





DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT



<b>AUTHORIZATION:</b> All documented information (Quality Objectives, procedures, opportunities and risk register for Accounts Department are issued under the authority of:	
<b>MANAGEMENT REPRESENTATIVE</b>	
Signature:	
Date:	 2 <sup>nd</sup> MAY, 2018
<b>PROCESS OWNER/HOD/DIVISIONAL HEAD</b>	
Signature:	
Date:	2/5/2018 

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

**DOCUMENT DETAILS**

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records
		Key performance Indicators
		Appendices
		Flow chart-process map
3.	Section C: Opportunities	
4.	Section D: Risks	

**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT**

**SECTION A: QUALITY OBJECTIVES**

	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>	<b>RESOURCES.</b>	<b>RESPONSIBILITY.</b>	<b>TIME FRAME.</b>	<b>KEY PERFORMANCE INDICATORS.</b>
1.	Proper cash flow management	<ul style="list-style-type: none"> <li>-Knowing when the bills are due.</li> <li>-when to expect payment from customers.</li> <li>-manage working capital and credit to ensure there is enough cash to pay bills at all times</li> </ul>	<ul style="list-style-type: none"> <li>-Computer system and packages(ERP)</li> <li>-Competent personnel</li> </ul>	Chief Accountant	Daily	-Reduced overhead costs.
1.	To ensure staff, students & suppliers services shall be handled within 5 working days in accounts Department	<ul style="list-style-type: none"> <li>-Raising payment vouchers.</li> <li>-Receipting.</li> </ul>	<ul style="list-style-type: none"> <li>-computer</li> <li>-competent personnel</li> </ul>	Chief Accountant	Daily	-Minimal Customer Complains.

## **SECTION B: PROCEDURES**

### **PROCEDURE FOR BUDGETING, FINANCIAL PLANNING AND CONTROL**

#### **2.0 PURPOSE**

The purpose of this procedure is to give guidelines for ensuring preparation and Implementation of the College budget, identify and quantify the source of income, prioritize expenditure and ensure efficient utilization of College resources.

#### **3.0 SCOPE**

This procedure covers preparation and Implementation of budgets.

#### **4.0 REFERENCES**

- a) Government Budgets and Circulars
- b) KUC Strategic plan
- a. International Financial Reporting Standards
- b. International Accounting Standards
- c) Previous, Recurrent and Development Estimates.

#### **5.0 TERMS, ABBREVIATIONS, DEFINATIONS**

FC	Financial Controller
CA	Chief Accountat
HOD	Head of Department
KUC	Kenya Utalii College

#### **6.0 PRINCIPAL RESPONSIBILITIES**

The Financial Controller has the overall responsibility of Budgeting, planning and control of the College finances.

#### **7.0 INPUTS**

- a) Departmental budgets.
- b) Government Budgets and Circulars
- c) Previous, Recurrent and Development Estimates.

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT  
d) Competent staff

**8.0 METHOD**

8.1 The Principal receives the circular from the government and forward it to the F.C for immediate action.

8.2 F.C sends Memo to all HOD's and constitutes a Budget Committee to prepare and submit the budget estimates in line with the Treasury budget guidelines.

8.3 The HODs submit their budgets within 30 working days to the

CA .(See Attached format KUC/ADMIN/R/027

8.4 The C.A analyses and consolidates the budget within 30 working days.

8.5 The F.C and the Budget Committee analyses the budget for any adjustments and justification.

8.6 The FC tables budget before the management and the Board who discuss and approve for submission to the Ministry.

8.7 The FC then receives the approved budget booklet from the Ministry for implementation.

8.8 The FC circulates the budget to all HODs.

8.9 The College then implements the budget estimates within the financial year.

**9.0 OUTPUTS**

- a) Approved budget.

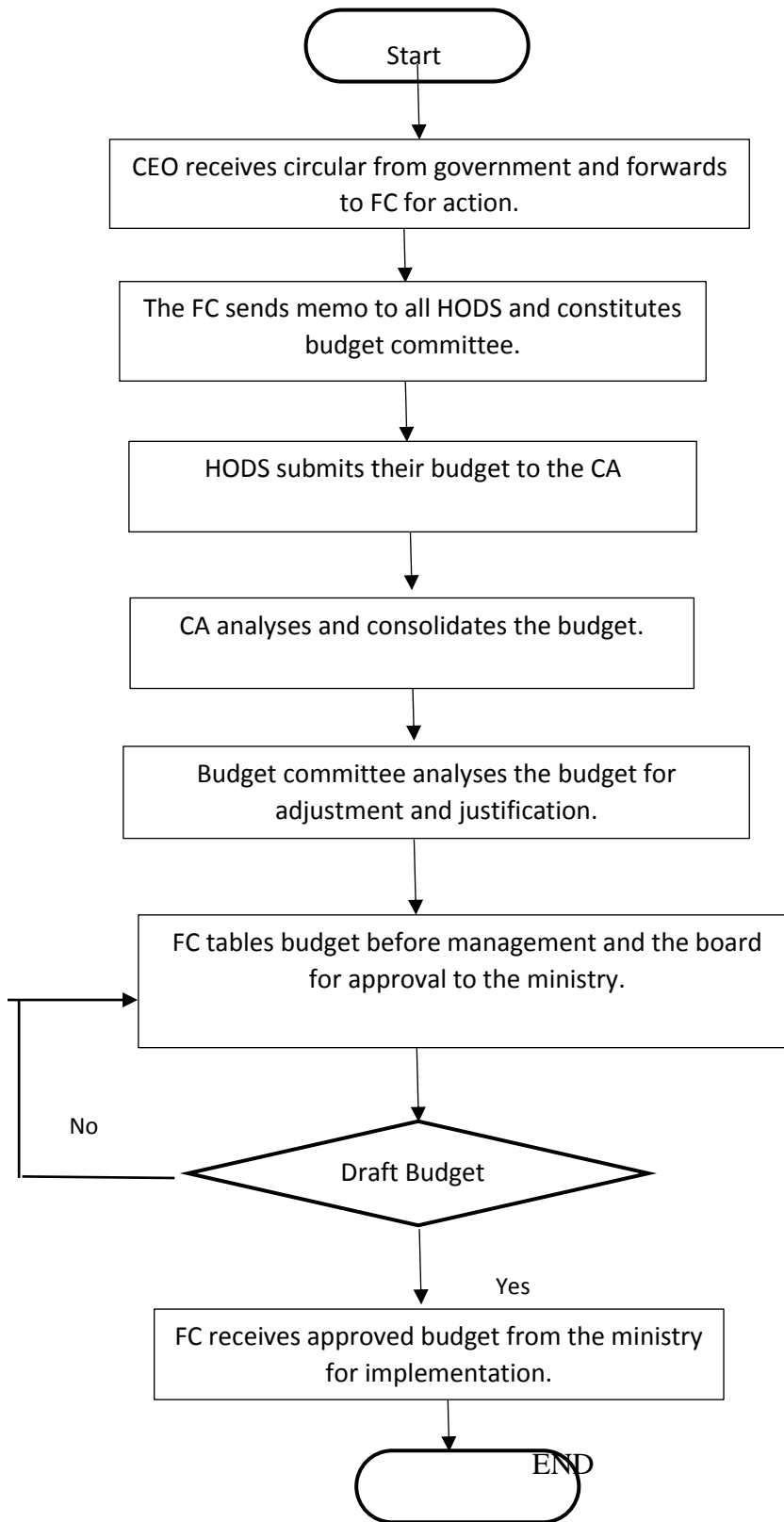
**10.0 RECORDS**

- a) Duly approved budget.
- b) Minutes of the committee
- c) Correspondence

**11.0 KEY PERFORMANCE INDICATORS**

- a) Timely presentation of the budget for approval.

**BUDGET, FINANCIAL PLANING & CONTROL**



**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT**

**1.1 RECORD OF CHANGES**

No.	Date	Details Of Change		Authorization
	<i>dd-mm-yy</i>		Clause/sub-clause and comment	Name and signature

**DEPARTMENTAL BUDGET FORMAT KUC/ADMIN/R/027**

VOTE: \_\_\_\_\_

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT

**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT  
PROCEDURE FOR HANDLING PAYMENTS**

**PROCEDURE FOR HANDLING PAYMENTS**

**2.0 PURPOSE**

The purpose of this procedure is to give guidelines for ensuring timely payment for all goods and services received by the College, ensure only approved payments are made. And proper records are maintained.

