

SECTION 2

BUDGETING AND BUDGETARY CONTROL

2.1 INTRODUCTION

2.1.1 The University accounting year starts from 1st January and ends on 31st December of each year to coincide with the government fiscal year. Budgets are prepared and committed to the Budget office of the Federation and to the National Assembly through the National University Commission (NUC) upon of call Notice usually within the last quarter of the year.

2.1.2 The Bursar has the responsibility for the preparation and control of the University's budget in his capacity as the Chief Finance Officer. However, in view of the enormous work involved the complexity of the University and the essential contributions of both the academic and the administrative heads of various Faculties and Institutes towards the success of the budget, preparation of the University Budget has become a team work. For effective budgeting and budgetary control therefore, direction and execution of all budget procedures at University has been delegated to the Senate estimate committee of the University.

The Senate Estimates Committee is made up of selected members of the Senate under the Chairmanship of the Vice Chancellor to review budgetary submissions within the last quarter of a current financial year from the departments, Units and other cost centres that make up the University system. Upon receipt of such submissions which shall be compiled and collated in a professional manner by the Budget office of the Bursary department, the committee shall organize a budget hearing or budget defense session hearing which Deans and Directors are expected to defend or explain their individual submissions for consideration. These submissions shall form the nucleus of the University's internal and external (government) budgets for that particular financial year.

- 2.1.3 The existence of the Estimates Committee does not however, relieve the Bursar of his responsibility to coordinate and supervise the budgeting procedures. To assist the Bursar, the Deputy Bursar Budget and Expenditure Control under whose portfolio the Budget Unit is located, shall be the designated Budget Officer and shall undertake the detailed planning and coordination work. He shall therefore liaise with all organs of the University and most importantly the Estimates Committee to facilitate smooth preparation of the annual budget and avoid protracted deliberations thereon.
- 2.1.4. Representatives of the University normally comprising of the Vice Chancellor, the Bursar, Director of Physical Planning Unit and the Budget Officer are expected to defend the University's budget before final approval is given. It goes without saying that government does not have the funds to approve all requests of Universities. Therefore, not all the requests made in the University's estimate are granted. It follows therefore that in the case of external grants from government, a revised budget will have to be prepared when the actual amount approved (by the National Assembly) is communicated to the University before the beginning of the new year. Although the budget funds may not be released immediately, the letter of intent from the government in form of Envelope provides a solid platform for amending the Budget.
- 2.1.5 A formal procedure shall be instituted for revision of the University Budget to avoid chaotic implementation due to approved votes falling short of expectations. Key elements of the Budget must be isolated. These are essential expenditures which cannot otherwise be compromised, especially on salaries and capital grants. It is also important to put on priority list, laboratory reagents and accessories, stationary and other relevant items that cannot be compromised. Once these and other critical items in the opinion of the Estimate Committees are taken care of, then the rest of the funds may be allocated to other areas of need pro rata.
- 2.1.6 The most crucial factor in the University's budget is staff costs that made up of salaries, allowances and cost of amenities to staff. It is therefore essential that staff schedules and costs be estimated with a high degree of accuracy taking into consideration such factors like impending promotions, regular increments, retirement and replacement of staff, establishment of new units

or departments and general inflationary trends, reasonably curtailed within limits that can be tolerated by the government.

2.1.7 The usefulness of the Budget however, depends on regular cash budget which must be prepared on a monthly basis by the Bursary Department. This will ensure that virement between capital and recurrent funds are eliminated or reduced to the barest minimum. It will also entrench financial discipline in the system thereby obviating the problem of piling up unpaid invoices.

2.2 Detailed procedures

2.2.1 By the middle of January, the Bursar shall cause the Financial Statements of the University to be prepared in draft form, showing in particular the disbursements of the recurrent and capital votes and their comparison with the year's budget. The draft Statements of Accounts shall be used to advise the Senate Estimate Committee of the outlook of the coming year's budget.

Three (3) months before the end of every financial year (i.e in October of the year) the Bursar in consultation with the Vice Chancellor and Estimates Committee would meet for the purpose of agreeing the Budget time-table of the following year. The Initial meeting will consider the following:

- (i) guidelines for classifying operating expenses;
- (ii) standard formats for the generation and presentation of department/units budget;
- (iii) schedules for due dates for submission of drafts, reviews, presentation to the finance and general purpose committee of the University and the Council.
- (iv) assignment of responsibility for gathering and collating the various operating information required for preparing the budget.
- (v) success and failures of the previous year's budget as a tool for effective financial planning and control, and recommendations for improvement.

- (vi) Guidelines on economic and other conditions expected to prevail during the period covered by the proposed budget.

2.2.3 The decisions reached at the preliminary meeting of the Senate Estimate Committee shall be used by the Budget Office to prepare the budget guidelines embracing factors considered above, a copy of which shall accompany the Budget Proposal form to be forwarded to each department.

2.2.4 The budget preparation exercises expected to commence with the completion of budget proposal pre-designed forms supplied to various Departments, specialized units and institutes by the Budget Office.

2.2.5 The Budget proposal form details the required information on income and recurrent expenditure as well as teaching and research equipment to be submitted by each Department/Unit. There shall be a covering report explaining the rationale behind the budget proposal and it shall also justify the requirements stated therein.

2.2.6 The Physical Planning and Municipal Services Unit in collaboration with the Academic Planning Unit shall prepare the capital asset budget after liaison with relevant department and unit heads. The capital asset budget will later be passed to the Budget Office, for incorporation into the Financial Estimates.

2.2.7 The Revenue Budget and the Common Charges Budget shall be drawn up by the Deputy Bursar Budget and Expenditure Control in collaboration with the Bursar and Deans of Faculties and the Heads of Units. The Revenue Budget shall also cover the investment income including interests to be derived on investment of surplus funds.

2.2.8 Generally, the Budget shall take cognizance of the following factors.

- (i) Budgeting is an organizational function that requires the backing and Interest of all echelons of the University's administration. Therefore, the primary responsibility for making budget estimates shall rest with the Heads of the Departments/Units for the purpose of execution of each segment of the budget.
- (ii) Budget estimates must not be mere forecasts, but should reflect costs and revenue that are attainable under normal operating conditions. Estimates that are exceptional in nature must be supported by facts.
- (iii) Budget estimates should be prepared for basic data in sufficient Details, to permit adequate analysis and explanation of deviations from plan as well as facilitate the adjustment of those plans when anticipated conditions change.
- (iv) Classification of budgeted cost items should conform with responsibility for their control.

2.2.9 Review of Budget Performance

The senate estimate committee shall receive and review quarterly budget performance report and shall verify, amend or review the budget to reflect unforeseen financial matters or development within a given budget year. The Bursar shall disallow any payment that has no budgetary provision or is contrary to the allocation or may result to waste of financial resources. In situations of wrongful approval for an expenditure, the Bursar shall advise the Vice-Chancellor or draw his attention to the implication. The University shall provide a contingency vote to be utilized for expenditures that are not specifically provided for in the budget in the ordinary course. It shall be under the control of the Vice-Chancellor for legitimate use

SECTION 3

REVENUE – RECEIPTS AND PAYMENTS

3.1 INTRODUCTION

All revenue accruing to the University shall be accounted for and reported based on relevant provisions of IPSAS on revenue recognition and measurement.

3.1.1 The Ahmadu Bello University, Zaria derives revenue from sources which include;

- Federal Government Subventions
- Student Charges (Undergraduate, Postgraduate and Diploma)
- Endowment, local and foreign grants
- Income from Business Ventures
- Rent and Electricity from staff Occupied Quarters
- Sale of Unserviceable Fixed Assets
- Other Sources.

PROCEDURES FOR REVENUE RECEIPTS

3.2 Federal Government Subventions

3.2.1 Federal Government subventions to the University come in the form of recurrent and capital. The recurrent component consist mainly of personnel costs and overhead. With the implementation of federal government's Government Integrated Financial Management Information System (GIFMIS) purposely to aid budget management and accounting, all federal government subventions to the University come through the GIFMIS platform. Notification of releases is sent to the University (either monthly or quarterly as the case may be) from the Office of Accountant General of the

Federation by means of Warrant. Once a warrant is received, it signifies availability of funds to the University to incur expenditure directly from the platform according to its budgetary approval.

- 3.2.2 If payment of Federal Government subvention is unduly delayed, it shall be the responsibility of the Bursar to make enquires and follow up by writing letters and making personal contacts at the NUC, Budget Office, Office of the Accountant of the Federation and the Central Bank of Nigeria (CBN). At all times, the Vice-Chancellor must be duly informed.

3.3 **Student Charges**

The University generates revenue from student charges payable by different categories of students that made up of postgraduate, undergraduate and diploma students. Further to the implementation of federal government's Treasury Single Account (TSA), all collections from student charges are paid directly into the University's sub-account at Central Bank of Nigeria (CBN) which is linked to the main TSA. All payments of student charges into the University's Account at CBN shall be made via the authorized platform. These payments shall be effected through a range of channels that comprises of any branch of Deposit Money Banks, internet banking, point of sales terminal or any other electronic channel.

3.4 **Staff Housing**

The Housing Allocation Committee advises the University Administration on the allocation of housing accommodation to qualified members of staff. The Committee issues allocation letters to staff to whom houses are allocated and copy the Bursary Department. The Bursary Department's copy of the allocation letter becomes an authority to effect necessary deductions from salaries of staff concerned. A staff to whom a house is allocated shall have an agreed rental sum to be deducted from his/her salary per month. The Bursary Department must ensure that all staff to whom University accommodation have been allocated are charged accordingly.

