



# **UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY**

## **FINANCIAL POLICY MANUAL**

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## **1. INTRODUCTION**

### **1.1. About Uganda Technology and Management University**

Uganda Technology and Management University (UTAMU) has positioned itself as a high quality education and research institution in the region. Furthermore the University has positioned itself to undertake consultancy, knowledge transfer partnerships and business incubation.

The Vision of Uganda Technology and Management University is "To be a global educational institution for management, science, technology and innovation " and The Mission of the university is "To provide global quality education, research and innovation critical to economic and human development.

### **1.2. Financial Policy Manual**

The Financial Policy Manual contains policies related to the financial operation of the University. The policy statements contained herein have been assembled from several University policies and the codification of current practices.

This manual has been designed to assist all University units in handling their daily financial transactions. The statements include information related to the purchasing of goods and services, payroll activities, and accounting for financial transactions. The Manual presents policy statements to aid in decision-making and procedure steps for implementation.

The Manual is directed to those administrators who have responsibility for the financial operation of the University and is intended to serve as a reference guide. The policies contained herein delineate responsibility, authority and accountability. It is the responsibility of all administrators with financial responsibility to familiarize themselves with these policies in order to provide proper guidance to all University employees. It is the responsibility of every University employee to follow the stated policy.

The responsible office has the responsibility to develop, promulgate, monitor and revise the applicable policy. When additional guidance or interpretation of a specific policy is required, that office should be consulted. The Office of the Director for Finance and Administration should be consulted when an issue arises which is not addressed by the Financial Policy manual.

## **2. PURPOSE OF THE FINANCIAL POLICY MANUAL**

The purpose of this manual is to provide the University Community and employees with a systematic approach to implementation of policies, plans and work routines. The manual is intended to provide the following benefits:

- (i) TO CONVEY MANAGEMENT'S PHILOSOPHIES. The manual is intended to communicate both University policies and the appropriate procedures or implementation of the policy. Policies should not be confused with procedures as defined below:

Policy - A definite course or method of action to guide and determine present and future decisions. It is a guide to decision making under a given set of circumstances within the framework of University objectives, goals and management philosophies.

Procedure - A particular way of accomplishing something; an established way of doing things; a series of steps followed in a definite regular order. It ensures the consistent and repetitive approach to actions.

- (ii) TO IMPROVE COMMUNICATIONS. The manual is written to improve communication and bridge the gap between interrelated units. This will help ensure optimum operations and consistent delivery of the finest in product or service from each unit.
- (iii) TO REDUCE TRAINING TIME. The manual is a functional guide for training new and existing employees and should prevent difficulties in performing duties due to lack of understanding or inconsistent approaches from personnel changes.
- (iv) TO IMPROVE PRODUCTIVITY. Written policies (and procedures) speed up decision-making processes by managers and employees by having a handy, authoritative source for answering questions. The manual will also ensure compliance with regulatory agencies affecting the University, such as Uganda Revenue Authority (URA), National Social Security Fund (NSSF), and independent certification organizations.
- (v) TO STRENGTHEN OPERATIONS. This manual will strengthen the University's quality control, management, production, and systems for financial control.

