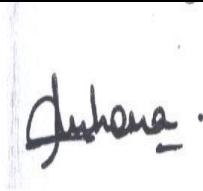





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR PROVISION OF FINANCIAL SERVICES		
DOC. NO:	MSU/AFD/FIN/OP/01	ISSUE NO:	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
AUTHOR:	FINANCE OFFICER		
AUTHORIZED BY:	DEPUTY VICE- CHANCELLOR, AFD	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1	08/06/2018	1	Inclusion of title, author and issuance by MR	DVC AFD
2	08/06/2018	2	0.1 Incorporation of page and title column	DVC AFD
3	08/06/2018	2	3.1 and 3.6 Reference to ISO 9001:2015 and MSU/VC/MR/OP/01 respectively	DVC AFD
4	08/06/2018	3 and 4	4. Numbering and addition of RPI	DVC AFD
5	08/06/2018	4,5, 6	6.1.1,6.1.3,6.2.3,6.3.4,6.4.1,6.4.4	DVC AFD
6	08/06/2018	4-14	6. Omission of Payroll process which currently falls within HR. hence rearrangement of the clauses	DVC AFD
7	08/06/2018	All	Change of font type and size	DVC AFD

0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users.

1. PURPOSE:

To effectively and efficiently provide financial services to the University in accordance with the University Statutes and international accounting standards.

2. SCOPE:

This procedure covers all aspects of providing financial services for the whole university in accordance with the stipulated financial and accounting standards.

3. REFERENCES:

- 3.1 ISO 9001: 2015 Quality Management Requirements
- 3.2 Maseno University Quality manual
- 3.3 Maseno University Terms of Service
- 3.4 International and Kenyan accounting Standards

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3.5 International Standards on Auditing

3.6 MSU/VC/MR/OP/01

4. TERMS (DEFINITIONS)/ABBREVIATIONS

4.1 VC – Vice-Chancellor

4.1 DVC (AFD) - Deputy Vice-Chancellor, Administration, Finance and Development

4.2DFO - Deputy Finance Officer

4.3FO - Finance Officer

4.4Draft Budget - is that budget which has not been approved by the University Council.

4.5AIE -Authority to Incur Expenditure“

4.6 AIE holder - is that head of a department or a unit, given the power to incur expenditure on behalf of the University.

4.7 Virement - means transfer of funds between the votes

4.9 MB - Management Board

4.10 HELB -Higher Education Loans Board

4.11 IGA - Income Generating Activities

4.12 SGS - School of Graduate Studies

4.13 Petty cash-minor payments

4.14 Authorized Float Amount- is an established level of Petty Cash Float that must be maintained under the imprest system.

4.15Revenue - applies to all income for the university.

4.16 CUE- Commission for University Education

4.17 Voucher - means all Payment Vouchers, Claim Vouchers and Imprest Warrants

4.18 VAT - Value Added Tax

4.19 HOD - Head of Department

4.20CIA -Chief Internal Auditor

4.21 PV - Payment voucher

4.22 CV - Claim voucher

4.23 IW -Imprest Warrant form

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4.24 PCA - Pay Change Advice. This is normally originated from Administration and contains information which affects employee's remuneration.

4.25 PAYE - Pay As You Earn –Tax

4.26 NHIF -National Hospital Insurance Fund

4.27 TB - Trial Balance

4.28 AAP - the Generally Accepted Accounting Principles

4.29 System Audit - Involves a series of activities in which an external auditor performs overall inspection and evaluation of processes in an organization.

4.30 Management Letter - Document or documents whereby the external auditor formally reports issues arising from audit.

4.31 LPO – Local Purchase Order

4.32 F&GP Committee – Finance & General Purposes Committee of Council

4.33 RPI- Research, Publications and Innovation

5. RESPONSIBILITIES

Finance Officer shall be responsible for effective implementation of these procedures.

6.0 METHOD

6.1 Budget preparation

6.1.1 FO shall send notices to all the departments and units to forward their budget requirements for next financial year by October.

6.1.2 The Senior Accountant shall prepare and compile the draft summarized budget using the data. This shall be discussed by the Finance Budget Sub- Committee chaired by the DVC, AFD.

6.1.3 Finance Budget Sub- Committee shall consider and forward the draft budget to Budget Committee of the University and to Management Board for further consideration and recommendation to Council.

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- 6.1.4 The draft budget shall be submitted to Council for discussion and approval.
- 6.1.5 The draft budget together with Minutes of Council shall be forwarded to the Ministry of Education not later than 31st January of each year for onward transmission to the National Treasury.
- 6.1.6 After approval by the Treasury, the FO shall prepare an internal budget from the initial draft to reflect the approved estimates.
- 6.1.7 The FO through the DVC, AFD shall submit the draft internal budget to the University Budget Committee for discussion and recommendation to Management.
- 6.1.8 After approval by the Management, the draft budget shall be forwarded to the Council for discussion and recommendation.
- 6.1.9 After approval by Council, extracts of the budget shall be circulated to respective Chairmen/Heads of Department, Deans and Directors.
- 6.1.10 The Senior Accountant shall open a vote book using the approved budget.