3.5 Endowment, local and foreign grants

The University receives funds in form of endowments and grants from local and international donor agencies. It also receives research grants and assistance from Federal Government's intervention agencies and other counter fund funding. All endowments, prizes and grants to the University shall be paid into the University's TSA sub-account at CBN. All other monies received by the University from third parties are paid into the University's sub-account of TSA. Where however a donor or a benefaction require that a separate account to be maintained for the purposes of managing such funds, a separate sub account shall be opened at CBN for that purposes upon application to the Accountant General of the federation.

3.6 Other Sources

All other income from other sources accruing to the University shall be paid directly to the University's TSA sub-account domiciled at CBN. The procedure for receipt shall be through the CBN payment gateway and the same channels as in 3.3 above.

3.7 Payments

3.7.1 All payments must be evidenced by properly approved payment vouchers supported by invoices, receipts and/or expense claims.

3.7.2 Procedures for Payment

The Accountant – Cash Office and the Accountant (Budget & Expenditure Control) must ensure that all payment vouchers are properly written and coded, duly authorized, committed by the Budgetary Control Unit, checked by the Internal Audit Department and supported by relevant documents.

Payment vouchers are written in triplicate in the unit of the Bursary responsible for the relevant type of expenditure and are supported with relevant documents. They are sent, along with a pre-list register to the Budgetary Control Unit for

commitment in the appropriate budget account and then to the Internal Audit Department for pre-payment checking before being sent to the Cash Office for payment.

3.7.3 In the Cash Office, a designated accounts clerk receives the payment vouchers and signs the pre-list register as evidence of receipt. He enters the payment vouchers in a payment voucher Register and passes the register and payment vouchers to the Accountant – Cash Office. The Accountant may decide to treat payment vouchers at shorter intervals depending on the circumstance.

3.7.4 Sequel to the implementation of federal government's Treasury Single Account as a component of Government Integrated Financial Information Management System, all payments from the University shall be made electronically through the GIFMIS platform or directly from the TSA as the case may be.

3.7.5 All payments out of the University's approved budget for personnel, overhead and capital shall be effected using the GIFMIS platform. Upon release of warrant, the University makes payment directly from the platform up to the limit of the warrant allocation issued in its favour.

Payments are made in batches and shall be entered into the GIFMIS platform by a transaction initiator and send electronically to a designated reviewer for a review. The reviewer shall be a senior member of staff of Bursary Department not below the rank of a deputy Bursar. The reviewer send his review also electronically to the final approver who shall be the Bursar. The final approver gives his last approval electronically based on which final payments are effected. The relevant documentations including the approval in the processing file shall accompany the e-payment to the transaction initiating officer before inputting into the. All officers in the e-payment chain shall ensure correctness of payee details, amount due, account details and prior approval before the payments are processed electronically.

3.7.6 All other payments that are to be made from the University's IGR (TSA sub account) shall be made directly and electronically through the CBN payment gateway. The same transaction processes and procedures as in GIFMIS are followed in uploading payments to the University's TSA sub account domiciled at CBN.

SECTION 4

GRANTS CONTROL – RECEIPTS & PAYMENTS

4.1 INTRODUCTION

The University receives grants from sources outside the University's annual grants it receives from federal government. The sources include Government agencies, intervention funds, Industrial organizations etc. The grants are usually for specific research as well as developmental projects and shall be accounted for based on relevant provisions of IPSAS.

4.1.1 Categories of Grants Receive by the University

Endowment Funds – this category includes endowments, prizes and benefactions designed to fund proficiency and scholarship awards to students and commission professorial chairs. These funds are usually retained by the University in perpetuity while the income generated from the investment of the related funds are employed to satisfy the purposes of the awards.

Research Grants and Benefactions – these comprise of specific research funds and funds set aside for various programmes, either by the University itself or by outsiders. These are recurrent in nature as the life of the grants depends on the completion of the assigned tasks. Research Funds are normally allocated to specific Faculties that are best suited to carry out the tasks involved. Occasionally, independent research fellows or organizations are co-opted in such research programmes. Programme Funds may cover cultural shows, exhibitions, public enlightenment programmes, human resources development, socio-political surveys and public health services.

Foreign aid - these are grants for specific projects either sponsored individually or jointly under a counterpart funding arrangement.

4.1.2 Grants operation: The operation of each grant is governed by a set of rules and regulations usually pre-defined by the grantor and they often include the keeping of reliable and accurate records of disbursements of the grant money. In exceptional cases, particularly with respect to funds received from foreign organizations, periodic audits and certification by External Auditors are demanded by the grantor.

4.1.3 Custody: The responsibility for custody and proper disbursement of all grants is vested in the Bursar who controls the Funds Office that administer the grants. The funds Office under Deputy Bursar (Finance) is expected to maintain its own set of accounts and produce its own Trial Balance which will later be merged with Recurrent Funds Trial Balance to produce the financial statements of the University.

4.2 Grants Receipt Procedure

With the implementation of federal government Treasury Single Account (TSA), all grants receivable by the University shall be paid directly into its TSA sub account domiciled at CBN. All other monies receivable by the University from third parties shall also be paid into the University's TSA. Where in exceptional cases a grantor or donor agency require that a separate account to be maintained for the purpose of managing such grant or fund, a TSA sub account shall be opened at CBN for that purpose.

4.3 Grants Disbursement

3.7 All disbursement of grant shall follow the same payment procedures as in above. Payments shall be uploaded directly into the University's TSA sub account after all necessary payment procedure and documentations have been observed. The grant Accountant shall be responsible for processing all payments relating to a grant before passing the payment voucher to cash office for payment.

4.3.1 Research proposals from staff are first considered at faculty level. Each faculty recommends approved research proposals to the University Board of Research for further consideration. The Board notifies the Bursar of an

approved research proposal by a copy of the approval letter. The approval letter states the value of the research grant approved.

- 4.3.2 Research grants are paid out to researchers in tranches. Each application for payment is sent to the Bursar through the office of the Director of Academic Planning of the Vice-Chancellor's Office. This division serves as the Secretariat of the University Board of Research. The beneficiary of an approved request for payment of a research grant will complete an expense advance form before passing the approved request for payment to the grant Accountant.
- 4.3.3 Library Development Grants are allocated to the different libraries by the University Librarian in consultation with the Vice-Chancellor. Allocations are communicated to the departments which forms the basis for an expenditure following Due Process. The Bursar shall disburse the funds in accordance with approved payment procedures.

4.4 Clearance of Grant

- 4.4.1 On a regular monthly basis, the Grants Accountant must review all paid expense advance forms to identify those that are due for clearance as well as long outstanding ones. He must follow up on them and ensure that they are cleared promptly. He must report difficult cases to the Principal Accountant (Expenditure) for necessary action.
- 4.4.2 There may be a cash balance refundable to the University (affected grant account). In such a case, the refund must be made to the Cashier and official receipt obtained and attached to the Clearance/Claim Form for processing. The following procedures are for the processing of the clearance of an advance against a grant.
- 4.4.3 The Beneficiary should complete the Clearance/Claim Form and attach all supporting documents such as receipts. Paid invoices and relevant bills in addition to the Duty Travel Allowance (DTA), etc. and obtain the approval of the head of the Beneficiary Department or Programme/Team Leader. Thereafter, the approved clearance/claim form is sent to the Claims and

Advances Unit from where it is forwarded in a dispatch book to the University's Internal Auditor for post-payment audit and clearance.

4.4.4 The clearance/claim form and supporting documents now checked, stamped and initialed with date by the Internal Auditor, are passed in a dispatch book to the Grants Accountant for further processing.

4.4.5 Upon receipt of the clearance/claim form and supporting documents now checked and initialed by the Internal Auditor, the Grants Accountant shall:

- (i) examine the documents for completeness, correctness, proper approval and processing;
- (ii) date-stamp the clearance form;
- (iii) obtain the related grant correspondence file;
- (iv) raise in triplicate, the necessary journal to debit affected research project expenses account, credit the research fellow with the total amount on the clearance form and obtain the approval of the Principal Accountant – (Expenditures) for the journal voucher to be processed.

4.5 Compliance with Grantors' Reporting Requirements

4.5.1 To facilitate compliance with grantors' reporting requirements including examination by external auditors of the books of accounts kept for grant monies, the Accountant (Expenditure Control) shall maintain a "Grants Register" which shall provide such details as:

- grant name
- purpose or objective of grant
- project duration
- grantor's name and address
- grant amount
- mode of payment to Ahmadu Bello University
- beneficiary

- reporting requirement
- reporting due date
- external auditors, if any.

The Grant Accountant shall give to the appointed External Auditors adequate notice of his readiness for the commencement of their work and he shall agree a date with them subject to confirmation of the Bursar. On completion of the audit, he shall pass a copy of the audited grant account together with related domestic report to the Deputy Bursar – Finance, through the Principal Accountant – Expenditure, for his information and necessary action. Usually the auditors would dispatch the audited accounts and report direct to the grantor.

SECTION 5

PROPERTY, PLANTS AND EQUIPMENTS (PPE) UNIT

5.0 INTRODUCTION

The Ahmadu Bello University, Zaria acquires Properties Plants and Equipment (PPE) which are tangible resources with useful life extending over several accounting periods. Such tangible assets held by the University include:

- Residential Buildings
- Academic Buildings
- Administrative Buildings
- Students Hostels
- Other Buildings
- Roads and Drainages
- Parks and Gardens
- Water Systems and Sewage
- Power Generating Equipment
- Engineering and workshop equipment.