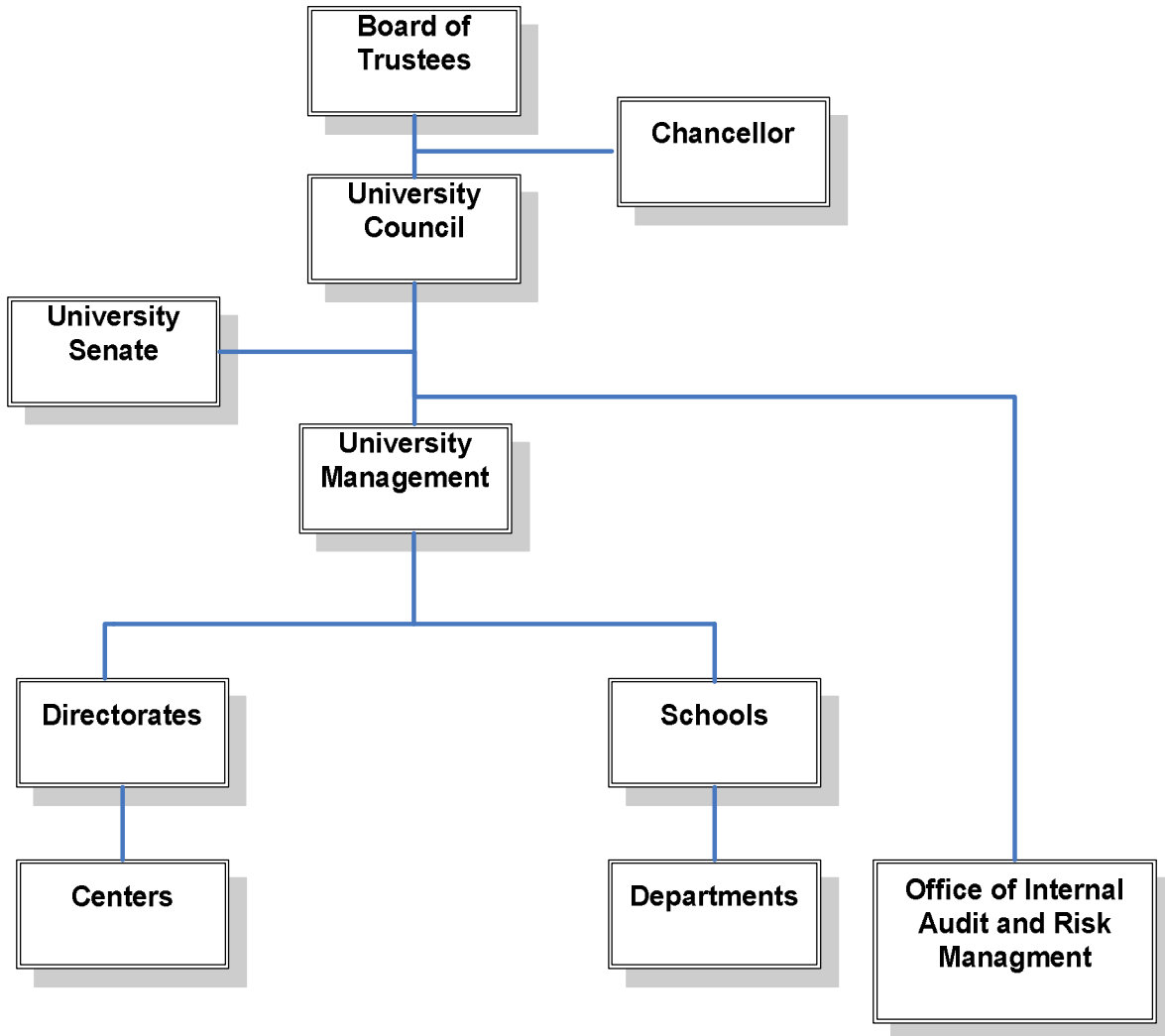
### **3. UPDATES OF THE FINANCIAL MANUAL**

The responsible office/ department/ directorate head will designate a staff member that is responsible for ensuring that policies are developed and/or updated in a timely manner for all significant functional responsibilities. A formal review of policies will be conducted periodically as the University Council shall determine from time to time on the advise of the University Management. This review will be documented in the policy by adding a review date or revision date