6.2 Method for Budgetary Control

- 6.2.1 The Vote Book Controller, under the supervision of the Senior Accountant In-charge of the section, shall post the departmental estimates from the approved budget to the respective vote heads on quarterly basis.
- 6.2.2 The Vote Book Controller shall make commitments on requisitions and vouchers for all forms of expenditure in the vote book.
- 6.2.3 The Senior Accountant shall ensure that commitments do not exceed the quarterly allocations for each respective vote head except for capital expenditure.
- 6.2.4 Any requisitions, in excess of the quarterly allocation will be returned to the AIE holder for adjustment downward or virement.
- 6.2.5 The Senior Accountant shall compile a monthly report showing the allocation and expenditure to-date and forward these to the various AIE holders via the Deputy Finance Officer (Planning).

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6.3 Management of Students Finance

- 6.3.1 Before commencement of each semester, students shall make payments by depositing cash in the University's relevant bank accounts countrywide.
- 6.3.2 The accountant shall update students' ledgers with the schedules of loans and bursaries received from HELB.
- 6.3.3 On the day of registration, Academic division shall issue the students with "Movement forms" to be filled in every section of the registration exercise.
- 6.3.4 The University Cashier shall issue the students with a receipt on production of bank pay-in slips.
- 6.3.5 After the registration exercise, the Student Finance Section shall use receipt books to update the Students ledgers/records.

6.4 Investment Process.

- 6.4.1 When the University has funds which are not for immediate use, the FO shall make a proposal to MB to invest.
- 6.4.2 MB shall then consider the proposal before recommending it to University Council to invest the available funds.
- 6.4.3 Once the Council approves the proposal, the FO is mandated to seek the best current options of investments and present these to MB for consideration.
- 6.4.4 On approval by MB, the available funds shall be invested.

6.5 IGA Sales

- 6.5.1 Goods and services shall be on offer for sale by the relevant income generating units.
- 6.5.2 The unit cashiers shall receive money from customers and issue receipts.
- 6.5.3 The customer shall go to the various sales points and produce the receipt in exchange for the goods.

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6.5.4 All the unit cashiers shall surrender the cash received to the revenue cashier in the main cash office on daily basis.

6.5.5 The revenue cashier shall issue revenue receipts to the unit cashiers who shall attach a copy to the cash sale book.

6.5.6 The cash sale book shall be audited on daily basis after the surrender of cash collection.

6.5.7 The revenue cashier shall bank all the revenue into the IGA bank account.

6.6 IGA – Internal Supplies

6.6.1 The IGA unit e.g. the Farm, shall receive orders through LPO's from departments e.g. Kisumu Hotel.

6.6.2 The unit shall supply as per the LPO and give out delivery notes to be signed by the recipient of the goods.

6.6.3 The unit shall raise invoices for the delivered goods and forward them to creditors section for settlement.

6.6.4 The payment shall go through the payment voucher process and then a cheque written in favour of IGA.

6.6.5 The cheque shall be deposited into the IGA bank account.

6.7 Research Grants Management

6.7.1 Research grants money from various donors/organizations shall be received by the University.

6.7.2 Research grants money received shall be banked in the Research bank Account. The Director – RPI and the researcher concerned shall be notified.

6.7.3 The accountant in-charge shall open ledger accounts for the various researchers.

6.7.4 The researcher shall apply for the funds through imprest warrants, which must be authorized by Director, RPI and administrative costs recovered where applicable.

6.7.5 The imprest warrant shall be recorded in the imprest register and the researcher's ledger account.

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6.7.6 Finance Officer in consultation with the Director-RPI will transfer an equivalent amount from the research bank account to the main current account, from where the amount will be paid to the researcher.

6.7.7 The researcher shall account for the imprest within 48 hours after completion of the activities for which the imprest was taken.

6.7.8 On completion of the research project the researcher in conjunction with the accountant in-charge of research projects, shall prepare a receipts & expenditure statement to the Finance Officer through the Director-RPI.

6.7.9 Any equipment bought by the researcher for the research project shall be surrendered to the University.

6.7.10 The researcher shall prepare a financial report of the research project to the respective donor which shall be checked and verified by the FO before submission.

6.8 Debts Management (Credit Control)

6.8.1 FO shall receive reports from respective departments for debts owed to the University by staff.

6.8.2 The accountant in-charge shall raise invoices and post them in the respective debtors' ledgers.

6.8.3 The accountant shall forward the original invoices to the respective debtors and copies to salaries section for recoveries.

