Document:	FINANCIAL SERVICES		
College:	CORPORATE	Doc. No:	UON/RM/FS
Date of Issue:	APRIL 30, 2019	Rev No:	02
Issued By:	VICE-CHANCELLOR	Authorized By:	UNIVERSITY EXECUTIVE BOARD

UNIVERSITY OF NAIROBI				
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Date of Issue: APRIL 30, 2019	Rev No: 07			
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Revision	Change	Approval	Date Issued	
No	Change	Approval	Date Issueu	
01	First issue of the QMS Process Definition Specification	UMB	August 31, 2016	
	• Second issue of the QMS aligned to the University			
	Strategic Plan 2018 – 2023			
	 Aligned Inputs with Sources 		April 30. 2019	
02	 Aligned Outputs with Receivers 	UEB		
02	 Aligned Risks with Opportunities 			
	Changed Process Metrics to KPIs			
	 Aligned KPIs with Performance Targets 			
	 Revised Risks and Opportunities 			

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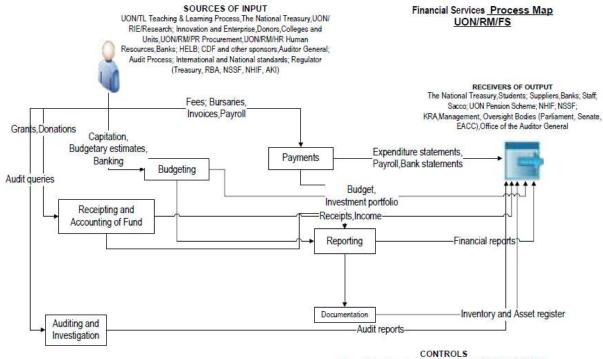
Sub Process	FINANCIAL SERVICES			
Process Identifier	UON/RM/FS			
Process Owner	Deputy Vice-Chancellor (FP&D)			
Approving	Vice-Chancellor			
authority				
	Inputs	Sources of inputs		
	Fees; Bursaries	UON/TL Teaching & Learning Process		
	Capitation	The National Treasury		
	Grants	UON/RIE/Research; Innovation and Enterprise		
Inputs & Sources	Donations	Donors		
of inputs	Budgetary estimates	Colleges and Units		
	Invoices	UON/RM/PR Procurement		
	Payroll	UON/RM/HR Human Resources		
	Banking	Banks; HELB; CDF and other sponsors		
	Audit queries	Auditor General; Audit Process; International and Nationa		
		standards; Regulator (Treasury, RBA, NSSF, NHIF, Ak		
Process Activities,	Budgeting; Payments; Rece	ipting and Accounting of Fund; Reporting; Auditing and		
including sub-	Investigation; Documentation			
processes				
Process Scope	The process covers all the aspects of budgeting, sourcing for funds, receipting of funds,			
Filless Scope	expenditure, accounting for funds, reporting/compliance and audit and investigations			
Objective	To provide adequate and sustainable financial resources for effective and efficient			
Objective	delivery of education services			
	Outputs	Receivers of outputs		
	Budget	The National Treasury		
Outputs and	Income			
Receivers	Receipts	Students; Suppliers		
	Expenditure statements			
	Payroll	Banks; Staff; Sacco; UON Pension Scheme; NHIF;		

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			NSSF; KRA		
		Financial reports	Management, Oversi	ght Bodies (Parliament, Senate,	
		EACC)			
		Audit reports Office of the Auditor G		General	
		Bank statements Management			
		Inventory and Asset register Management			
		Investment portfolio Management			
		Laws of Kenya; Leadership and	Integrity Act 2012; IS	SO 9001:2015 Standard; Public	
Possible contr	rol	Finance Management Act 2012,	Budgetary control; Hl	R Policy; Financial Regulations;	
sources		Universities Standards and Guid	delines 2014; Unive	rsity Service Delivery Charter;	
		University of Nairobi Strategic Plan	University of Nairobi Strategic Plan; Professional Associations (ICPAK)		
		KPI		Performance Targets	
		% Increase in capitation attribution	utable to deliberate	Grow by 5% per annum	
		engagement with GoK		Grow by 5% per annum	
		Amount (KES) of money generated from County		3M	
KPls	&	scholarships		UNI	
Performance	α	% of loss making IGUs closed down		100%	
targets		Dividend remitted to UoN by UNES		21M	
largets		% Reduction of new student fees debts		100%	
		No. of senior managers trained in management		100%	
		accounting skills		100 %	
		No. of key financial management decisions devolved to		20%	
		College level 20%			
Applicable		University Council; VC; DVC (FP&I	D); FO; CIA; College F	Principals	
responsibilities					
and authorities					
Documented		Budgets, Banking, Invoices, Receipts, LPOs, Contracts, Payroll data, Asset register,			
Information		inventory, investment portfolio, MOUs, Donors, Sponsors			
Risk	&	Risk	Opportunity	1	

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Opportunities	Insufficient GOK funding	Adopted austerity measures
		Raise Appropriations-in-Aid
	High cost of facilities, goods and services	Innovation and technological advances
	Theft	Automation
	Rapid change in technology	Implementation of ICT Master Plan
		Rising demands for consultancies
		Industrial collaborations
		Prioritization of research by the GoK
Process Map		



Laws of Kenya; Leadership and Integrity Act 2012; ISO 9001:2015 Standard; Public Finance Management Act 2012, Budgetary control; HR Policy; Financial Regulations; Universities Standards and Guidelines 2014; University Service Delivery Charter; University of Nairobi Strategic Plan; Professional Associations (ICPAK)