**3.0 SCOPE**

This procedure covers payment to suppliers, Part-time and casual's payments, resource persons, Loans and salary advances and updating the ledgers.

**4.0 REFERENCES**

4.1 Accounting Manual

4.2 Work Standard Procedure/ Human Resource manual

**5.0 TERMS, ABBREVIATION, DEFINATIONS**

FC-Financial Controller

CA-Chief Accountant

P/T-Part- time Lecturers

Resource Persons

Casual Workers

Loans and Salary Advances

CODs-Cash on delivery

OPC – Operations Control



## 6.0 RESPONSIBILITIES

The FC shall be responsible for ensuring payment is made to College Creditors.

## 7.0 INPUTS

- a) Invoices
- b) LPOS/LSOs/Contracts
- c) GRNs
- d) Delivery Notes

### 2. Car Loan

- i. Car Loan Application Form-Filled in original.(See Attached form KUC/ADMIN/R/107)
- ii. Car Loan agreement form.(See Attached form KUC/ADMIN/R/141)
- iii. Car Loan Insurance Agreement for an advance to pay motor car comprehensive insurance. (See Attached form KUC/ADMIN/R/105)

### Documents to be attached duly completed

1. Sale of agreement of a motor vehicle between the **buyer** and the **seller**
2. Copy of the **Log book** of the car being bought
3. Current **pay slip** of the **buyer**
4. Original **valuation report**-Preferable AAK or Min of Works
5. Current Copy of the **Driving license** of the buyer
6. Copy of the **I/D** for both the **seller** and the **buyer**(if corporate, submit PIN & Letter of Incorporation)
7. Copy of the **PIN NUMBER** for both the **seller** and the **buyer**
8. Deposit confirmation for **sale/receipt** for **deposit (10%)**
9. Request for **extension of car loan repayment period** (if the repayment exceeds repayment period in WSP) submitted in **writing to the principal**.
10. Details of the sellers bank in case of RTGS.
11. Legal notice.

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

### 3. Salary Advances, Salary in Advance

- a) Pay Change Advice
- b) Previous month pay slip
- c) Guarantors form

### 4. Medical Claims

- a) Approved receipt
- b) Referral note
- c) Medical claim memo

### 5. Furniture Loan

- a) Pay Change Advice
- b) Loan application Form KUC/ADMIN/R/075.
- c) Previous month pay slip
- d) Invoice / Sale agreement
- e) Guarantors form KUC/ADMIN/R/043.

### 6. Housing Loan

- a) Housing loan Application form KUC/ADMIN/R/106
- b) Housing Loan Agreement KUC/ADMIN/R/178
- c) Housing loan guarantor KUC/ADMIN/R/142

## **11.0 KEY PERFORMANCE INDICATORS**

- a) No double payment of vouchers.
- b) Continuous Supply of goods and services
- c) No penalties on statutory payments.
- d) No malpractices in the payment process.

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

### 8.0 METHOD

8.1 The Payables Accountant receives document for payment from user department and raises payment voucher for suppliers and others e.g. (medical claims, advances, loans etc.) as they fall due.

8.2 CA approves it and sends it to OPC for verification

8.3 OPC sends to DP DOS office for approval.

8.4 Upon receipt of Approved payment voucher, the Cheques cashier Initiates process of cheque/EFT/RTGS as per the approved payment voucher and stamps them as paid.

8.5 The Cheques Cashier forwards the cheques/ EFT/RTGS to the CA for 1<sup>st</sup> signature and forwards to Principal's office.

8.6 The Principal signs the cheques/ EFT/RTGS sends back to accounts.

8.7 The Cheques cashier receives the signed cheques/EFT/RTGS and updates the cheques register.(See Attached form KUC/ADMIN/R/031) and dispatch the cheques /EFT/RTGS to the payee.

8.8 The Cheques cashier then updates the general ledger.

8.9 The cheque cashier forwards the payment voucher to audit department for auditing and verification. (Refer book register KUC/ADMIN/R/123).

#### 8.10 COD's RECOVERY

8.11 The payable accountant provides a list of all unaccounted CODs for recovery to the payroll officer after one month of payment.

### 9.0 OUTPUTS

- a) Payment made

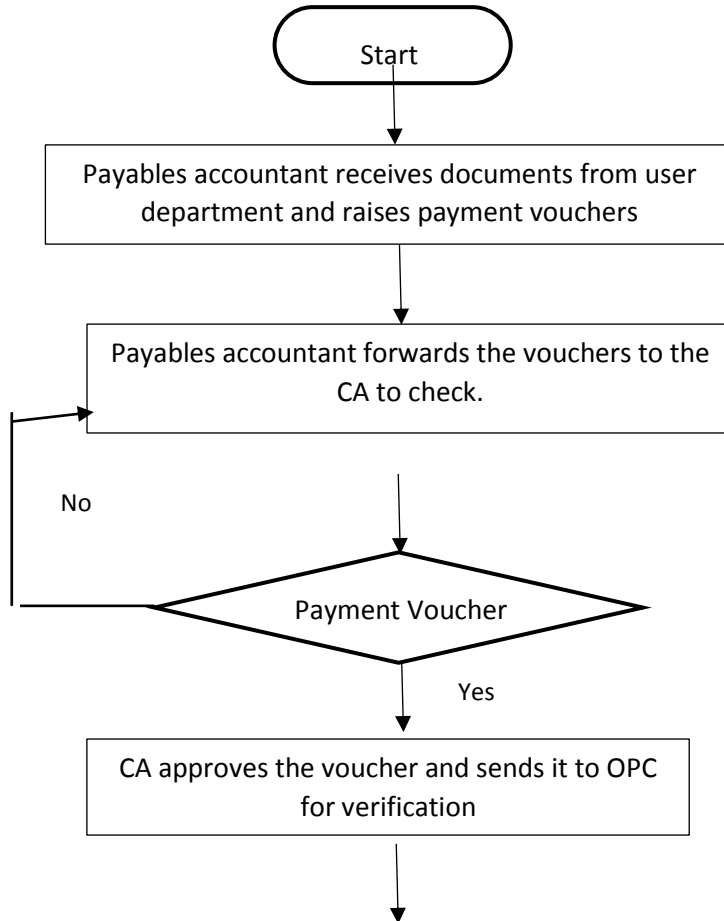
### 10.0 RECORDS

- a) Stamped payment voucher
- b) Copy of EFT Remittance
- c) Copy of RTGS

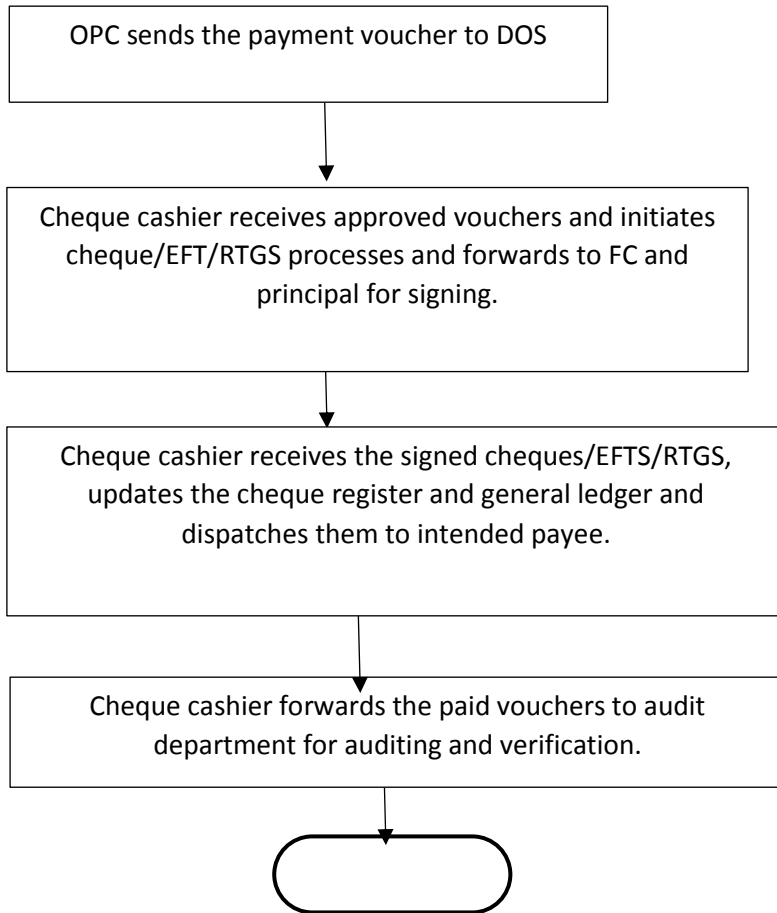
1.1 RECORD OF CHANGES

<i>dd-mm-yy</i>		Clause/sub-clause and comment	Name and signature

**HANDLING OF PAYMENTS**



**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT**



**PAYMENT VOUCHER REGISTER    KUC/ADMIN/R/030**

Date	Description	Voucher No.	Amount	Prepared by	Verified By	Vote book	Approved By