6.8.4 The accountant shall update the debtors' ledgers with the monthly salary recoveries and any cash payment.

6.8.5 The accountant shall prepare monthly debtors' report for the FO.

6.9 Management of Petty Cash Float

6.9.1 The Paying cashier shall be advanced an authorized amount of float at the beginning of the financial year for making payments of up to an approved amount on fully processed vouchers, claim vouchers or imprest warrants.

6.9.2 The cashier shall make payments during working hours.

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6.9.3 The payee shall certify receipt of cash by appending signature on the voucher.

6.9.4 The cashier shall then enter the details of all payments in the cashbook.

6.9.5 The paying cashier shall balance the cashbook on a daily basis.

6.9.6 When the total amount of paid vouchers reaches half the amount of float issued, paying cashier shall raise a claim voucher for that amount for his recoupment.

6.9.7 The recoupment voucher shall go through the payment voucher process before a cheque is raised for withdrawal of cash.

6.9.8 The paying cashier shall then forward all the paid documents to final accounts section for posting into the ledger.

6.9.9 The paying cashier shall surrender the float at the end of each financial year and apply for a new one at the beginning of each financial year.

6.10 Revenue Collection

6.10.1 The receiving cashier shall receive revenue from University sources during working hours.

6.10.2 The receiving cashier shall issue receipts for all revenue and record these in the revenue cashbook.

6.10.3 The receiving cashier shall balance the cashbook daily.

6.10.4 The chief cashier shall verify the receipts against the cashbook and the cash at hand, every end of the day and bank the cash into the respective bank accounts the following day.

6.10.5 Copies of the paying-in-slips are forwarded for postings into the ledger.

6.11 Banking Process

6.11.1 The Chief cashier shall take over cash from the receiving cashier and also collect any cheque for withdrawal.

6.11.2 The chief cashier shall prepare all the pay-in-slips for the monies to be banked in the various bank accounts.

6.11.3 The chief cashier shall make all arrangements to facilitate banking.

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6.11.4 From the bank the chief cashier shall hand over the pay-in slips to the receiving cashier for verification and the withdrawn cash to the paying cashier.

6.12 Cheque writing

6.12.1 The cheque-writing cashier shall receive fully processed vouchers against which cheques are to be raised.

6.12.2 The cheque-writing cashier shall write cheques as per the instructions on the voucher.

6.12.3 The cheque-writing cashier shall prepare cheques schedules for the written cheques.

6.12.4 The senior accountant in-charge shall approve the cheques schedule.

6.12.5 The chief internal auditor shall verify the cheques schedule.

6.12.6 The FO shall append the first signature on the cheques.

6.12.7 The DVC or VC shall append the second signature on the cheques.

6.12.8 The fully signed cheques shall be returned to FO for recording.

6.12.9 The fully signed cheques shall be forwarded to cheque-writing cashier for sorting where the vatable ones are taken to creditors section for issuance of VAT certificate.

6.12.10 The cheque-writing cashier shall dispatch the cheques to the respective payees.

6.13 Creditors Management (Debt Management)

6.13.1 The accountant-in-charge shall receive invoices and delivery notes from the suppliers on debts owed by the University.

6.13.2 The accountant shall check and analyse the documents by counter checking LPO against the GRN & invoice to ascertain if they are in agreement.

6.13.3 The accountant shall prepare monthly creditors aging schedule.

6.13.4 The accountant shall open creditor's ledgers and invoices posted.

6.13.5 The accountant shall prepare payment vouchers to settle the invoices.

6.13.6 FO shall release the signed cheques to creditors section for dispatch according to the aging schedule.

6.13.7 The accountant shall update creditors' ledgers with the payments.

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6.13.8 VAT certificates for the vatable ones shall be issued by the accounts clerk and dispatched together with the cheques.

6.13.9 The accountant shall prepare weekly VAT returns, raise VAT cheques and deposit these into the VAT bank account.

6.13.10 The accountant shall reconcile creditors ledgers with the statements received from creditors on annual basis.

6.14 Payment Voucher Process

6.14.1 PVs shall be raised in payments section attaching the necessary supporting documents.

6.14.2 The PV shall be committed in the vote book.

6.14.3 The PV shall be approved by the senior accountant in-charge of expenditure/salaries.

6.14.4 The PV is then examined by the Accountant in-charge of examinations.

6.14.5 The FO shall give final approval for payment.

6.14.6 The PV shall be received in cash office in a register where either cash payment is made if it is less than Kshs 10,000 or a cheque raised.

