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| 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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| Revision No | Change | Approval | Date Issued |
|-------------|--|----------|-----------------|
| 01 | First issue of the QMS Process Definition Specification | UMB | August 31, 2016 |
| 02 | <ul style="list-style-type: none"> • Second issue of the QMS aligned to the University Strategic Plan 2018 – 2023 • Aligned Inputs with Sources • Aligned Outputs with Receivers • Aligned Risks with Opportunities • Changed Process Metrics to KPIs • Aligned KPIs with Performance Targets • Revised Risks and Opportunities | UEB | April 30. 2019 |
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| Sub Process | FINANCIAL SERVICES | |
| Process Identifier | UON/RM/FS | |
| Process Owner | Deputy Vice-Chancellor (FP&D) | |
| Approving authority | Vice-Chancellor | |
| Inputs & Sources of inputs | Inputs | Sources of inputs |
| | Fees; Bursaries | UON/TL Teaching & Learning Process |
| | Capitation | The National Treasury |
| | Grants | UON/RIE/Research; Innovation and Enterprise |
| | Donations | Donors |
| | 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 National standards; Regulator (Treasury, RBA, NSSF, NHIF, AKI) |
| Process Activities, including sub-processes | Budgeting; Payments; Receipting and Accounting of Fund; Reporting; Auditing and Investigation; Documentation | |
| Process Scope | The process covers all the aspects of budgeting, sourcing for funds, receipting of funds, expenditure, accounting for funds, reporting/compliance and audit and investigations | |
| Objective | To provide adequate and sustainable financial resources for effective and efficient delivery of education services | |
| Outputs and Receivers | Outputs | Receivers of outputs |
| | Budget | The National Treasury |
| | Income | |
| | Receipts | Students; Suppliers |
| | Expenditure statements | |
| | Payroll | Banks; Staff; Sacco; UON Pension Scheme; NHIF; |

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| | | NSSF; KRA |
| | Financial reports | Management, Oversight Bodies (Parliament, Senate, EACC) |
| | Audit reports | Office of the Auditor General |
| | Bank statements | Management |
| | Inventory and Asset register | Management |
| | Investment portfolio | Management |
| Possible control sources | 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) | |
| KPIs & Performance targets | KPI | Performance Targets |
| | % Increase in capitation attributable to deliberate engagement with GoK | Grow by 5% per annum |
| | Amount (KES) of money generated from County scholarships | 3M |
| | % of loss making IGUs closed down | 100% |
| | Dividend remitted to UoN by UNES | 21M |
| | % Reduction of new student fees debts | 100% |
| | No. of senior managers trained in management accounting skills | 100% |
| | No. of key financial management decisions devolved to College level | 20% |
| Applicable responsibilities and authorities | University Council; VC; DVC (FP&D); FO; CIA; College Principals | |
| Documented Information | Budgets, Banking, Invoices, Receipts, LPOs, Contracts, Payroll data, Asset register, inventory, investment portfolio, MOUs, Donors, Sponsors | |
| Risk & | Risk | Opportunity |

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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 | | |