**CHEQUE REGISTER    KUC/ADMIN/R/031**

Date	Payee	Cheque No.	PV. No	Amount	Received By	ID/Staff no.	Signature	Date

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT


PAYMENT VOUCHER TO AUDIT REGISTER

KUC/ADMIN/R/123

NAME	PAYEE	EFT/RTGS/CHEQUE NO.	AMOUNT	RECEIVED BY SIGNED



**KENYA UTALII COLLEGE, NAIROBI**



**CAR LOAN AGREEMENT**

An agreement is made this ..... day of .....

Between the Principal for on behalf of the Kenya Utalii College (hereinafter called the College) of the one and Mr/Miss/Mrs .....

1. The Purchaser agrees within one month of the date of this agreement to purchase a Motor Vehicle as follows:
  - (a) Vehicle (Make) ..... Price (Kshs.....)
  - (b) New or secondhand .....
  - (c) Year of Manufacture and Model .....
  - (d) Registration Number in case of secondhand .....
  
2. The College agrees to advance the sum of Kshs..... in respect of the cost of the said vehicle upon receipt of sellers invoices showing cost of the vehicle purchased and receipt for the difference between that amount and the amount of the approved loan. Interest is payable at the rate of 5% on a reducing balance.
  
3. The Purchaser agrees, subject to the provisions of Clause 5 of this Agreement to repay the total sum of Kshs..... so advanced plus interest as decided by the Board of Governors, Kenya Utalii College in ..... months.

**4. The Purchaser agrees:-**

- (a) Not to sell, dispose of or charge the said motor vehicle until the whole of the said total sum advanced under this Agreement has been repaid.
- (b) Not to allow the vehicle which is the subject of advance made under this Agreement to be used or allowed to be used for hire or for the carriage of goods or persons for profit.
- (c) To take out a full comprehensive policy of Insurance on this said motor vehicle from the date of the purchase hereof and to keep such policy in force, during the period in which any advance is outstanding in respect of the following risks, that is to say, accident (by road, rail or ship) theft, fire and unlimited third risks. The policy is to show by endorsement the interest of the College by way of Loan Agreement and the cover given is to include use by the Purchaser while on official duty or private social activities.
- (d) To make the comprehensive policy of insurance available for inspection by the College and from time to time during the period in which any portion of the advance is outstanding, the purchaser will produce the last receipt for payment of the premium of the said comprehensive insurance together with all renewal certificates.
- (e) To inform the College immediately in the event of the vehicle sustaining serious damage and/or any other circumstances likely to result in a claim in excess of Kshs.1,500/- being made on the Insurers.



- (f) Not at any time knowingly to permit the said motor vehicle to be driven by any person who under the law for the time being in force, is not qualified to drive it.
5. The vehicle shall be registered in the joint names of the purchaser and the College and the purchaser shall deposit with the College the motor vehicle registration book until such time as the whole of the sum advanced under this Agreement has been repaid, together with interest, after which event the College shall transfer the motor vehicle to the purchaser absolutely.
6. The purchaser agrees that if he dies or leaves the service of the College before the said total sum advanced by the College has been repaid in full or if he commits any breach of this Agreement, then the whole of the balance of the said total sum then outstanding shall forthwith become payable by the purchaser or his legal personal representative and if not forthwith paid it shall be lawful for the College without prejudice to any other means of recovery:-
- (a) To deduct from any sum payable, whether by way of salary, pension, or gratuity or otherwise, by the College to the purchaser or his legal personal representative the amount so outstanding.
  - (b) To take possession of the said Motor Vehicle and to sell it and to deduct from the proceeds of the sale the amount so outstanding.

**KENYA UTALII COLLEGE, NAIROBI**

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7. The purchaser further agrees to use the said motor vehicle as and when so required for the purpose of performing his duties in the service of the College and to accept in full satisfaction for such use such transport allowance as may from time to time be payable under the College Rules and Regulations.
  
8. When the College feels on reasonable grounds that the car is improperly maintained when the loan or any part thereof remains outstanding, the Purchaser will be required to produce an Inspection Report. If such an Inspection Report confirms that the car is improperly maintained, the College may seize the car and effect the necessary repairs at the expense of the Purchaser and/or reschedule the loan repayment to safeguard its interests.

WITNESS our hands the day and year above written

Signed by NAME: ..... SIGNATURE: .....  
**PURCHASER**

in the presence of NAME: ..... SIGNATURE: .....  
**WITNESS**

signed by: .....  
**FINANCIAL CONTROLLER**



# KENYA UTALII COLLEGE



## INSURANCE - LOAN AGREEMENT

### AGREEMENT FOR AN ADVANCE TO PAY FOR A MOTOR CAR COMPREHENSIVE INSURANCE

An agreement is made this \_\_\_\_\_ day of \_\_\_\_\_  
19\_\_\_\_ between the Principal for and on behalf of Kenya Utalii College on one part and  
Mr/Mrs/Miss \_\_\_\_\_  
(hereinafter called the Purchaser) on the other part as follows:-

1. The purchaser agrees to repay the total sum of Kshs. \_\_\_\_\_  
so advanced plus interest as determined by the Board of Governors -  
Kenya Utalii College for the Car Loan Scheme in 12 months.
2. The amount so advanced in clause 1 above will be used to cover  
Registration Number \_\_\_\_\_ Make \_\_\_\_\_  
currently registered in the Purchaser's name and that of Kenya Utalii  
College.
3. The Purchaser being in possession of a current driving permit Number \_\_\_\_\_  
will not allow his driving permit to expire or allow a person who does not qualify to  
drive under the Kenya Traffic Laws, to use the vehicle covered.
4. The amount so advanced and payable to \_\_\_\_\_  
of \_\_\_\_\_ being a registered Insurance Company  
will be used for the cover of the Vehicle mentioned in clause 2.
5. The above clause can be varied by the Principal where the interests of  
Kenya Utalii College are threatened by circumstances arising from the  
conduct of the Purchaser.

SIGNED: \_\_\_\_\_ (Purchaser)

SIGNED: \_\_\_\_\_ (Witness)

SIGNED: \_\_\_\_\_ (Principal)

20th AUGUST, 1990





DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

**KUC/ADMIN/R/035**

**KENYA UTALII COLLEGE**

**PAYMENT VOUCHER**

**Date**

**Voucher No**

**Account No.**

**Payee's Name**

**Payee Address**

**Particulars**

Invoice Date	Invoice No.	LPO/LSO No.	Amount
Gross Amount			0.00
Retention Fee			0.00
VAT Amount			0.00
Withholding TAX			0.00
	N/A	N/A	<b>0.00</b>
	N/A	N/A	<b>0.00</b>

**Payee Bank Details**

A/C No.	Bank Code	Bank Name
Swift Code	Branch Code	Branch Name

**APPROVAL**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Checked By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Accountant* *Chief Accountant*

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Operations Controller* *Principal*

Payment Ref:----- Date:-----

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT



KENYA UTALII COLLEGE NAIROBI

KUC/ADMIN/R/107

APPLICATION FOR A CAR LOAN

Name of Employee:- Family Name First name Middle Name

Designation (Job Title): Grade:

Date Employed: Date Confirmed:

Department: Staff No.:

Gross Annual Salary: Kshs.