6.14.7 The CIA shall examine and verify the PV.

6.15 Departmental Petty Cash Float Process

6.15.1 The user department shall put in a request for a float by writing to the DVC (AFD) through the HOD.

6.15.2 DVC, AFD shall consider and forward the same to the VC for approval.

6.15.3 Upon VC's approval, an IW for the amount approved shall be raised by the prospective float holder and taken through the process of imprests. However, the imprest is surrendered at the end of the financial year, unlike other imprests.

6.15.4 The petty cash float details shall be entered in the departmental floats register.

6.15.5 The float holder shall make requests for reimbursements on monthly basis by attaching the relevant receipts.

6.15.6 The HOD shall verify the claim before forwarding it for processing.

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6.15.7 The float holder shall surrender the float not later than 30th June upon which the imprest is cleared.

6.15.8 If the float holder wishes to continue holding the float in the next financial year, he or she apply for a new float at the beginning of the financial year and the process is repeated.

6.16 Imprest System

6.16.1 The prospective imprest holder shall make a request for the imprest to the accountant who then shall verify and ascertain that the prospective imprest holder does not have any outstanding imprest.

6.16.2 An IW shall be in favour of the applicant and recorded in the Imprest register.

6.16.3 The IW shall be committed in the vote book.

6.16.5 The IW shall be approved by Accountant.

6.16.7 The IW shall go for second approval by Examination section.

6.16.8 The IW shall be given the final approval for payment by FO.

6.16.9 The IW shall be forwarded to cash office for payment.

6.16.10 CIA shall audit the IW after payment has been processed.

6.16.11 A copy of the IW shall be taken to imprest section for custody.

6.16.12 The imprest holder shall account for the imprest within 48 hours or within a specified period, by filling a prescribed accounting form and attaching all the relevant receipts to form the “accounting document”.

6.16.13 If there is under-expenditure, the imprest holder shall surrender the balance to the cashier and attach the receipt to the accounting document.

6.16.14 The accounting document shall be checked and approved by the imprest holder’s HOD before it is forwarded to imprest section for verification.

6.16.15 The accounting document shall be attached to the copy of IW in imprest section and shall then be verified by the imprest accountant.

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6.16.16 The accounting document shall be audited by CIA, who shall advise FO to recover from the imprest holder's salary, any unpaid under-expenditure, any disallowed expenses or the whole amount of imprest, if the accounting is rejected.

6.16.17 The accounting document shall be sent to imprest section where it will be cleared from the imprest register by the imprest accountant.

7.16.18 The accounting document is filed by imprest section for future reference.

6.17 Payments outside Payroll

6.17.1 The payroll accountant shall receive:

- (i) Copies of letters appointing external part-time lecturers
- (ii) Claims for payment by the part-time lecturers approved by the DVC (ASA)
- (iii) List of engaged casual workers
- (iv) Claim forms from casual workers duly approved by their supervisors and examined by the Examination Accountant.

6.17.2 PVs shall be raised for the claims to be processed taking into consideration all the statutory deductions.

6.17.3 In case of Casuals and Internal Part-time lecturers, payments are wired to their respective bank accounts. For External Part-time lecturers, cheque payments shall be initiated on approval by the FO.

6.18 Production of Accounts

6.18.1 The senior accountant shall receive all accounting documents from the various sections of Finance department and organize to have them input into the accounting system.

6.18.2 Data shall be keyed into the accounting system.

6.18.3 The posted documents shall be marked as posted and dispatched to the designated location for filing and safe custody.

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6.18.4 The senior accountant shall produce monthly TBs and organize to prepare Bank reconciliation statements for all the bank accounts.

6.18.5 The senior accountant shall prepare quarterly accounts, management accounts and any required financial statement from the TBs.

6.18.6 The senior accountant shall prepare draft final accounts.

6.18.7 The FO shall forward the draft accounts to Management Board for consideration and Council for approval before transmission to the National Audit Office by 30th September every year, for external audit purposes.

6.19 External Audit Management

6.19.1 The external auditor will visit the University to carry out systems audit at the beginning of every financial year and issue a management letter where necessary.

6.19.2 The University shall respond to the issues raised.

6.19.3 After the end of each financial year and before 30th September, The Finance officer shall submit the draft report and accounts for the particular year to the National Audit Office for auditing.

6.19.4 After receiving the draft accounts, the external auditor shall carry out the final Accounts audit.

6.19.5 After concluding the final Accounts audit, the external auditor shall write a management letter to the Accounting Officer where applicable.

6.19.6 The Accounting Officer shall respond to the management letter from the external auditor within the stipulated time.

6.19.7 The external auditor shall write to the Accounting Officer a final letter stating intention to issue a certificate on submitted accounts.

6.19.8 The Accounting Officer shall forward six copies of the accounts for verification and approval.

6.19.9 The Auditor General shall then issue a certificate on the accounts.