5.1.0 PPE UNIT

The responsibilities of the PPE unit of the University are to:

- Ensure that they are properly documented
- Ensure that acquisitions and disposal of PPEs are properly authorized;
- Safeguard the University's PPEs. and
- Ensure that proper accounting records are maintained for PPEs.
- Asset Register should be maintained accordingly

5.2.0 DETERMINATION OF COST OF PPE

The cost of item of PPE comprises the following:

- Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Any cost directly attributable to bring the assets to the location and condition necessary for it to be capable of operating.
- The initial estimate of costs of dismantling and removing the item and restoring the site on which it is located.

5.4.0 RECOGNITION OF PPE

The cost of an item of PPE shall be recognized as an asset if;

- It is probable that future economic benefits or service potential associated to such PPE will flow to the University.
- The cost or fair value of the item can be measured reliably.
- The University has control over such PPE.

5.4.1 Major spare parts and stand-by equipments qualify as PPE when the University expects to use them for more than one period.

5.4.2 Infrastructures assets meet the definition of PPE such as road networks, sewer system, water and power supply systems, and communication networks.

5.5.0 COMPONENTIZATION OF PPE

Componentization is the separation of PPE into its significant component. Each part of an item of PPE with a cost that is significant in relation to the total cost of the item and has a different useful life, such PPE will need to be componentized separately.

For example: ABU Senate building and air conditioning system/lifts shall be treated as separate depreciable assets.

5.6.0 ACCOUNTING DOCUMENTATION

The records necessary for accounting for PPE are:

- Approved budget
- Cash book

- Purchase order
- General ledger
- Invoice register
- PPE register
- PPE transfer voucher
- Store vouchers (SRV and SIV)

5.7.0 ACCOUNTING PROCEDURE

For non-constructed PPE

- Confirm Budget Provision for the acquisition
- Obtain approval for the acquisition from appropriate authorities prior to acquisition
- Post all expenditure in respect of outright acquisition to the Books/Ledger using source documents like payment vouchers.
- Accrue for all expenditures on PPE not yet paid.
- Ensure proper attachment of relevant documents to the payment voucher.

5.8.1 Constructed PPE

- Confirm Budget Provision for the construction of PPE
- Obtain approval for the construction from appropriate authorities prior to commencement of work
- Post all expenditure in respect of construction to the relevant Books/Ledger using source documents like payment vouchers.
- Accrue for all expenditures on construction of PPE not yet paid.
- Ensure proper attachment of relevant documents to the payment voucher
- Obtain valuation reports/certificate of work done

5.8.2 Donated/Granted PPE

- Ascertain the value of PPE donated.
- Post the value to the relevant books/ledgers

- Maintain a memorandum record of the source, date, etc of the item of PPE

5.8.3 Swapped PPE

- Identify the PPE to be swapped
- Ascertain the fair value of PPE to be swapped
- Ascertain the value of incoming PPE
- Raise journal to recognize the incoming PPE
- Raise journal to recognize gain or loss on swapped PPE

5.8.4 Taken over/inherited PPE

- Identify the taken over or inherited PPE
- Ascertain the fair value of the taken over or inherited PPE
- Raise journal to recognize the PPE taken over or inherited.

5.8.5 Reclassified PPE

- Identify item of PPE to be reclassified
- Obtain approval for reclassification
- Raise Journal to reclassify PPE

5.8.6 Provision for depreciation

- Confirm from the statement of accounting policies the method and rates applicable to the various classes of PPE in the University
- Apply the rate in computing depreciation
- Post the depreciation to the books/ledgers using accounting journals

5.8.7 Provision for impairment

- Confirm from the statement of accounting policies of impairment applicable to the University.
- Test for impairments
- Obtain approval for recognition of impairment charges
- Recognize impairment charges in the books using the relevant accounting journals.

5.8.8 Revaluation of PPE

- Confirm from the statement of accounting policies on revaluation applicable to the University.
- Engage services of approved experts and professional valuers to carry out revaluation of PPE
- From the approved revaluation report, extract the revalued balances of the PPE
- Compare the revalued balances and the carrying value of the PPE
- Recognize the difference in the books using the relevant accounting journals.

5.9.0 MEASUREMENT

5.9.1 Initial

An item of PPE that qualifies for recognition as PPE shall be measured at its cost or fair value as at the date of acquisition;

- (i) Where it is acquired through non exchange transaction.
- (ii) Where it is acquired through exchange transaction.

5.9.2 Subsequent measurement

The University should either use the cost model or the revaluation model as its accounting policy, and shall apply that policy to an entire class of PPE.

a. Cost Model

After recognition as an asset, an item of PPE shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

b. Revaluation Model

After recognition as an asset, any item of PPE whose fair value can be measured reliably shall be carried at a relevant amount being its fair value at the date of the revaluation, less any subsequent accumulated depreciation, and subsequent accumulated impairment losses.

5.10.0 PPE REGISTER

The PPE unit of the Bursary shall maintain a computerized PPE register showing details of each item owned by the University, regardless of the sources of finance. Each record of the PPE register shall contain:

- Asset Identification Code
- Asset Description
- Location
- No. of Units
- Model
- Year of Manufacture
- Manufacturer
- Serial No./Other Identifier
- Date of Purchase
- Initial Cost
- Major Improvement of Asset (If Any)
- Ownership Status

5.11.0 Key controls

The key controls in-built into the PPE procedures are:

- a. Strict enforcement of approval procedures for the acquisition and disposal of PPE
- b. Use of identification marks, manufacturers serial number, etc for physical control of PPE.
- c. Maintenance of assets registers to provide detailed history of every asset to ensure full accountability.

5.12.0 INSURANCE OF PPE

All the University PPE must be insured in compliance with the University statute and government regulations. However, roads, drainages, and other capital expenditure such as on water and electricity shall not form part of the items to qualify for insurance. Despite the funds accounting nature of government Institutions, it is nevertheless imperative to insure all PPEs, other than those that will require to be written off due to their outstanding nature or difficulty in assessment. The University Tenders Board shall ensure the appointment of reputable insurance firms to provide cover for the various classes of PPE every year.

The Accountant of the PPE unit shall alert the Bursar 2 months before the lapse of an insurance cover for appropriate measures to or cause the process for engaging a renewal of insurance of all the affected PPEs.

5.13.0 PROCEDURES

5.13.1 Authorization

Acquisition of PPE will ordinarily be budgeted for in advance. However, acquisitions for specific research programmes may not be known until such grants

are received, It is therefore essential that distinction is made between fixed assets under approved budgets and those under research grants and specific programmes.

5.13.2 Initiation

Initiation of purchase or construction of items included in the budget commences from the user department and by reference to the Vice Chancellor. It is only after the VCs approval, that the papers can go to the Bursary Department for confirmation of availability of funds. Initiation of acquisition process for PPE items to be acquired from research grants can commence only if the disbursement of the research grants has been authorized by the Vice Chancellor.

5.13.3 When-it is desired to acquire an item of PPE approved in the budget, the head of the user department shall write a memo to the Vice Chancellor requesting his authorization for the purchase of the item. Where the item of PPE is to be purchased from a research grant or a programme fund, the memo may be written by the appropriate programme or team leader. The memo shall include details of the asset type, estimated cost, the budget approval reference. The Vice Chancellor shall send the memo to the Bursar asking him to confirm the availability of funds for the purchase of the asset.

5.13.4 The Deputy Bursar - Finance shall confirm and indicate to the Bursar whether the requisitioned capital item is under the budget and whether funds are available for it. For items of PPE to be purchased for specific research programmes and which are not in the budget, the Deputy Bursar - Finance shall confirm if the necessary funds have been received from the benefactor and that the proposed acquisition conforms with conditions given by the benefactor.

5.13.5 The Bursar shall recommend the authorization of the expenditure in writing to the Vice Chancellor (or the Tenders Committee where asset value is more than N500,000) having ensured that the proposal is consistent with approved plans and can be financed at that time. The Vice Chancellor shall authorize the expenditure if the PPE value is not more than N2.5m. For asset values greater than N2.5m the Tenders Committee makes its recommendations to council which can authorize such purchases.

5.13.6 Thereafter, the Bursar shall direct the Chief supplies and Stores Officer to raise the necessary-local purchase order for the acquisition. Normal purchasing procedures shall then follow.

5.14.0 Constructed PPEs

5.14.1 Construction of PPEs by outside contractors may sometimes extend beyond the end of an accounting period. Payments are therefore made to such contractors on the basis of a certificate issued by the consulting architects/engineers and accepted by the Director of PP&MS stating the stage of completion reached. The Accountant, Capital Expenditure office shall raise appropriate payment vouchers for posting such payments to the specific capital work-in-progress account maintained for the project.

5.14.2 Completion of PPE Construction

On receipt of the certificate of completion of the project from the consulting engineer which is certified by the Director of PP&MS, the Accountant (Capital Expenditure office) shall prepare a journal voucher to transfer the total project cost from the capital work-in-progress account to the appropriate PPE account by making the following entries:

Debit: PPE Account (affected asset category)

Credit: Capital Work-In-Progress Account.

5.14.3 Where a contract covers more than one category of PPE, the Accountant, Capital Expenditure Office together with the Director of PP&MS Head of Physical Planning Unit shall determine the cost apportionable to each category of PPE. Thereafter, the Accountant (Capital Expenditure Control) shall raise the necessary journal voucher to update the PPEs accounts.

5.14.4 On a quarterly basis, the Accountant, Capital Expenditure Office shall reconcile the total balances in the Capital Work-in-progress Accounts to the related General Ledger control account for capital work-in-progress.