Current Carry Home Pay: Kshs. (Attach last pay slip copy)

Certificate of Competency Number: Date Issued

Current Driving License Number: Expiry Date

PARTICULARS OF SELLER

Name:

Address:

Telephone Number: Fax: Email:

PARTICULARS OF THE CAR

Make: Model: Body type:

Year of Manufacture: Registration

Engine Number: Chassis Number:

New: secondhand (tick)

PARTICULARS OF SALE AGREEMENT & LOAN APPLIED FOR:

(attach Proforma invoice, sale agreement, valuation report)

Net cash price of vehicle: Kshs.

Valuation (By AA or Government): Kshs. Economic Life: Months

Deposit paid: Kshs. Loan applied for: Kshs.

Repayment period per WSP: Months Repayment Period Applied for: Months

If repayment period applied for is longer than provided in WSP, give reasons & attach Evidence.

I confirm that the foregoing information is true and accurate:

Signature: Date:

RECOMMENDATION OF THE HEAD OF DIVISION

Signature: Date:

CERTIFICATE OF FINANCIAL CONTROLLER

I certify that the above application meets all the requirements of the Car Loan Scheme and the relevant WSPs and regulations.

Signature: Date:

DECISION OF THE PRINCIPAL

Application Approved as follows:- Repayment Period: Months

Amount of Loan Kshs: Amount of Loan in words:

Application not approved because:

Signature: Date:

**KENYA UTALII COLLEGE  
NAIROBI.**

PERSONNEL  
WSP 9.17/1.86

**HOUSING LOAN AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

**B E T W E E N**

the Principal, Kenya Utalii College for and on behalf of the BOARD OF GOVERNORS a body corporate established under and by virtue of the Hotels and Restaurants Act (Cap 494) Laws of Kenya herein after called 'the College' which expression shall where the context so admits include its successors and assigns of the one part and \_\_\_\_\_

hereinafter referred to as 'the Borrower' of the other part as follows:-

1. The Borrower agrees to purchase/build\* property of the following description:
  - a) Type of property \_\_\_\_\_
  - b) Purchase price/value of premises under construction\* \_\_\_\_\_
  - c) Estimated cost of completion \_\_\_\_\_
  - d) Location \_\_\_\_\_
  - e) L.R. NO/PLOT NO. \_\_\_\_\_
  
2. The College agrees to advance to the Borrower a total sum of Kenya Shillings \_\_\_\_\_ (Kshs. \_\_\_\_\_) being in respect of deposit/cost of completion\* required to enable the Borrower to qualify for mortgage loan for the purchase of the said property/complete the building under construction. Interest is payable on the sum advanced at the rate of \_\_\_\_\_ per annum.
  
3. The Borrower agrees, subject to the provisions of Clause 6 of this agreement to repay the total sum of Kenya Shillings \_\_\_\_\_ (Kshs. \_\_\_\_\_) so advanced plus interest thereon in \_\_\_\_\_ months. The repayment will be done by monthly fixed annuities deducted from salary at source.
  
4. The Borrower agrees:
  - a) Not to sell, dispose of, charge or mortgage the said property until the whole of the said total sum of Kenya Shillings \_\_\_\_\_ (Kshs. \_\_\_\_\_) so advanced under this agreement has been repaid.



KENYA UTALII COLLEGE  
NAIROBI.

PERSONNEL  
WSP 9.17/1.86

- 2 -

- b) To keep the property comprised in or subject to this Agreement in good repair and condition.
- c) To keep the said property insured against loss or damage by fire (howsoever caused) and malicious damage.
- d) To make the said policy of insurance available for inspection by the college and from time to time during the period in which any portion of the loan remains outstanding the Borrower shall produce the last receipt for the payment of the premium of the said insurance policy together with the renewal certificate.

5. The Borrower agrees that when so required by the College, the Borrower shall execute in favour of the College a mortgage or charge on the property, the subject of this loan agreement. All costs and expenses related to the said mortgage or charge shall be borne by the Borrower.

6. The Borrower agrees that if he dies or leaves the service of the College before the total loan sum has been repaid in full or if he commits any breach of the Agreement then the whole of the balance of the said sum then outstanding, shall forthwith become payable by the Borrower or his personal representative and if not forthwith paid it shall be lawful for the College, without prejudice to any other means of recovery:

- a) To deduct from any sum payable, whether by way of salary, pension, gratuity or otherwise to the Borrower or his Personal Representative the amount so outstanding plus interest thereon and other necessary expenses.
- b) To take possession of the said property and to sell it and to deduct from the proceeds of the sale the amount so outstanding plus interest thereon and other necessary expenses incidental thereto or to exercise any power over the said property as conferred by a mortgage or charge referred to in clause 5 of this Agreement.



**KENYA UTALII COLLEGE  
NAIROBI.**

PERSONNEL  
WSP 9.17/1.86

7. Where applicable the Borrower shall undertake to indemnify the College against all losses, damage, costs and expenses which may be incurred by the College by reason of any breach of this Agreement and agree that any salary, gratuity, pension or any other monies due from the College may be applied towards meeting any such losses, damage, costs and expenses or reimburse the College any monies paid by the College in respect of all matters relevant to the purchase of the said property.

IN WITNESS WHEREOF the parties to this Agreement have signed this document on this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

signed by the said Borrower in )  
the presence of: )  
)  
)  
)  
)  
)  
)

\_\_\_\_\_  
SIGNATURE OF BORROER

\_\_\_\_\_  
WITNESS

signed by the Principa KUC for )  
and on behalf of the BOARD OF )  
GOVERNORS in the presence of: )  
)  
)  
)

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
WITNESS

## **PROCEDURE FOR HANDLING ACCOUNTS RECEIVABLE**

### **2.0 PURPOSE**

The purpose of this procedure is to give guidelines for ensuring that all the College revenue is collected and accounted for, ensure that all sources of College revenue are fully identified and documented, ensure timely collection and banking of revenue and timely reconciliation of College accounts.

### **3.0 SCOPE**

This procedure covers receiving, recording, banking of revenues and updating the ledger.

### **4.0 REFERENCES**

- 4.1 Fees Structure
- 4.2 Receipts
- 4.3 Bank slips
- 4.4 Invoices and agreements

### **5.0 TERMS, ABBREVIATIONS, DEFINITIONS**

FC –Financial Controller

CC-Chief Cashier

### **6.0 RESPONSIBILITIES**

The FC is responsible for ensuring that revenue due to the College is collected and accounted for.

### **7.0 INPUTS**

- a) Cash
- b) Receipt
- c) Cheque
- d) Invoice
- e) Cashbook

### **8.0 METHOD**

8.1 The account receivable accountant raises invoices to all the debtors upon receipt of duly approved documents from respective departments.

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

The Cashier receives revenue from the customer and issues receipt. (See Attached form

KUC/ADMIN/R/032)

8.2 The account receivable accountant verifies and reconciles the customer's records and debtors ledger against receipts.

8.3 The cashier banks the revenue and updates the cashbook daily.

8.4 The Cashier sends the copies of banking slips to the bank reconciliation accountant for reconciliation after banking.

8.5 The account receivable accountant makes monthly debtors

Reports to the F.C.