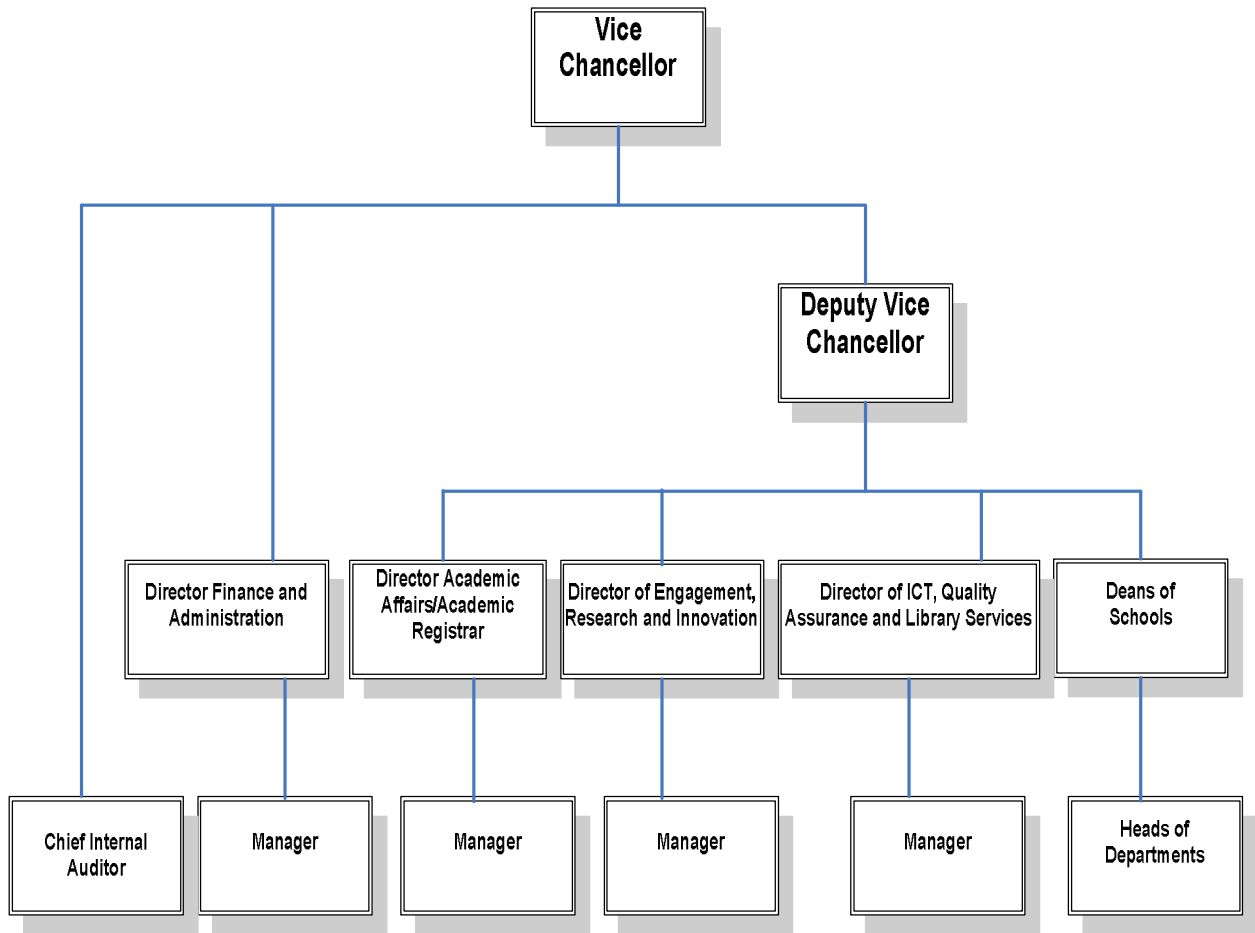
to the introductory section of each policy. The updated policies and procedures shall be used to update the Financial Manual.

#### 4. GOVERNANCE STRUCTURE

##### 4.1. ORGANOGRAM FOR UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY



## 4.2. ORGANOGRAM FOR UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY MANAGEMENT



## 5. FINANCIAL CONTROL

### 5.1. Board of Trustees

The Uganda Technology and Management University has a Board of Trustees comprised of five members. The Board of Trustees is responsible for conducting oversight function over both University activities and governance structures within it. The Board of Trustees oversees the University Council and the University Council is required to submit an annual University report that covers the academic, administrative and financial affairs of the University to the Board of Trustees.

#### Functions of the Board of Trustees

- (i) Offer oversight of all university activities and governance structures
- (ii) Advise council and management on affairs of the university from time to time

- (iii) Appoint Chairperson and Vice Chairperson of the University Council
- (iv) Appoint Chancellor of the University
- (v) Promote the image of the university
- (vi) Do any other duty/role it may deem fit for the university

## **5.2. University Council**

### **Functions of the University Council**

The University Council shall be the supreme organ of the University and as such shall be responsible for policy formulation as well as the overall administration of the objects and functions of the University.