5.15.0 Major Repairs and Maintenance

5.15.1 It may be necessary to carry out major repairs on an item of equipment or plant which will significantly enhance the life of the asset and its effectiveness. This is particularly relevant where the replacement cost is material or where it has not been budgeted for. The approval procedure for such major repair work will follow the same pattern as for capital expenditure proposals.

5.15.2 Under no circumstance shall the cost of repair of a PPE exceed its replacement cost in the open market. It is therefore important that a good estimate of the repair work be first obtained from the Director, PP&MS and compared with the open market cost obtainable from the Procurement Unit.

5.15.3 The treatment of the cost of such repairs in the accounts (capital or recurrent) will be determined from the source of funds used for the repair and the nature of the PPE itself.

5.15.4 Other procedural steps highlighted in the routine maintenance jobs shall be followed to accumulate the cost of repairs and postings into the General Ledger.

5.16.0 Recording or Completion of PPEs Register

5.16.1 On delivery of ordered PPE items, the Accountant –Property, Plant & Equipment shall:

- i. allocate an identification code to each PPE item;
- ii. record source in the relevant PPEs register;
- iii. arrange to mark the PPE items with their identification codes; where feasible, to facilitate the effective monitoring of their physical existence and location;
- iv. update the departmental PPEs register.

5.16.2 Transfer of PPEs

5.16.3 When it is desired to transfer a PPE from one unit to another, the decision shall be communicated to The Accountant - PPE who shall obtain the approval of the Deputy Bursar (Accounting), upon which he shall effect the necessary changes to the 'location' and 'identification' fields in the records of the PPE Office. The approved transfer forms shall be distributed as follows:

- Original - PPE unit for updating the PPE Register
Duplicate - Procurement Planning Unit
Triplicate - Retain in the Capital expenditure control unit

5.17.0 Disposal of fixed asset

5.17.1 Disposal of PPE occurs where an asset has outlived its usefulness, sale of surplus equipment or the cost of maintenance has become uneconomical. Disposal of surplus PPE must be approved in accordance with the University's laid down procedure. The estate department in conjunction with the Internal Audit Unit must inspect all PPEs marked for disposal to ascertain their condition and estimate disposal values. When a PPE has to be replaced or becomes irreparable, the affected unit head shall complete in quadruplicate a PPEs transfer form in triplicate to transfer it to the Stores. The transfer form shall contain the following details.

- Item number
- Asset identification number
- Description of the asset
- Reason for transfer to store

The transfer form shall be approved by the head of the transferring department or unit and the chief stores and supplies officer

5.17.2 the storekeeper shall on receipt of the transferred PPEs, mark them with the word "SCRAPPED" or "SURPLUS" as the case may be to distinguish them from other stores items and then acknowledge receipt of the PPE by signing the appropriate section of the transfer form.

5.17.3 on a quarterly basis, the chief accountant must forward the list of scrapped or surplus PPEs to the head of estate and works department whose responsibility shall be to initiate disposal procedure.

5.17.4 upon the receipt of a list of scrapped or surplus PPEs, the Director, PP&MS and works department shall

- i. Prepare in triplicate a PPE disposal form
- ii. Write the realizable value of the scrapped PPE in the space provided on the PPE disposal form.
- iii. Pass all the copies to the Deputy Bursar (Accounting) to complete the accounting section of the form and the estimated written down value based on the useful life contained in the PPEs Register
- iv. Obtain approvals in accordance with the University's approval authority procedures;
- v. File the PPEs disposal form now approved pending actual sale as authorized;
- vi. In writing, invite interested members of staff to bid for the surplus or scrapped PPEs within specified period of time.

5.17.6 The Asset Disposal Committee shall comprise the Deputy Vice-Chancellor (Admin) (Chairman), Bursar or his representative, Chief Internal Auditor or his representative, Registrar or his representative, Director, PP&MS or his representative and two others.

5.17.7 The Committee estimates a fair value for each items to be disposed. Thereafter, registered auctioneers are invited to assess and value the items preparatory to disposal.

5.17.8 When the PPEs are dispose of as authorized, the Committee shall in writing, advice the Bursar attaching all the copies of the related PPEs Disposal Form.

5.17.9 Upon receipt of this notification, the Bursars shall instruct Accountant PPEs Control unit to:

- i. Complete the accounting section of the PPEs disposal form by entering the cost details in the space provided;
- ii. Use the original copy of the PPE disposal form to update the its register;
- iii. Pass the duplicate of the PPE disposal form together with the duplicate copy of related receipt to the affected Storekeeper for information and release;
- iv. Retain the triplicate of the fixed asset disposal form in the PPE disposal file.

5.18.0 Control of Repair and Maintenance Costs

5.18.1 Malfunction of, or damage to the University's equipment shall be reported in writing to the Director of Maintenance and Services Unit.

5.18.2 On receipt of the written complaint, the Director of Maintenance and Services or his designated officer shall:

- i. Date-stamp the complaint;
- ii. Review the complaint;
- iii. Prepare in quadruplicate a Repair Work Order to obtain approval for the repair work;
- iv. Pass all copies to a technical officer for investigation and report of his findings.

5.18.3 The Technical Officer shall investigate the complaint, determine and document on the repair work order the:

- i. Extent of damage, giving details of quantities and dimensions of damaged items;
- ii. Estimated quantities of materials and supplies required to repair the asset.
- iii. Make appropriate recommendations

5.18.4 On completion of the inspection, the Technical Officer shall obtain the user's signature to confirm that the damages have correctly been documented. He shall thereafter return the completed repair work order to his Head of Section who shall:

- i. Review the repair estimates and signify his approval by signing and entering the date in the space provided;
- ii. Make appropriate recommendations;
- iii. Pass the documents including the user's request for service to the Director, Maintenance and Services Unit for approval of the repair work order.

5.18.5 The Director, PP&MS shall satisfy himself that the estimated materials for repairs are reasonable in relation to the damage described, before giving his approval for the repair work to be undertaken, and for the necessary materials to be issued or procured. He shall thereafter return the documents now signed to the appropriate maintenance officer.

5.19.0 Quarterly and year end procedures

5.19.1 At the end of every quarter and the financial year, Accountant - PPEs and control shall:

- i. Prepare a comprehensive PPEs addition and disposal schedule;
- ii. Prepare the end of the period/ year-end PPEs Status Summary,
- iii. Reconcile the summary to the related control accounts in the general ledger,
- iv. Pass a copy each of the schedules and reconciliation summary to the Deputy Bursar (Accounting).

5.19.2 On receipt of the PPEs Status Summary and Additions and Disposal schedules, the Bursar shall cause to be checked, the PPEs status summary and the additions and disposal schedules to ensure correctness of the entries and initial the schedules with date to signify that he has examined them.

5.20.0 Monthly PPEs Return

5.20.1 At the end of each month, after the balance in the PPEs register has been agreed with that in the PPEs Control Account in the general ledger, the Accountant - PPEs control unit shall:

- i. Obtain the ledger sheets for PPEs for the month from the Accountant, Capital Expenditure;
- ii. Obtain from the file, the Bursary department's copy of the approved authority for each item purchased for confirmation;
- iii. Use these documents to complete a schedule showing the details of the additions to/disposal of PPEs during the month;
- iv. Ensure that the total shown on the schedule for each category of asset agrees with that on the ledger sheet
- v. Pass the PPE additions schedule and PPEs accounts to the Deputy Bursar (Accounting) for checking;

5.21.0 Posting and payment of invoices

5.21.1 Invoices received in respect of capital expenditures should be treated in the same manner as other invoices for the purposes of registration, approval, batching, etc. As is the case with purchase of other items, they should be matched with LPO Job Order and/or stores receipt voucher. However, should the invoice be contract supply-relate, it should be supported by a certificate issued by the Head of Procurement Unit, and in the case of immovable assets, by a certificate of the Director of PP&MS. The certificate should state that the assets supplied are in satisfactory condition.

SECTION 6

INTANGIBLE ASSETS

6.1 Intangible Assets are identifiable non- monetary Assets without physical substance. They are assets that can generate economic benefits but cannot be seen physically or felt and can either be purchased or internally generated. They are the long-term resources of the University. They derive their value from intellectual or legal rights, and from the value they add to the other assets.

Examples:

- a. Goodwill;
- b. Computer Software;
- c. Copyrights;
- d. Trade Marks;
- e. Acquired Import Quotas;
- g. Patents; and
- h. Research and Development (R&D).

Intangible assets apply to among other things, expenditure on advertising, training, and start-up research and development activities. Although these activities may result in an asset with physical substance (e.g. a prototype), the physical element of the asset is secondary to its intangible component.

Some intangible assets may be contained in or on a physical substance such as a compact/hard disk (in the case of a computer software), legal documentation (in the case of licensed or patent), or film etc. For the determination of whether an asset that incorporates both intangible and tangible elements be treated as intangible asset, the University uses judgment to assess which element is more significant.

6.2 Research is the original and planned investigation undertaken with the prospect of gaining new scientific or technical knowledge and understanding.

6.3 Development is the application of research findings or other knowledge to a plan or design for the production of new or substantially improved materials, devices, products, processes, systems or services before the start of commercial production or use.

Research costs are to be recognized as expenses when they are incurred, except in cases where in the research phase of an internal project, the entity can demonstrate that an intangible asset exists that will generate probable future economic benefits or service potentials; while the development costs/phase are required to be recognized as an asset except otherwise assessed.