### 9.0 OUTPUTS

Received payment

### 10.0 RECORDS

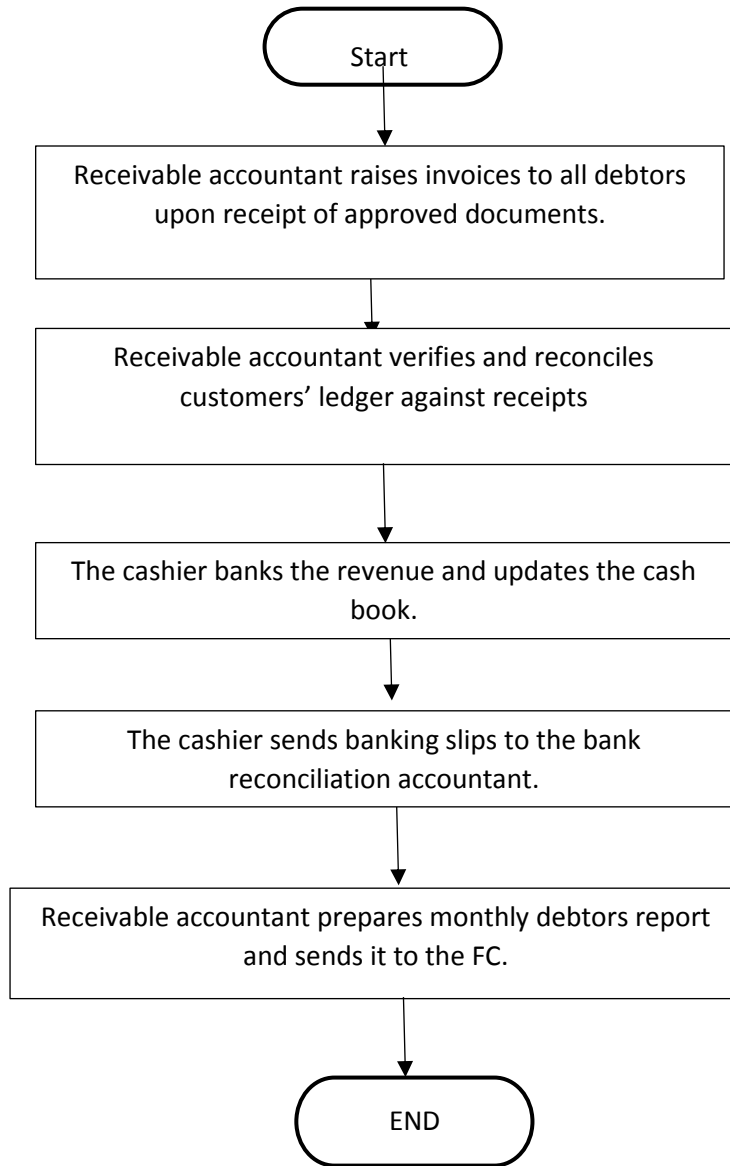
- a) Stamped bank deposit slip
- b) Updated cash book
- c) Updated accounts receivable Copies of customer invoices
- d) Copy of receipts
- e) Updated debtors accounts

### 11.0 KEY PERFORMANCE INDICATORS

- a) Efficient collection of revenue
- b) Debtors reports

Flow chart

**HANDLING ACCOUNTS RECEIVABLES**



**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT  
Cash Receipts KUC/ADMIN/R/032**

KUC/ADMIN/R/032

Receipt No : KCP/233962

Teacher : OKAMAU


Student No : FFS/2012/028

Date : 19/05/14

Time : 11:14:29

Name : Orodio Redempter L

Taws 94653



## Kenya Utalii College

R 049608

P.O. Box 31052/00600 Nairobi - Kenya Tel: 8563540/6, 8561201/2/7, 8561985/8, Fax: 8560314  
Call: 0722 205891/92, 0722 205492, 0733 600584, 0733 410005 Email: info@utalii.co.ke, Website: www.utalii.co.ke

Description	Amount
Pie Payment	250.00
<b>Total Amount</b>	<b>250.00</b>

TWO HUNDRED FIFTY AND 0 CENTS

Received In : Bank Slip

Total Debit	205,450.00
Total Credit	205,459.00
Balance	0.00

**PROCEDURE FOR APPLICATION AND ACCOUNTING OF IMPRESTS.**

2.0 PURPOSE

The purpose of this procedure is to give guidelines to ensuring proper management of imprest, facilitate timely processing of imprest and accounting.

3.0 SCOPE

The scope covers application, accounting and recovery of unaccounted imprests.

4.0 REFERENCES

4.1 Accounting Manual.

4.2 Budget

5.0 TERMS, ABBREVIATIONS, DEFINITIONS

FC-Financial Controller

HOD-Head of Department

CA-Chief Accountant

6.0 RESPONSIBILITIES

The FC will be responsible for the management of imprest.

7.0 INPUTS

- a) Imprest application form
- b) Approved budget

8.0 METHOD

8.1 The Imprest applicant raises a proposed budget and forwards it to the Principal through the F.C before 10 days of start of project.

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

8.2 The FC shall liaise with OPC office and verify availability of funds and send to Principal for approval. The approved budget shall be sent to the applicant who applies for imprest. (See

Attached form KUC/ADMIN/R/033) and

forward it to the HOD for approval.

The system will automatically disallow applicants with outstanding imprest till the previous imprest is accounted for.

8.3 The HOD at the initial stage shall approve/ reject the application and send the Approved application to the DOS for final approval.

8.4 The accountant prepares payment voucher then forwards to CA for checking and approval.

8.5 The CA shall send the payment voucher to OP for verification.

8.6 The OPC sends the voucher for approval to the DP ,DOS.

8.7 Upon receipt of Approved payment voucher the Cheques cashier Initiates process of cheque/EFT as per the approved payment voucher and stamps them as paid.

8.8 The Cheques Cashier forwards the cheques/ EFT to the F.C and the principal for signing respectively.

8.9 The Cheques cashier receives the signed cheques/EFT and updates the cheques register and dispatch the cheques /EFT to the paying bank.

8.10 The cheque cashier forwards the payment voucher to Audit department for Auditing purposes.

8.11 The authority to pay imprest on cash basis shall be sought from the principal.

### **8.12 Recovery of Imprest**

Any imprest taken shall be accounted for using receipts, imprest accounting forms and subsistence claim form reference (See Attached form KUC/ADMIN/R/079 & KUC/ADMIN/R/034) after 48 hours of completion of the project.

The imprest accountant shall forward the names of staff members with unaccounted imprest to the HRM and payroll officer for disciplinary action and recovery through payroll.

## 9.0 OUTPUT

Imprest paid.

## 10.0 RECORDS

a) Duly filled imprest form

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

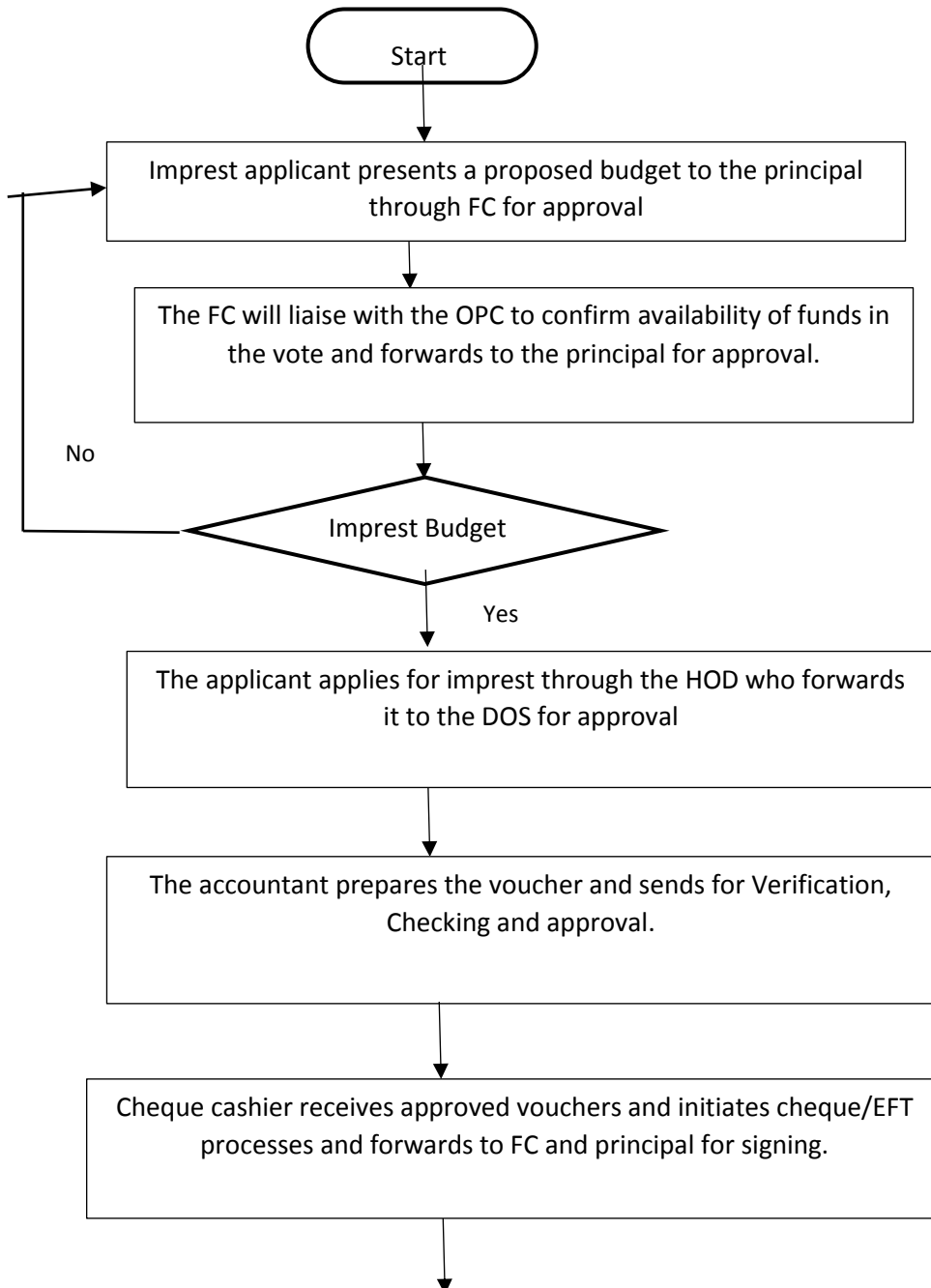
- b) Payment voucher stamped paid.
- c) Imprest accounting form.
- d) Receipt.

