







KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

AUTHORIZATION: Procedures for Finance & Accounting are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024
PROCESS OWNER: DIRECTOR, FINANCE AND ACCOUNTING	
SIGNATURE:	 
DATE:	DATE:..... 28/09/24



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DF&A



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

SECTION A: QUALITY OBJECTIVES

	OBJECTIVE	TASK	RESOURCES REQUIRED	RESPONSIBILITY	TIME FRAME. (BY WHEN)	PERFORMANCE INDICATORS.
1.	To Prepare monthly, Quarterly and annual reports for OAG	Statutory Requirement.	ERP System	DFA	5 th of every month. 15 th of every Quarter. 30 th of September	Annual report must be submitted to AOG by 30 th September of every year.
2	To prepare annual Budget by 31 st January.	Statutory Requirement.	Budget	DFA	31 st January every year.	Approved Budget
3	To remit Statutory deductions within set monthly datelines.	Statutory Requirement.	ERP System	DFA	By 9 th of every month.(PAYE, PENSION, NHIF & NSSF) By 20 th VAT	Timely paid statutory deductions No penalty
4	To process payments of internal customers within 5 working days and external customers as stipulated in the contracts	Prepare payment vouchers. Receipting.	ERP System	No or minimal complains	5 working days As per contract	Timely processing of payments



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

SECTION B: PROCEDURES

PROCEDURE FOR BUDGETING, FINANCIAL PLANNING AND CONTROL

2.0 PURPOSE

The purpose of this procedure is to give guidelines for preparation and Implementation of the College annual budget.

3.0 SCOPE

This procedure covers preparation and Implementation of budgets.

4.0 REFERENCES

- a) Government Budgets and Circulars
- b) International Financial Reporting Standards
- c) International Accounting Standards Budgets

5.0 TERMS AND ABBREVIATIONS

DFA Director, Finance & Accounting.

6.0 RESPONSIBILITIES

Director, Finance and Accounting

7.0 INPUTS

Budgets.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

8.0 METHOD

- 8.1 The DFA shall receive government circular from Treasury to commence budgeting cycle.
- 8.2 The DFA shall prepares a critical path to guide the process.
- 8.3 The DFA shall launch budget process.
- 8.4 The Budget Steering Committee shall be constituted to steer the budget process.
- 8.5 All HOD's shall prepare and submit the departmental budget estimates within two (2) weeks after budget launch.
- 8.6 The DFA shall consolidate the budget within 3 weeks.
- 8.7 The user departments shall justify budget proposals
- 8.8 The proposed budget estimates shall be approved by the Council
- 8.9 The proposed approved budget estimates shall be submitted to the Ministry of Tourism and Wildlife through the Government Investment Management Information System(GIMIS)
- 8.10 The DFA shall receive the approved budget from the Ministry for implementation.
- 8.11 The DFA shall circulates the budget to all HODs for implementation.

9.0 OUTPUTS

Approved budget.

10.0 RECORDS

Duly approved budget.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

PROCEDURE FOR DISBURSEMENT PAYMENTS

2.0 PURPOSE

The purpose of this procedure is to give guidelines for timely processing of payment

3.0 SCOPE

This procedure covers payment to various claimant

4.0 REFERENCES

4.1 Accounting Manual

4.2 Human Resource manual

5.0 TERMS, ABBREVIATION

DFA - Director, Finance and Accounting.

6.0 RESPONSIBILITIES

Director, Finance and Accounting.

7.0 INPUTS

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

8.0 METHOD

8.1 The DFA shall receive approved document for payment from user department and raises payment voucher

8.2 The payment Vouchers shall be approved for payment.

8.4 The payment shall be effected

8.5 The general ledger shall be updated

9.0 OUTPUTS



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

- a) Disbursed funds

10.0 RECORDS

- a) Payment voucher
- b) Bank Remittance



KENYA UTALII COLLEGE, NAIROBI
PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

PROCEDURE FOR HANDLING ACCOUNTS RECEIVABLE

2.0 PURPOSE

The purpose of this procedure is to give guidelines for the collection of all College revenue.

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,

DFA-Director, Finance and Accounting

6.0 RESPONSIBILITIES

Director, Finance and Accounting

7.0 INPUTS

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



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

8.0 METHOD

- 8.1 The DFA shall raise invoices commercial debtors and issue school fees statements to students.
- 8.2 The DFA shall prepare a customer statement
- 8.3 The DFA shall prepare monthly debtors reports.

9.0 OUTPUTS

Received funds

10.0 RECORDS

- a) Bank Deposit slip
- b) Cash book
- c) Customer invoices
- d) Receipts
- e) Debtors report



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

PROCEDURE FOR HANDLING OF IMPRESTS AND CLAIMS

2.0 PURPOSE

The purpose of this procedure is to give guidelines for management of imprest.

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

DFA - Director, Finance and Accounting

6.0 RESPONSIBILITIES

Director, Finance and Accounting

7.0 INPUTS

- a) Imprest application form
- b) Approved budget

8.0 METHOD

8.1 The applicant shall apply for imprest/claim

8.2 The imprest/claim shall be paid within 8 working days

8.6 After the project the applicant shall surrender the imprest within 48 hours

8.7 The DFA shall charge for unsurrendered imprest



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR FINANCE AND ACCOUNTING (KUC/QMS/R/035)

9.0 OUTPUT

Imprest /claim disbursed

10.0 RECORDS

- a) Duly filled imprest application form
- b) Payment voucher stamped paid.
- c) Imprest surrender form.
- d) Receipt.
- e) Subsistence claim form.
- f) Motor vehicle work ticket.