6.4 Depreciable Amount is the cost of an asset or other amount substituted for cost less residual value.

6.5 Amortization is the systematic allocation of the depreciable amount of an intangible asset over its useful life.

6.6 Recognition

Intangibles Assets shall be recognized if they meet the following criteria:

- a. Clearly identifiable. An Intangible Asset meets the identifiable criterion if it:
 - i. Is separable, i.e., capable of being separated or divided from the entity and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, identifiable asset or liability, regardless of whether the University intends to do so;
 - ii. Arises from binding arrangements (including rights from contracts or other legal rights), regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.
- b. It is probable that future economic benefits or service potential that are attributable to the asset will flow to the University;
- c. The cost or fair value of the asset can be measured reliably; and

d. The University has control over it i.e. power to obtain future economic benefits and service potentials and restrict the access of others from such benefits or service potentials.

6.7 Measurement

6.7.1 Initial Measurement

The initial measurement of separately acquired Intangible Assets comprises the following:

- a. Its purchased price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates
- b. Any directly attributable cost of preparing the assets for its intended use

Intangible assets like airport landing rights, licenses to operate radio or television stations or import licenses etc acquired free of charge or for nominal consideration, through a non- exchange transaction is measured at its fair value at the date it is acquired.

6.7.2 Subsequent Measurement

Subsequent measurement is based on Cost Model or the Revaluation Model.

An Intangible Assets with a finite useful life is amortized while an Intangible assets with an indefinite useful life is not amortized.

6.8 Accounting Documentation

For proper accountability of Intangible Assets, the following must be in place:

- a. Intangible Assets Register
- b. Official Receipts/Invoices
- c. Ledger
- d. Cashbook
- e. Payment Vouchers
- f. Journals

6.9 Accounting Procedures

6.9.1 For purchased Intangible Assets

- a. Confirm Budget Provision for the purchase
- b. Obtain approval for the purchase from appropriate authorities
- c. Confirm procurement due process has been followed
- d. Post all expenditures to the Cashbook using source documents like payment vouchers.
- e. Post all expenditures on Intangible Assets not yet paid to the Day Books/Ledgers
- f. Ensure proper attachment of relevant documents to the payment voucher

6.9.2 for Internally Generated Intangible Assets

- a. Confirm Budget Provision for expenditures on the Intangible Assets
- b. Obtain Approvals for related expenditures
- c. Confirm the asset is separable and arises from a binding legal agreement and that it can be measured reliably
- d. Post all related expenditures to the Books/Ledgers using source documents like payment vouchers.
- e. Ensure proper attachment of relevant documents to the Payment Vouchers

6.9.3 for Swapped Intangible Assets

- a. Obtain Approvals for swap
- b. Determine the fair value of the intangibles involved
- c. Recognize the transaction in the Books/Ledgers using journal entry
- d. Recognize Gain or Loss arising from the transaction in the Books/Ledgers

6.9.4 To Provide for Amortisation

- a. Confirm from the statement of accounting policies the rates applicable
- b. Apply the rates in computing the amortisation
- c. Post the amortisation charges computed to the Books/Ledgers using accounting journals

6.9.5 To Provide for Impairment

- a. Confirm from the statement of accounting policies the University's policy on impairments
- b. Test for impairments
- c. Obtain approval for recognition of impairment charges
- d. Recognize impairment charges in the books using the relevant accounting journals

SECTION 7

PAYROLL

7.1 Introduction

The Payroll Section is responsible for the monthly preparation and payment of staff salaries wages and allowances within the University. It ensures that salaries and wages related records are properly documented and filed.

7.2 Staff Classification

7.2.1 General Classification. All employee of the University fall under a broad classification of either a Regular Staff (Tenured Staff) or Non-Regular Staff (Non-Tenured Staff).

i. Regular Staff (Tenured Staff):

These are staff that are engaged on pensionable appointments with rights to all benefits therein. These staff, once put on payroll, are paid monthly salary unless the payroll is communicated on dismissal, termination of appointment, withdrawal of service, transfer of service, secondment, death etc. The same basic salary is paid monthly with annual increment in January of every year. The initial letter of appointment will specify the basic salary and all other conditions and entitlements of the staff which will be used to update the computerized payroll records. The salary paid monthly will be dependent on the permanent records, and if any, on the monthly variation.

ii. Non-Regular Staff (Non-Tenured Staff):

This classification of staff include those on either contract, sabbatical, Visiting or temporary appointment.

a. Contract Appointment

These are staff who are employed for a specified period/duration, usually one or two years and which are renewable on mutual agreement. It's not common to have junior staff on contract appointment. Foreigners and Nigerians who are already on pension or have advanced in age before being engaged are those usually given contract appointment. This category of staff gets contract benefits of 25% of their basic salary in place of pension accruing to those on tenure appointment. 10% of the basic salary is paid along with the monthly salary as contract addition while 15% is paid at the end of each contract term on the approval of the Vice-Chancellor. Some Nigerians on contract are not paid contract addition if they are already on pension from past service.

Contract officers are entitled to all rights and benefits similar to those on tenure appointment. The only exception is that they are engaged for a specified period of time and whatever advance is given to them must be recovered from the salary or contract benefit within the duration of their current contract term.

b. Sabbatical

These category of staff are not direct employees of the university, as such, they are not remunerated by the university. They are engaged in the University for a fixed non-renewable duration, usually one year.

c. Visiting

These are employees of other Institutions engaged in the university for a specified period of time and which is renewable. They are partly remunerated by the university to the extent of 50% of their earnings in their various universities.

d. Temporary Full-Time Appointment:-

These staff are usually engaged to fill temporary vacancies pending employment of permanent staff on tenure or contract. Their remunerations are always fixed by the letter of appointment. They are usually not entitled to rights and benefits due to permanent staff as enumerated above.

7.2.2 Specific Classifications.

Staff classification can also be by specific identification viz, Academic Staff and Non-Academic Staff. These are described by their salary scale. While CONUASS 1 to 7 are used to describe Academic Staff, CONTISS 1 to 15 are ascribed to Non Academic Staff, with CONTISS 01 to 05 being Junior Staff.

7.3 Documentation of New Staff

Details relating to staff who are given appointment letters are required to be documented in the Registry Department. In forwarding letters of appointment of staff to the Bursary department, it is required that the relevant page approving the staff employment shall be attached. Authority to place any person on the payroll must come from the Bursar. This authority shall only be given on the receipt of the following documents from the registry:

- i. Copy of the letter of appointment of the employee to an established position, for which provision had been made in the current years personnel budget, in the university.
- ii. Verified letter of assumption of duty by the Employee

7.3.1 Procedure for Documentation of New Staff

All new staff shall report to the Staff Development Coordinator (SDC) of the Bursary Department for documentation. Staff files are opened for the new staff and sent to Payroll Section for inclusion on the payroll. The Accountant-in-charge at the Payroll Unit will complete a “New Employee Variation Sheet” for every individual from the file for the purpose of updating the Master Payroll File maintained in the computer. The information expected to be contained in the Master payroll File include:-

- i. Full name of the staff with title.

- ii. File number with indication as Senior Staff (P) or Junior Staff (JP).
- iii. Department and Faculty of the staff, using the Faculty/Department accounts code.
- iv. Annual Basic salary indicating salary structure level and step.
- v. Bank with relevant account details.
- vi. Rent payable where staff are given official accommodation.
- vii. Rates payable including water rate, and electricity charges.
- viii. Union dues payable.
- ix. The PAYE information.
- x. Allowance payable.
- xi. Deductions recoverable from salaries.

The New Employee Variation Sheet (NEVS) shall be forwarded to the Accountant (Payroll) who shall cross check the correctness of the information and if satisfied, he shall append his signature thereon.

The Internal Auditor shall cross check the information on the NEIS and copies of employment letters received from the registry and approve same for posting or raise necessary enquiries.

7.4 Monthly Payroll Run

- i. Every month, variation sheets are completed by the Payroll Unit to reflect changes in salaries, allowances and deductions.
- ii. Also, variation sheets are prepared for new staff to bring them into the payroll. Thus, amendments to payroll data will be made only on the basis of

properly authorized new employee input sheets, variation sheets and termination advices.

Variation is captured using the variation input sheet. Termination advices shall be completed using instructions from other departments/units such as the Registry and the Staff Loans Section. Such instructions will include letters of termination of employment, notices of discontinuation of loan deductions, etc. All variation sheets and termination advices will be authorized by the Accountant (Payroll).

After all NEVS regular variation sheets and termination advices have been posted, the detailed payroll shall be printed and vetted for errors. The final payroll shall then be forwarded to the Internal Audit Department along with an edit list of all amendments to the payroll for that month and payroll amendment forms i.e. new employee input sheets, variation sheets and termination advices, and supporting document to the amendment forms.

After Internal Audit check, the bank schedule, pay slips, payroll journals and other payroll reports are printed. Payment vouchers are then written for salary based on the bank schedules. The schedules and payment vouchers are sent to the Cash Office where they are processed and Salary payment schedules are uploaded.

The Budget and Expenditure Control Section shall be advised by the payroll with a copy of the Journal to enable it update its records. The payroll journal is then sent to the Final Accounts section for input into the General Ledger System

Note that except for the Employees Master File Record which can only be accessed through the Systems Manager, all current work files shall be accessible to the Payroll Department Input Staff.

7.5 Reports from the System

The following reports shall be generated from the system on a monthly basis:

- (a) Payroll Register – a listing of staff by staff number showing the current month pay records.
- (b) Payroll Summary- a listing by department/cost center of current month and year-to-date figures.

- (c) Pay Slips – individual pay slips of current month earnings, deduction and net pay.
- (d) Bank Schedule – a listing by bank of all staff and the amount payable.
- (e) Bank Summary – Listing of banks and amount payable
- (f) SJV

SECTION 8

Pension and Insurance

8.1 The Ahmadu Bello University does not make any Gratuity and/or pension related payments to staff. The University falls under the contributory pension scheme of the Federal Government of Nigeria.