11.0 KEY PERFORMANCE INDICATORS

- a) Time taken to process imprest

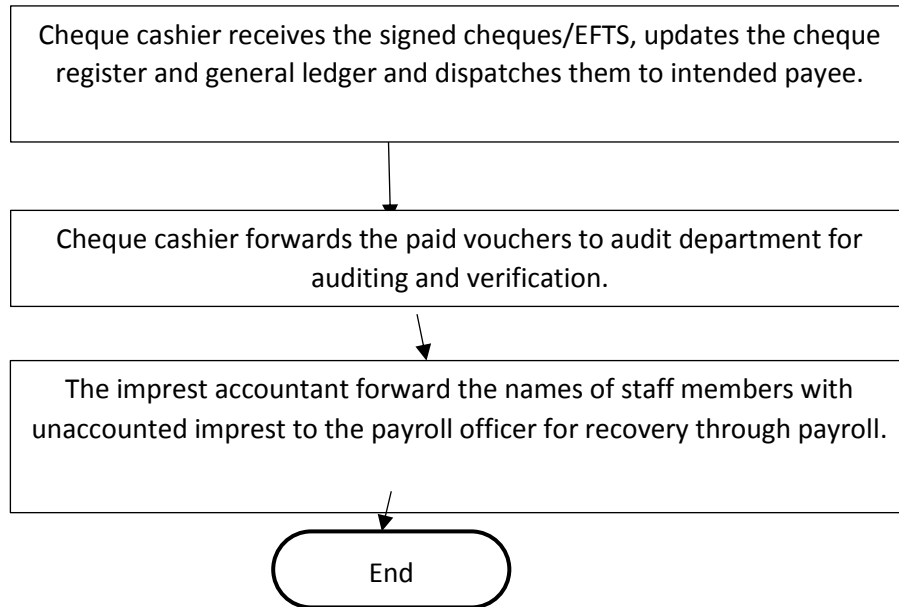
12.0 APPENDIX

FLOW CHART PROCESSING OF IMPREST





## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT





**KENYA UTALII COLLEGE**

KUC/ADMIN/R/001

**IMPREST APPLICATION FORM**

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

STAFF NO: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

I apply for an Imprest in US\$ (In words) \_\_\_\_\_

To cover the following expenses:-

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_ TOTAL

DOLLARS	
US \$	

Purpose of Interest: \_\_\_\_\_

Date of Commencement of travel or Project: \_\_\_\_\_

Date of Completion of Project: \_\_\_\_\_

Destination if applicable: \_\_\_\_\_

Do you have any imp rest not yet accounted for ? \_\_\_\_\_

If Yes Give reasons; \_\_\_\_\_

If I don not account fully for the Imprest granted within 48 hours after returning to Kenya Utalii College, or after completion of the project, I authorise the college to recover fully the outstanding amount from my salary without recourse to myself.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant)

It is hereby confirmed that the applicant has no outstanding Imprest.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Accountant)

Head of Department/ Division Recommended/Not Recommended

SIGNATURE: \_\_\_\_\_

STAMP: \_\_\_\_\_ DATE: \_\_\_\_\_

Deputy Principal Approved /Not Approved

SIGNATURE: \_\_\_\_\_

STAMP: \_\_\_\_\_ DATE: \_\_\_\_\_

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

KUC/ADMIN/R/033

KENYA UTALII COLLEGE

IMPREST APPLICATION FORM

DOC. NO. IMP-13103

Date

Document Raised By:

**Imprest Holder:**

Destination

Date Of Project

Due Date

Date of Completion

Staff No.

Name:

Account No.

Department

Imprest Warrant No:

Imprest Amount: 0.00

Currency Code: KSHS

Amount In Words ZERO AND 0 CENTS

**Expenditure Items:**

Checked By (HOD):

Date:

Verified By (Accountant):

Date:

Approved By (Director/Principal):

Date:

**PAYMENT & CASHBOOK SECTIONS:**

Paid By:

Date Paid

Signed .....

Amount: 0.00

VAT Amount : 0.00

Net Amount : 0.00

Payee's P/F NO

Name

Pay Mode

Recoupment No

Cheque No

Cheque Date

Received By .....

Signed .....

Date .....



DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT



**KENYA UTALII COLLEGE**

**IMPREST ACCOUNTING FORM**

**KUC/ADMIN/R/034**

Name: \_\_\_\_\_ Designation \_\_\_\_\_

Staff no: \_\_\_\_\_ Department \_\_\_\_\_

Amount of imprest extended Kshs. (in words) \_\_\_\_\_

Date taken \_\_\_\_\_ Grade \_\_\_\_\_ cheque No. \_\_\_\_\_ Pv No. \_\_\_\_\_

Date returned To Kenya Utalii College from trip or date project was completed \_\_\_\_\_

Expenses Incurred:

EXPENSES (S)	SUPPORTING VOUCHER (S)	AMOUNT	
		KSHS	CTS
TOTAL EXPENDITURE			
TOTAL AMOUNT OF IMPREST EXTENDED			
TOTAL TO BE SURRENDERED /REFUNDED			

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Claimant)

Checked by \_\_\_\_\_ Date \_\_\_\_\_

(Accountant)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(Chief Accountant)

Debt A/C \_\_\_\_\_

**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT  
PROCEDURE FOR SALARY PAYMENT**

**2.0 PURPOSE**

The purpose of this procedure is to give guidelines for ensuring salaries are paid on time, to ensure set statutory deductions are met and proper records are maintained.

**3.0 SCOPE**

The scope of this procedure is receiving of payroll to payment of salary.

**4.0 REFERENCES**

4.1 Accounting Manual

4.2 Human Resource Manual

**5.0 TERMS, ABBREVIATION, DEFINATION**

CA – Chief Accountant

FC- Financial Controller

HRM-Human Resource Manager

EFT-Electronic Funds Transfer

**6.0 RESPONSIBILITIES**

The FC is responsible for ensuring accurate and timely payment of salaries.

**7.0 INPUTS**

a) Payroll summary report.

**8.0 METHOD**

8.1 The HR forwards the payroll to the payroll accountant.

8.2 The Payroll accountant prepares payment voucher and forwards to the CA for approval who in returns forward to OPC for commitment of funds and verification.

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

- 8.3 The OPC forwards the payment voucher to the DP, DOS for approval
- 8.4 Upon receipt of Approved payment voucher the Cheques cashier Initiates process of EFT as per the approved payment voucher and stamps them as paid.
- 8.5 The FC shall sign EFT and forward to Principal's office.
- 8.6 The principal then signs and returns to the cheques cashier.
- 8.7 The Cheques cashier receives the signed EFT and updates the cheques register and dispatch the EFT to the paying bank.
- 8.8 The cheque cashier forwards the payment voucher to Audit department for auditing purposes.

