statement of comprehensive income,
  - b) Statement of financial position,
  - c) Statement of cash flow, and
  - d) Statement of changes in equity.
- 2.10 Upon preparation of the statements, the Accountant in charge of final accounts shall forward them to the FO who shall in turn present them in the subsequent management board meeting for information and recommendation for adoption to the Council Finance Committee.
- 2.11 The FO in liaison with the DVC (A&F) shall convene a meeting with the Council Finance Committee to discuss, amend and forward the statements for adoption by Council.
- 2.12 After the statements have been adopted by the committee, the FO shall table them in the Council meeting for approval based on the recommendations of the Council Finance Committee,
- 2.13 In the event of disapproval, the Council shall make recommendations and return the statements to the FO for amendment and re-submission.
- 2.14 Upon approval, the FO shall forward the statements to the external auditors for audit purposes.

- 2.15 During the external audits, the FO shall present all the supporting documents together with the statements for verification and respond to all the queries raised by the auditors.
- 2.16 This procedure shall be deemed complete upon the vice chancellor receiving the Annual Financial statements certificate.

**PROCEDURE NUMBER 8: STUDENTS FINANCE****1.0 GENERAL****1.1 PURPOSE**

To ensure effectiveness, consistency and timelines in the maintenance of students records and collection of fees

**1.2 SCOPE**

This procedure applies to the to all students in University of Kabianga

**1.3 REFERENCES**

- f) Quality Manual – **UoK/QM/MR/002.**
- g) University of Kabianga Financial Regulations
- h) University of Kabianga Finance Manual (2017)
- i) International Financial Reporting Standards
- j) International Auditing Guidelines

**1.4 TERMS AND DEFINITIONS**

FO – Finance Officer

**1.5 PRINCIPAL RESPONSIBILITY**

The FO shall ensure that this procedure is implemented

**2.0 STEPS**

- 2.1** All students shall be invoiced upon reporting at the beginning of the semester.  
The student shall be invoiced automatically when they report in the system.
- 2.2** All students are required to deposit fees payable to the university's accounts.
- 2.3** An official receipt shall then be issued for all monies received in respect of fees payment from various sources as follows:
  - a) Direct deposits-all monies deposited in the university bank accounts are updated to the student's accounts.
  - b) HELB, Bursaries and sponsorships - Upon receipt of loan and bursary funds from HELB and Sponsors, students' accounts shall be updated by the amounts of loans and bursaries received.
- 2.4** A Fee statement is then prepared and accessed from the university student portal.
- 2.5** In the event of overpayment and on request by a student: -

- a. All overpayments by continuing students shall be carried forward to the next semester or academic year.
- b. A refund can be made to the student as per the fee payment policy;
  - (i) when students have cleared and graduated and any excess fees originate from the students.
  - (ii) Excess fees arising from bursaries, donations, HELB are paid back to origin/source.

**2.6** Procedure for refund shall be as follows:

- a) Students should fill in the refund forms within the time frame and attach evidence i.e. fees statement.
- b) The student finance section will then verify the refunds request with the student records.
- c) A schedule should be prepared and forwarded to the Finance Officer for approval and payment.
- d) For caution money, the refund request should be supported by a list of duly cleared students, an imprest is then raised for payment.

(**Reference** Imprest procedures)

**NB:** Payment of refund other than for final year students is subject to provisions of Fees payment policy.

**2.7** At the end of every semester or academic year or on request, the returns are submitted as per the sponsors' requirements.

**2.8** Reconciliation of Students records with the general ledger and admission records shall be done on quarterly basis. Any variances noted shall be amended or investigated.



UoK/F/MR/003

**UNIVERSITY OF KABIANGA  
ANNEX INDICATING CHANGES MADE IN THE PROCEDURES**

Proc.No and clause	Date	Details of changes		Authorization - Officer Authorizing
		Initial clause details	Current approved clause details	
		<b>Changes effected</b>		<b>Comment</b>
Clauses as applicable	18/04/13	Kabianga University College (KUC)	University of Kabianga (UoK)	Approved
	18/04/13	Principal	Vice Chancellor	Approved
	18/04/13	Deputy Principal (AP&F)	Deputy Vice Chancellor (A&F)	approved approved
	18/04/13	Kabianga University order 2009	Universities Act 2012	Approved
	18/04/13	Kabianga University College Statutes 2009	University of Kabianga Statutes 2013	Approved
Clauses as applicable	26/03/2018	Provisions of ISO 9001:2008 International Standard	Provisions of ISO 9001:2015 International Standard	Approved
	17/05/22	General claiming procedure	Specific clause of 2.3.2.1 on part time claim form as well as the form sample 3.4 introduced on Proc. 2	Approved

**Approval**

I \_\_\_\_\_ the Vice Chancellor UoK, having read and understood the content of the foregoing document, do hereby approve and authorize it for use in UoK Main Campus and its other Campuses on this \_\_\_\_\_ day of (Month) \_\_\_\_\_ (year) \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_