8.2 The University, however, facilitates a uniform application of the rules governing the contributory pension Scheme by ensuring that adequate pension details are collected, collated and transmitted to the Pension Commission (Pencom) accordingly.

8.3 In achieving a detailed record of pension related matters, the pension office of the University will perform the following:

- i. Compile and regularly update a list of retiring and deceased and their Pension Fund Administrator (PFA) details.
- ii. Compile and regularly update records relating to employee service history.
- iii. Act as a liaison between staff and Pencom office/PTAD
- iv. Act as liaison between staff and PFAs

SECTION 9

CLAIMS AND ADVANCES

9.1 INTRODUCTION

The Claims and Advances Section is responsible for processing all cash advance to staff. It maintains a payment register, cash register and related documents.

9.2 Procedure for preparing Cash Advance

- i. The Head of Section should ensure that request letters are duly authorized
- ii. He should ensure the completeness and accuracy of the figures in the requests.
- iii. PV is raised and entered into the ledger. Where the name of the staff already exists in the ledger, due care must be taken to ensure that there is not more than two unretired advances against the staff.
- iv. After the Head of Section has checked and certified the PV, it is forwarded to the Budget and Expenditure Control Office for commitment.
- v. Duly committed PV is forwarded to the Internal Audit Unit for prepayment check, and thereafter to the Cash Office for payment.

9.3 Retirement of Advances

All cash advances granted to a staff shall be cleared by the Chief Internal Auditor routed through the claims and advance unit. A beneficiary shall complete a Clearance/Claim Form and attach all supporting documents such as receipts, paid invoices and relevant bills in addition to the Duty Travel Allowance (DTA), etc. and obtain the approval of his/her head of department. Thereafter, the approved clearance/claim form is sent to the Accountant, Claims and Advances Unit from

where it is forwarded in a dispatch book to the University's Internal Audit Department for post-payment audit and clearance. The clearance/claim form and supporting documents now checked, stamped and cleared in the ledger with date by the Internal Audit, are passed in a dispatch book to the Accountant, claims and advance unit for documentation.

9.3.1 Normal Retirement

In a situation of normal retirement, i.e. when the beneficiary spent the exact amount advanced to him, he shall:

- i. Complete a Claim/Retirement form attaching all relevant receipts and evidence(s) of expenditure, which shall be duly signed by himself and approved by his Head of Department/Dean.
- ii. Submit the duly completed form to the Bursar's office.
- iii. The Bursar, on his part, shall forward to the Deputy Bursar (Finance) who shall minute on it to the Accountant, Claims & Advances for necessary action.
- iv. The Accountant, Claims and Advances shall minute the claim to the appropriate desk officer who shall:
 - a. Check the form and attached documents for completeness and accuracy and verify that it corresponds with the amount recorded in the Advances Ledger.
 - b. If (a) is satisfactory, he shall post the claim into the ledger for clearance of the advance.
 - c. He shall raise Standard Journal Voucher (SJV) in triplicate and:
 - Dr Appropriate expense code
 - Cr Advance code

- d. The claim and SJV shall be inserted in the appropriate page of the ledger and passed to the Internal Audit for audit procedure.
- e. If cleared, the SJV is distributed as follows:
 - A copy to the Final Accounts Section
 - A copy to the Budget and Expenditure Control
 - The last copy is retained
- f. If the Internal Audit raise observations, the Claims and Advances Section shall address the issues accordingly.

9.3.2 Where Expenditure is in Excess of Advance

- i. In addition to 9.3.1 (i), he completes a “claim form” for the excess amount and obtain the approval of his HOD/Dean/Director. However, where the initial approval was from the Vice Chancellor, the staff shall obtain his approval for the excess expenditure.
- ii. Thereafter, 9.3.1 (ii) and (iii) shall be followed accordingly.
- iii. The Accountant, Claims and Advances shall minute the document to the desk officer who shall process it further. However, before the documents are forwarded to the Internal Audit, a PV shall be raised for the excess amount as well as SJV in quadruple.
- iv. Thereafter, all procedures as enumerated in (c) – (f) above shall be followed.
- v. The audited PV shall be sent to the Cash Office for payment.

9.3.3 Where Expenditure is less than the Amount Advanced

Where the expenditure is less than the amount advanced to him, he shall:

- i. Pay the unspent amount to the University’s appropriate account in the bank and obtain a receipt from the Cash Office.

- ii. All other steps in 9.3.1 above shall be followed.

9.3.4 Wholly Unspent Advance

In the event where an advance is wholly unspent, the steps in 9.3.3 shall be followed.

9.4 Remittances of Fees

The Claims and Advances Section is responsible for the processing of remittances of share of tuition fees, faculty charges and bench fees to departments/faculties. It shall also process remittances of collections for SIWES and Field Trips.

SECTION 10

STORES AND SUPPLIES CONTROL

10.1 INTRODUCTION

The Stores and Supplies Section in Ahmadu Bello University, Zaria, is under the Office of the Bursar and offers complementary services to that of procurement functions. All goods procured through the Tenders Board by the Procurement Unit or by contract are to be received by the Central Stores Unit following laid down rules and regulations.

10.1.1 Inventories

Inventories are to be classified and held in separate Stores viz:

- Maintenance Stores, comprising of building materials, mechanical and electrical stores.
- Electrical and Plumbing
- Vehicle Spare Parts
- Fuel and Lubricants
- Stationery Stores
- Chemical Stores, comprising laboratory reagents, fertilizers, insecticides, etc.
- General Stores, comprising all other materials such as academic gowns, equipment pending installation, and other sundry items.

10.1.2 Responsibilities of the Chief Stores and Supplies Officer (CSSO)

The Chief Stores and Supplies Officer (CSSO) is the head of the stores and his responsibility includes the receipt, custody and issuance of the goods and other stores items in addition to the maintenance of related accounting records, under the supervision of the Bursar.

10.2 Control Objectives: The Chief Stores and Supplies Officer is expected to work closely with the Chief Procurement Officer in budget planning, implementation and monitoring.

10.2.1 Control System: The main objectives of the Stores and Supplies control system are to ensure that:

- i. Inventory supplies by accredited suppliers or purchased in the open market conform with specification and are of high quality;
- ii. Inventories are stored in the most conducive environment for preservation of quality;
- iii. Adequate security is in place to safeguard against pilferage, wastage and theft of inventory items;
- iv. Receipt and issues of items are properly documented and accounted for.

The university's organ responsible for public procurement is the Tenders Board, under the chairmanship of the Vice Chancellor with the following as members:

- a) Deputy Vice Chancellor Administration
- b) Deputy Vice Chancellor Academic
- c) Registrar
- d) Bursar
- e) Director Physical Planning and Municipal Services
- f) Chief Procurement Officer as Secretary

10.3 Internal Controls

In order to facilitate the attainment of these objectives, the following controls have been instituted in the accounting procedures:

- i) In line with due process, any single purchase above ₦250,000 must be procured through the Procurement Officer.
- ii) Purchases shall be planned in advance, and the Chief Procurement Officer shall in conjunction with the Chief Stores and Supplies Officer prepare on a quarterly basis, store supply plan indicating how, where and at what price specific quantities of stock items required are to be purchased;
- iii) All goods delivered to the stores by suppliers must be examined by the affected Stores personnel and representatives of the requisitioning/user department and the Internal Audit department. The members of the examining team should attest to the quality of the goods they inspected;
- iv) All receipts of supplies into the stores must be supported by pre-numbered Stores Receipt Vouchers (SRV);
- v) access to Stores and warehouses shall be restricted to University personnel on stores assignment;
- vi) internal auditors shall carry out periodic sample checks on various stores in conjunction with the Stock Reconciliation and Control Unit of the Bursary;
- vii) Quarterly/annual stock-taking must be undertaken at which all items shall be checked and reconciled with computer records. A Stock Report shall be prepared and issued by the Chief Stores Officer and distributed as follows:
 - a. Bursar
 - b. Chief Internal Auditor
 - c. Stock Control Officer

10.4 Receipt of Goods

All goods ordered shall be delivered to the Central Stores for inspection. On delivery of goods to the Stores by suppliers, the Chief Stores and Supplies Officer (CSSO) shall request the head of the requisitioning/user department, the Internal Audit representative and the affected Stores personnel to join him to inspect the goods before acceptance into the Stores. The team shall ensure that the delivered goods correspond in technical specifications, quality and quantity with the details specified in the related Procurement Order.

10.4.2 After the examination of the delivered goods, the affected Stores Personnel shall raise pre-numbered Stores Receipt Vouchers (SRVs) in quadruplicate. The SRV must contain a statement of the quality of the goods supplied and also state any discrepancies between quantities ordered as stated on the PO and quantities supplied. The SRV must be signed by the Stores Personnel and the representatives of the units that examined the goods. Thereafter Stores Personnel will distribute the SRV as follows:

- original “ Accounts Payable, for invoice processing
- duplicate “ Stock Control, for updating the Perpetual
Inventory Record
- triplicate “ Requisitioning/User Department
- quadruplicate “ The Store concerned, for writing up the bin
cards.

10.5 Issues of Goods out of Stores

10.5.1 Non-Stocked Items (where departments initiate procurement)

- i. Requisition for stock shall start with the requisitioning unit/department completing the Stores Requisition Order (SRO) in triplicate. The head of

department shall endorse it before it is presented to the Stock Control Unit for notification and costing.

- ii. The requisition is then forwarded to the Central Stores for issuance of goods.