### 9.0 OUTPUTS

- a) Paid salaries
- b) Paid statutory deductions

### 10.0 RECORDS

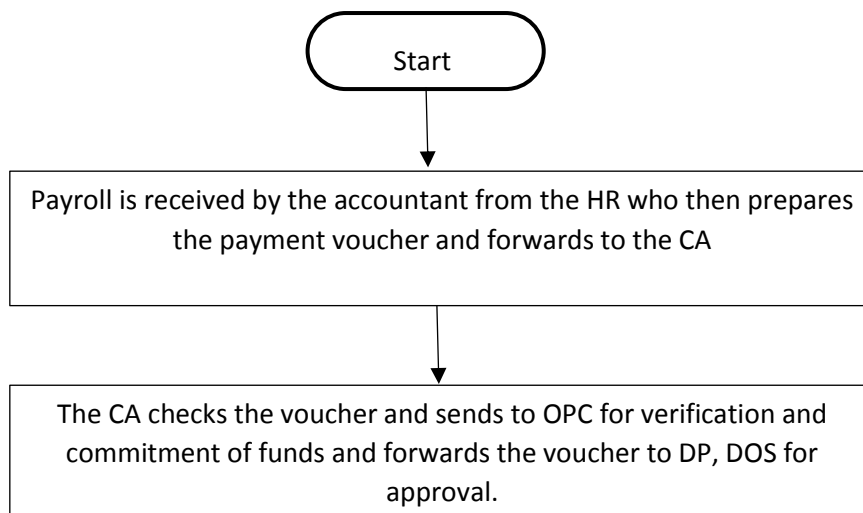
- a) Payment voucher stamped paid
- b) Copy of EFT remittance report.
- c) Receipts for statutory payments

### 11.0 KEY PERFORMANCE INDICATORS

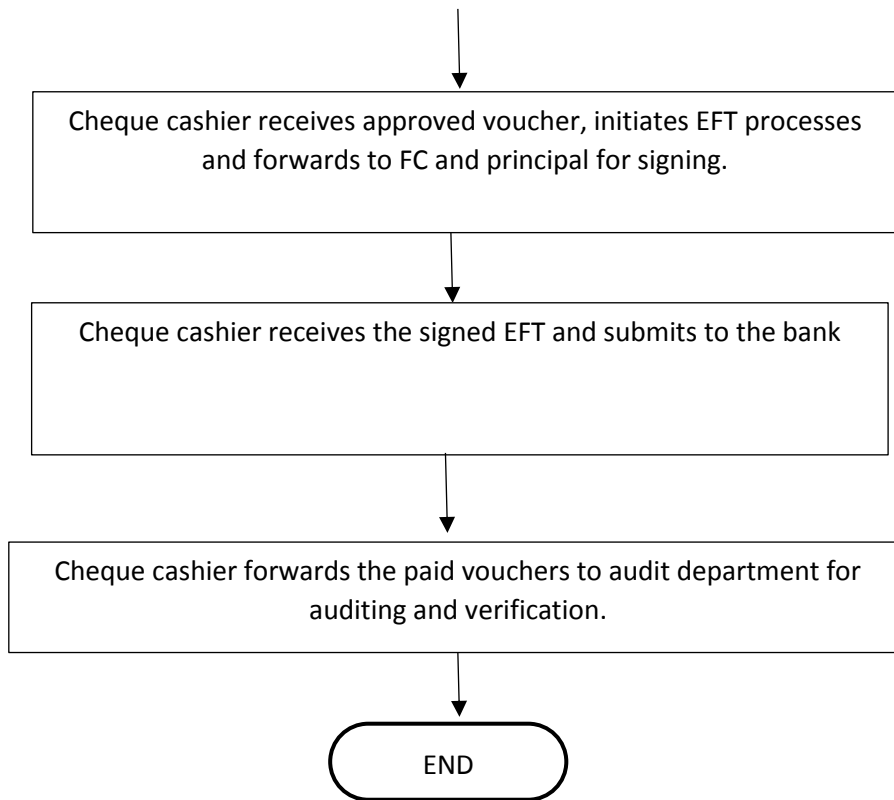
- a) Timely payment of salaries.
- b) Payment of statutory deductions in good time.

## 12.0 APPENDICES

### FLOW CHART SALARY PAYMENT



## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT



## PROCEDURE FOR FLOAT REPLENISHMENT

### 2.0 PURPOSE



## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

The purpose of this procedure is to give guidelines for ensuring accountability and availability of cash floats.

### 3.0 SCOPE

The scope covers float replenishment.

### 4.0 REFERENCES

#### 4.1 Receipts

#### 4.2 Approved Budgets

### 5.0 TERMS, ABBREVIATIONS AND DEFINITIONS

FC-Financial Controller

CA- Chief Accountant

ACA-Assistant Chief Accountant

OPC-Operations Control

DP-Deputy Principal

DOS- Director of Studies

EFT-Electronic Funds Transfer

### 6.0 RESPONSIBILITIES

The CA shall be responsible for the approval of the reimbursement of cash float.

### 7.0 INPUTS

- a) Memo requesting replenishment
- b) Approved Receipts
- c) Goods Received Note

### 8.0 METHOD

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

- 8.1 The float custodian makes a request for re-imburement against receipts and other claims from the ACA.
- 8.2 The ACA verifies the attached documents to the claims and approves/rejects it and forwards to the accountant or returns to the float custodian for correction.
- 8.3 The accountant prepares payment voucher and forwards to CA for approval.
- 8.4 The CA verifies and forward it to the OPC for verification and approval by the DP DOS.
- 8.5 Upon receipt of Approved payment voucher the Cheques cashier initiates process of cheque as per the approved payment voucher and stamps them as paid.
- 8.6 The Cheques Cashier forwards the cheques to the F.C and the principal for signing respectively.
- 8.7 The Cheques cashier receives the signed cheques and updates the cheques register and dispatch the cheques to the cashier.
- 8.8 The cheque cashier forwards the payment voucher to Audit department for Auditing.

### OUTPUTS

Replenished Float

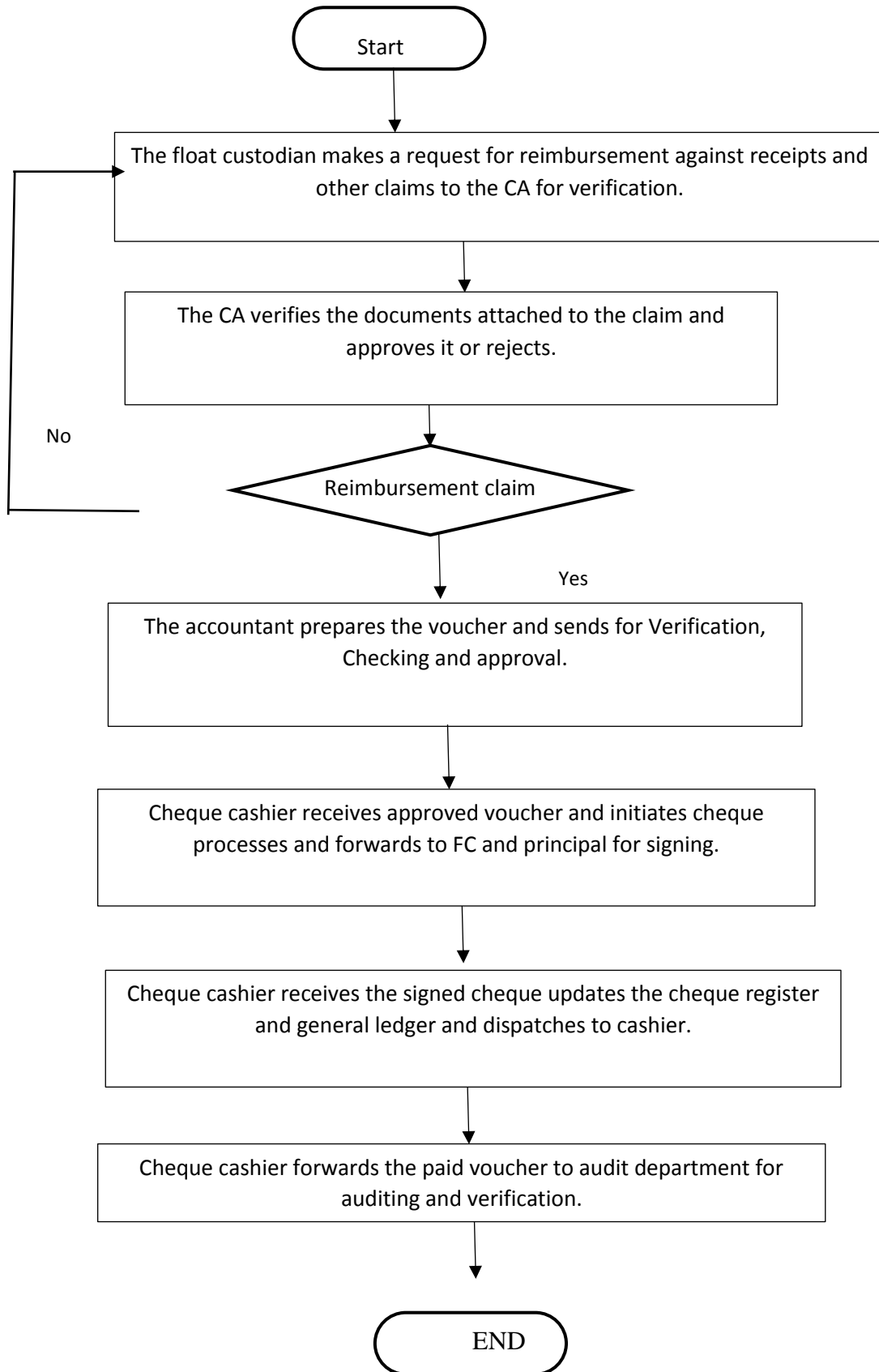
### KEY PERFFROMANCE INDICATORS

Availability of cash float

DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

APPENDICES

FLOW CHART FLOAT REPLENISHMENT



**DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT  
PROCEDURE FOR ASSET AND INVENTORY MANAGEMNT**

**2.0 PURPOSE:**

The purpose of this procedure is to give guidelines for verifying the accuracy of the physical stock and assets records, reveal any weakness in the system for the custody of stock and asset.

**3.0 SCOPE:**

This procedure covers keeping of inventory and assets records.

**4.0 REFERENCES**

4.1 Stock Taking Sheets/Records

4.2 Valuation Reports

**5.0 TERMS, ABBREVIATIONS AND DEFINITIONS**

CA-Chief Accountant

ACA-Assistant Chief Accountant

OPC-Operation Control

FC - Financial Controller

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

### 6.0 RESPONSIBILITIES

The FC is responsible for operationalization of this procedure.

### 7.0 INPUTS

- a) Stock
- b) Stock sheet
- c) Assets register

### 8.0 METHOD

8.1 The CA invites the external auditors for annual stock taking and thereby notifies the inventory holders through circulation of memo within one month.

8.2 The external auditors, OPC and the appointed verifiers will carry out the stock taking and prepare a report

8.3 The OPC then will use the reports to value the stocks and forwards the valuation report to the CA within one month.

8.4 The CA shall ensure that proper reconciliation of inventory and assets is done by inventory and assets accountant.

### 9.0 OUTPUT

- a) Updated asset schedules and ledgers.

### 10.0 RECORDS

## DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

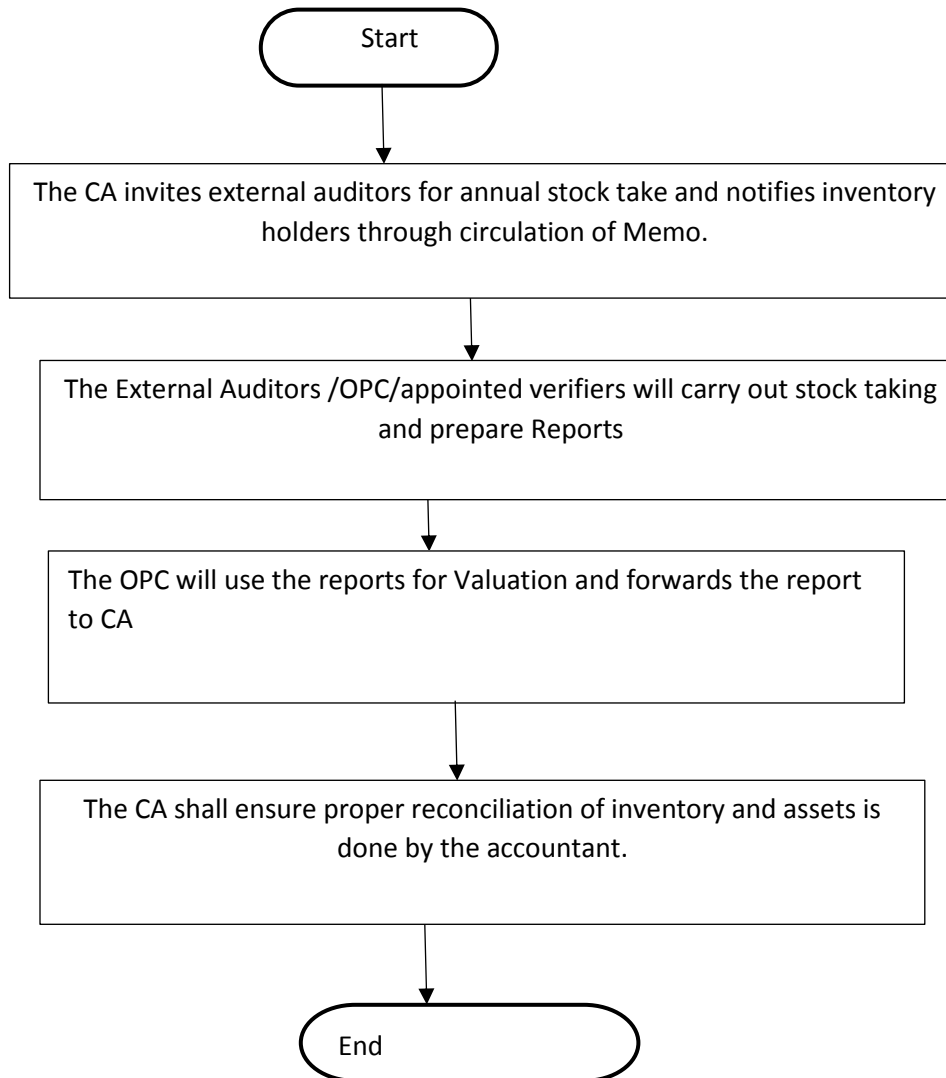
- a) Filled stock sheet
- b) Updated asset schedules and ledgers
- c) Assets register

### 11.0 KEY PERFORMANCE INDICATORS

- a) Updated Assets schedule and ledgers

12.0 APPENDICES

FLOW CHART ASSETS AND INVENTORY MANAGEMENT



DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

**SECTION C: ACCOUNTS OPPORTUNITIES**

ACCOUNTS OPPORTUNITIES					
OPPORTUNITY	ACTIONS	RESOURCES	RESPONSIBILITY	TIMELINES	KPI
Changing trends in the profession	Refresher trainings  Subscription to professional bodies  Adopting new methods of doing work	Approved Budget	Chief Accountant  Human Resource  KUC Management	Annually	Number of Certified Professional Accountants  Training certificates



DOCUMENTED INFORMATION FOR ACCOUNTS DEPARTMENT

SECTION D: ACCOUNTS RISK REGISTER

ACCOUNTS RISK REGISTER										
No	DESCRIPTION OF RISK	TYPE OF RISK	PROBABILITY OF OCCURANCE			SEVERITY HIGH - 3 MEDIUM - 2 LOW - 1	IMPACT	MITIGATION	RESPONSIBILITY	KPI
			HIGH	MEDIUM	LOW					
1	Billing Wrong amounts	Financial,				1	Loss of revenue (undercharging)	Regular Reconciliation	Chief Accountant	Number of variance
2	Wrong account number	Financial				1	Increased bank charges  Lots of complains	Counter checking during approval process	Chief Accountant	Number of unpaid EFT/cheques
3	Paying wrong amounts	Financial				1	Loss of funds (Over payment)	Regular Reconciliation  Counter checking during approval process	Chief Accountant	Number of variance
4	Receipting wrong amounts from Deposit slips and cash	Financial				1	Loss of revenue (under-receipting)	Regular Reconciliation	Chief Accountant	Number of variance.