10.5.2 Stocked Items (where goods are stocked in the stores)

- i. Requisition for stock shall be completed by the requisitioning department and forwarded to the Bursar for approval.
- ii. From the Bursar, it is forwarded to the Stock Control Unit for verification, control and costing.
- iii. The requisition is then forwarded to the Central Store for issuance of goods.

10.5.3 items sent to the Stores for Safe-Keeping by Departments/Units

- i. The owner – unit/department shall contact the Stores directly for retrieval of goods.

10.6 Stores Record Maintenance

10.6.1 Before the end of each working day, the Stores Personnel shall:

- (i) sort all inventory items received and place them on appropriate racks;
- (ii) sort the stores copies of Store Received Vouchers (SRVs) and the Store Requisition Orders (SROs) and ensure that they are all accounted for by checking the continuity of the serial numbers used;
- (iii) post the receipts and issues to the appropriate bin card, noting any item that has reached re-order level for the attention of the Chief Stores Officer.

10.7 Stock Control Unit – General Ledger System Update

10.7.1 The accounting copies of SRO's and SRV's shall be used to update the Stores Ledger by the Officer in charge of stock records who shall;

- (i) ensure proper coding of all items received and issued;

- (ii) collate and sum up the number and value of the orders in the source documents for updating the Batch Control Register;
- (iii) enter details on each voucher into the Stock Control System, print report of stores' activity for the day and pass to the Stock Control Officer for review and correction and make copies of the report and forward to the Chief Store Officer.

10.7.2 The following reports may be generated as desired from the systems;

- (i) Weekly inventory Balances
- (ii) Quarterly Inventory Balances
- (iii) Stock-out Reports
- (iv) Outstanding POs
- (v) Stock Receipts from Suppliers
- (vi) Stock Issues to Departments
- (vii) Slow-moving stock items
- (viii) Comparative Period Prices for specific stock item.

10.7.3 Report to the Bursar

While items (iii) – (viii) might be for internal consumption of the Central Stores, items (i) and (ii) shall be forwarded regularly.

SECTION 11

ACCOUNTS PAYABLE

11.1 Introduction

The Accountants Payable Unit processes all invoices for payment to outside suppliers of good and services. It also controls expenditure on common charges accounts which are payable either periodically or on receipt of bills or advice from third parties. Whether it is a supplier's invoice or hotel bill for settlement, or PHCN Plc's Bill the procedures for documentation is basically the same.

11.2 Order Documents

The documents used for processing goods and services are the:

- (i) Purchase order, which is used for purchasing physical goods and services and;
- (ii) Job order, which is used for purchasing minor works and services.

11.2.1 Features of the Ordering Document

- (i) The document MUST be pre-numbered for control purposes;
- (ii) The documents should be in quadruplicates;
- (iii) The documents are to be pre-labelled as follows:
 - a) Original - Contractors copy
 - b) Copy - Accounts copy
 - c) Copy - Stores copy
 - d) Copy - Procurement office copy
- (iv) The document should be carbonated

11.3 Distribution of Ordering Document

The documents should be distributed in line with 11.2.1 (iii).

11.4 Payment Procedure

Upon receipt of a suppliers invoice, the Accountant, Accounts Payable shall:

- i. Retrieve the 'Accounts copy' of the related PO and attach to the invoice and other supporting documents and then examine them for completeness and correctness.
- ii. Ensure that the LPO, accompanied with the SRV, and an attestation from the user department is stamped "SUPPLIED" by the Stores.

- iii. Enter details of the supplier's invoice in the register which is a book with the following columns:
 - Date – the date the invoice was received
 - Reference Number- a unique sequence number allocated to that invoice. The number would start from “1” at the beginning of each financial year
 - Name of supplier
 - Invoice Number
 - Invoice Date
 - Invoice Amount
- iv. Pass the invoices and the supporting documents to the Principal Accountant (Expenditures) for vetting and approval;
- v. Update the invoice register, after the approval;
- vi. Forward to Budgetary Control Unit to reverse the earlier commitments made through LPOs and substitute real value shown on the invoices;
- vii. Print an Edit run of the batched invoices after input into the computer systems and send the copies to the Bursar for his approval in order to update the General Ledger System;
- viii. Update the individual supplier's ledger account, via the General Ledger System Update Programme;
- ix. Pass the affected invoice to the Principal Accountant – Treasury for payment.

Note: In the case of Landlords' rent notices or other similar bills, the relevant agreements will take the place of LPOs.

SECTION 12

INVESTMENT

12.1 Introduction

Ahmadu Bello University has 3 categories of investments, namely:

- i. Investment in shares and stocks of quoted companies;
- ii. Investment in companies partly owned by it; and
- iii. Investment in companies wholly owned by it.

Incomes from such investments are in the form of dividends and earnings. The responsibility for the receipt, recording of and reporting on investment is vested on the Bursar, who in turn, vests this responsibility on the Deputy Bursar (Operation and Investment).

12.2 Procedures

Upon receipt of an investment income:

- i. The Cash Office should be advised on the appropriate code to be used for the issuance of official receipt.
- ii. Upon the issuance of receipt, the original should be forwarded to the Registrar of the paying company; the duplicate copy should be forwarded to the Investment Office, while the triplicate copy be maintained by the cash office.

SECTION 13

CAPITAL EXPENDITURE

13.0 Introduction

Capital Expenditure unit of Ahmadu Bello University handles all processing of capital in – nature expenditures of the University under various categories. The various categories of capital Funds for capital expenditures are:

- a. TETfund
- b. NEEDS
- c. Capital Appropriation; the annual Capital Grants
- d. Local Capital (IGR)

13.1 TETFund Interventions can be categorized as follows:

- a. **ANNUAL INTERVENTIONS** comprising:
 - i. Infrastructural and Equipment/Furniture-based Intervention projects
 - ii. Library Intervention
 - iii. Academic Staff Training and Development
 - iv. Research
 - v. Journal Publication
 - vi. Conference Attendance
 - vii. Manuscript Development

Note that items (ii) to (vii) are **Academic-Based Interventions**

- b. **SPECIAL INTERVENTION**
- c. **SPECIAL HIGH IMPACT INTERVENTION**

The **Annual Intervention** is yearly for all beneficiaries of TETFund. The **Special Intervention** is usually at the discretion of the Board of Trustees, but allocations are zonal-based and are done equitably by decision of the Board of Trustees as

enshrined in the enabling Act. The **Special High Impact Intervention** however seeks to massively inject funds into selected tertiary institutions to achieve a major turnaround through **Programme** Upgrade and Improvement in the Teaching and Learning Environment. Beneficiaries are selected by the Board of Trustees based on the age of the institution per geo-political zone amongst other criteria.

Funds disbursement is done after the (Approval –In – Principle (AIP) has been granted and the Due Process requirements have satisfactorily taken place. For Construction-related projects, disbursements are in three (3) tranches of 50%, 35% and 15%; while for Procurement-related projects, disbursements are in two tranches of 85% and 15%.

Payments on account of TETFund projects shall be made on the authority of the Accounting Officers of the Amadu Bello University, who shall ensure that such payments are necessarily and exclusively incurred in pursuant of the execution of the TETFund projects in their institutions.

Payments on all TETFund projects/project accounts must be domiciled in the bursary department, accounts department or the department responsible for payment of the beneficiary institution's normal operations. While separate books are maintained, approval procedure must not deviate from the institutions normal approval procedure approved by the authority of the institution for its day to day operations, observing normal approval limits and signature categories.

Equally, the TETFunds, the NEEDS intervention can be in for Training or capacity building.

However, the capital appropriation is the Federal government capital grants to the university while the local capital fund is the internally generated revenue earmarked for capital nature expenditures of the Ahmadu Bello University.

Thus, in all the capital – related funds, the approval and the procedures for processing the payments from each category are very similar.

13.2 PAYMENT PROCEDURES

- ❖ All payments must be made with duly approved Payment Vouchers made out in favor of the person or persons to whom the money is actually due.

Under no circumstances should E – payment schedule issued without a payment voucher.

- ❖ In the case of payment for a duly approved contract for construction, the following documents should be attached to the payment voucher:
 - i. Contractor's invoice for payment or a letter of request on the firm's letterhead.
 - ii. Award letter and Contract agreement
 - iii. Valuation certificate for work done duly certified by the officer in charge of works or the supervising engineer.
 - iv. Minutes of Tender's Board or Tenders Committee whichever is applicable.

- ❖ In the case of Supplies and Services, the payment Voucher must be supported with relevant documents such as;
 - i. Local Purchase Orders/Jobs orders
 - ii. Supplier's Invoice
 - iii. Approval for payment from the Accounting Officer.
 - iv. Stores documents such as signed way bill(s) and Stores Received Vouchers, etc.

- ❖ The Accountant, Capital Expenditures shall check:
 - i. In the case of supplies, the supplier's invoice against the documents received from stores i.e. signed waybill, copy of job Order/LPO, duly signed store received voucher (SRV), and also the accuracy of the casting on each of the documents.

 - ii. In the case of contracts for construction works, the certificate of valuation, contractor's invoice, award letter, contract agreement and approval for payment from the Accounting Officer.

 - iii. If found correct the Accountant will pass the documents to the Officer raising payment voucher.

- ❖ Once the voucher is raised, taking into cognizance the nature of each fund, entered into the Vote book, passed for checking and payments after the Officer in charge of the vote has signed the payment voucher and stamped all the documents “ENTERED IN THE VOTE BOOK” as contained in section 407 of the Financial Regulations.
- ❖ In case of 15% mobilization is to be paid, there must be guarantee Bond from the bank. The Bond should be unconditional. The procurement officer and the Legal unit should read the bond very well to ensure that it is Unconditional Bond. i.e. the Bond should cover the amount advance and should be until the amount has been fully recovered.

13.3 The following particulars, as may be applicable, must be given on the vouchers:

- (a) Reference to contracts and details of any previous payment(s) under such contracts;
- (b) The contract sum must be indicated when part payment is being paid
- (c) Only the originals of LPO, Invoice and other documents must be used to support vouchers.
- (d) Separate vouchers shall be raised for separate payment items and for different services.
- (e) Vouchers shall be made out either in ink, ball pens or shall be typed or written. **On no account shall vouchers be written in pencil or in an erasable ink.** All copies must be legible and the totals must be written both in figures and words.
- (f) No erasure of any kind, whether in typescript or manuscript or the use of correcting fluid shall be allowed. Alterations to the amount of a voucher whether in words or figure are not allowed. A new voucher must be prepared where necessary. Any other alteration must be supported by the full signature of the officer certifying the voucher, or if the alteration is in the receipt, of the payee.

13.4 Procedure for the Preparation of Vouchers

- There must be an *instruction from the appropriate officer in the form of minutes* before a payment voucher can be raised. There must be a request for any payment directed to the approving officer that would authorize the payment.
- The officer must ensure that the requests made are correctly chargeable to the Fund Project Vote from which it is to be paid.
- Ensure that funds are actually available to meet the expenditure and where the payment is an advance, ensure the rule guiding the type of the advance is followed and to ensure that the recipient is qualified for such payment.
- The voucher should be allocated a number through the payment voucher register.
- The voucher should be entered into the Vote Book or Control Ledger.
- The voucher should then be signed by Desk officers that prepared the voucher.
- The voucher is then forwarded to the checking Section which is solely responsible for the checking (usually, the Accountant, Capital Expenditures) and passing of payment voucher under a covering voucher schedule prepared in a serial order from where it will be passed to the Internal Audit Section, if found to be in order.
- In the case of payment voucher raised on either Local Capital or Capital Appropriation, after checking it shall be passed to the Budget Control Unit for capturing. From the budget Control unit it shall be return to the Capital Expenditure Unit for onward passing to the Internal Audit unit after which it finally sent to the Central Pay Office for payment.
- The Internal Audit will carry out its own exercise on the vouchers, by cancelling all the attached documents to avoid re-use and forward same through a schedule to the Central Pay Office for payment

- Upon the certification of the Internal Audit section of the payment voucher, the audited voucher shall be sent to the office responsible for payment (Cash Office) of the Ahmadu Bello University for onward payment.

13.5 Payment Voucher Register

Payment Voucher Register must be maintained to control the payment voucher numbering in respect of each Fund Project Account.

SECTION 14

BANK RECONCILIATION

14.1 The Reconciliation and Control Unit is responsible for reconciling Treasury Single Accounts (both Naira and Domiciliary) and other bank accounts (if any) maintained by the University including deposit accounts. The bank accounts will be reconciled monthly.

14.2 For the purpose of reconciliation of bank accounts, the Accountant - Reconciliation and Control receives bank statements from the Deputy Bursar (Accounting). Using the bank reconciliation facility of the accounting software, he shall prepare a bank reconciliation statement for each bank account maintained by the University for the relevant period. He shall then liaise with the Accountant - Cash Office and the appropriate bank, if necessary, for the purpose of investigating differences.

14.3 The accountant-cash office shall raise journal vouchers (JVs) in the usual manner to effect corrections to the bank accounts, if necessary.

14.4 Standard journal vouchers arising from the preparation of monthly bank reconciliation statements shall be used mainly as tools for the correction of any errors in the bank accounts in the general ledger system. At the end of each month and after the posting of the JVs relating to that month, the accountant-reconciliation and control will extract a final reconciliation statement for each bank account in duplicate and distribute the copies as follows:

1st copy - deputy bursar (Accounting). This copy will ultimately be filed in the final accounts unit.

2nd copy - kept in the appropriate bank file in the reconciliation and control unit

Thereafter the reconciliation statements for that month may be filed away

SECTION 15

THE GENERAL LEDGER SYSTEM

15.1 Introduction

15.1.1 This system gathers information from other modules and sub-routines into the general ledger to produce financial reports. The starting point for the system is the point at which the other systems terminate.

15.1.2 The General Ledger System shall be run daily by the under the office of the Deputy Bursar (Final Accounts). The process should be undertaken after the various data entry units have produced their final run for the day. The data entry sends their reports along with batches of posted documents to the Final Accounts Unit for checking. Where necessary the Final Account Unit may raise queries on wrongly posted transactions and pass adjustment journal to amend the errors. Such journals will be authorized by the Chief Account – MIS and posted in the Computer Services Section.

15.2 Input Control

15.2.1 The Data Entry Units shall post source documents certified for posting by their respective Unit heads in one single batch daily, but not later than 2.00p.m. so as to allow time for verification and general ledger system update. No document shall be held un-posted overnight, except there is a system failure. For effective control of entries, all input documents shall be pre-numbered.

15.2.2 Data Entry Units shall maintain a “Data Entry Control Register” giving the following information:

Batch	Document	No of	Batch	Signature	Signature
Control	Ref. Nos.	Document	Control	(Data	Unit
Date	No. _____	_____	_____	Entry Pers)	Head

15.2.3 Filing of processed documents shall be according to batch number and date to facilitate easy reference and retrieval. The processed documents shall be under the custody of the Unit Head who assumes responsibility for their preservation and safety.

15.3 Output Control

15.3.1 For every batch processing, an Edit run shall be produced and the Unit shall cross-check same with the source/input documents and if satisfied, endorse it by signing thereon. Three copies of the print shall be made and distributed as follows:

- 1st copy: Accountant - Final Accounts along with input document
- 2nd copy: Filed in the Data Entry Unit
- 3rd copy: Internal Audit

15.3.2 Data entry into the accounting systems shall be made at the following offices for specific application:

Location Transaction Streams Input/Source Document

Cash Office Bank and cash transactions vouchers	Receipts and payment
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	(Operating funds only). vouchers	Cash journal and petty
Claim & Advances	Cash Transactions	Same as above
Payroll	Payroll transactions Gratuity Pensions & Payments: Taxes; Staff Accounts, etc.	Payroll variation Sheets Payroll Journals Sundry Journal
Stores	Purchases, Accounts Payable Systems, Stores Receipts & Issues (Inventory Systems)	Stores Receipts Voucher Stores Issues Vouchers Invoice Journals
Budgetary		
Control Unit	Budgetary Control System	Budgets Payment Vouchers Local Purchase & Work Orders Adjustment Journals
Computer Services	General Ledger System	General Journals Misc. Entries Control Syst. Adjustment Journals

15.3.3 The Control Officer in each data entry unit must ensure that all necessary actions have been taken and authority of obtained at the appropriate level before data are input into the systems. This will include registration of

documents, cross-checking the arithmetical accuracy, and confirming authorizing officers' signatures.

15.3.4 General Ledger System output shall include, but not limited to the following control reports;

<u>Report</u>	<u>Frequency</u>	<u>Purpose/Contents</u>	<u>Distribution</u>
Consolidated Bursar	Daily	Details all Vouchers posted	
Edit Run Bursars		by all Data Entry Units, in	Deputy
Accounts Unit		One single report	Final
Budgetary Control Dean, Deputy	Weekly	Reports Departmental Expenditure Actual	Bursar Fac.
Weekly Report Budgetary Control Unit, Computer Services		against Budgets	Bursars,
Trial Balance Bursar	Monthly	Details balance on	
Bursars		Ledger Accounts and	Deputy
of Book-keeping process		General confirms accuracy	C. A. (MIS)

Fixed Assets Report	Quarterly	Reports inventory of assets for verification	Bursar Registrar
purposes		Internal Auditor	
Capital Work Planning	Quarterly	Outlines movement on various capital project accounts in the quarter	Physical unit
In-Progress Chairman, Report Comm.			Budget
		Bursar	
		Deputy Bursars	
<u>Report</u>	<u>Frequency</u>	<u>Purpose/Contents</u>	<u>Distribution</u>
Trusts and Heads	Quarterly	Summarises movement on account of every current grant and benefaction	Faculty
Benefaction Report			Bursar
Weekly Cash	Weekly	Reports movement on various cash control and Bank A/cs. During the week	Bursar Deputy
Bursars Report Chancellor			Vice
Claims & Deputy Bursar - Advances Faculty	Monthly	Detailed outstanding cash advance, specifying the	Finance,

Report specific and date		recipient, the amount	Head (for research funds only)
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Staff Loans Bursar MIS Account	Quarterly	Reports balances on every employee's various loans	Deputy Bursar
account and producing total outstanding loans by type		Registrar	

Payables & Weekly Commitment Report	Weekly	Detailed outstanding Suppliers Invoices awaiting payment	Bursar Deputy Bursars (Finance) Vice
Chancellor			

Inventory Report	Monthly	Detailed report on inventory balances in different stores	Bursar Internal
Auditor			

Report Frequency Purpose/Contents Distribution

Inventory & Control Officer Report	Weekly	Outlines in one lump sum inventory balances in each stores with comparative Figures for previous week	Chief Stores Supplies Bursar Deputy Bursar
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Financial Quarterly Reports in prescribed Vice
Chancellor Statements manner, the income & exp. Bursar
account and balance sheet Deputy Bursars
of the university at the end
of each quarter

Detailed processes for running the General Ledger system shall be found in the system manual to be supplied with the application package. The distribution of reports can be expanded as considered desirable, subject to Bursar's approval.