The University Council shall:

- (i) Be responsible for the direction of the administrative, financial and academic affairs of the University.
- (ii) Formulate the general policy of the University;
- (iii) Give general guidelines to the administration and academic staff of the University on matters relating to the operations of the University;
- (iv) Do any other thing and take all necessary decisions conducive to the fulfillment of the objects and functions of the University.

### **Powers of the University Council**

The University Council shall, in relation to its functions:

- (i) Formulate policy for the University
- (ii) Represent the University in all legal suits by and against the University;
- (iii) Receive gifts, donations, grants or other moneys and make disbursements as may be required, on behalf of the University;
- (iv) Fix scales of fees and boarding charges;
- (v) Establish Colleges, Schools, departments, boards, academic programmes and courses of study;
- (vi) Provide for the welfare and discipline of staff and students;
- (vii) Approve the University budget proposals and the final accounts submitted by the University management;
- (viii) Recommend the candidates for the Vice Chancellor and Deputy Vice Chancellor positions to the Chancellor for appointment.

In order to perform its statutory duties in relation to finance, the University Council delegates detailed management of certain matters to its committees and Officers. The Committees include the Finance and Administration Committee and the Audit and Risk Management Committee. The Officers responsible for financial management include the Vice Chancellor and Director for Finance and Administration and their delegates whose duties are stipulated in the Appointment policies of the University.

### **5.3. Finance and Administration Committee**

This is a committee of Council with the following terms of reference:

- (a) To received the proposed budget estimates from the Cost Centers for approval by Council;
- (b) To control the banking and investment operations of the Council and to make provision for the examination of all the bills and accounts and for the discharge of liabilities incurred by the University;
- (c) To control all the expenditure of the University under approved Annual Estimates;
- (d) To receive and consider all requests for authorization of expenditure more than the approved Annual Estimates and make recommendations to Council;
- (e) To prepare University Development plans for an approved period and submit to Council;
- (f) To consider and propose fees and other rates to the Council;
- (g) To keep under review approved development programmes and to ascertain that the objectives of the University are being achieved and to make recommendations thereof to Council;
- (h) To prepare and keep up to date an accurate comprehensive inventory of University property;
- (i) To report to Council all matters related to finance, planning, establishment and development;
- (j) To ensure that accurate records are kept on the establishments in the University;
- (k) To conduct an periodic review of establishments considering all recommendations for changes in staff establishments and to make recommendations thereof to Council;
- (l) To make recommendations to Council concerning Terms and conditions of Service or application for variation of Terms and conditions for special leave, study leave or training leave;
- (m) To adjudicate any dispute concerning Terms and Conditions of service or application for variation of Terms and Conditions of service for special leave, study leave or training leave;
- (n) To make recommendations to Council on the fixing criteria of determining entry points in the salary scales of the different grades of University employees;
- (o) To liaise with the School staff Development Committees and co-ordinate the Staff Development programmes of the University;
- (p) To exercise such powers as Council may from time to time delegate to it.

#### **5.3.1. Audit and Risk Management Committee**

The responsibilities of the Audit and Risk Management Committee are stipulated in the University Internal Audit Charter, 2012. The University Internal Audit Charter also stipulates the roles of the Internal Auditors in financial control.

The Audit and Risk Management Committee has responsibility for the oversight of the management of risk within UTAMU through the internal audit programme. Specific responsibilities include:

- a) To monitor and review the systems (internal control) in place used to safeguard University assets and to verify the existence of such assets as and when necessary;
- b) To monitor and review the internal audit programme and its effectiveness;
- c) To consider both external and internal audit investigations and recommendations thereof as well as Management's responses at university and unit level;
- d) To receive and consider reports in conformity with financial laws and policies and operational procedures laid down in any legislation and good accounting practice;
- e) To discuss with the External Auditors issues such as compliance with accounting standards and proposals by the External Auditors regarding the internal audit process;
- f) To evolve any other relevant policies to strengthen the internal control systems of the University; and
- g) To receive quarterly reports on the financial operation of the University and recommend solution, set standards/ guidelines in relations there to.

### **5.3.2. University Management Committee**

The University Management Committee advises the Vice-Chancellor on the executive management of the University. Regular reports are made to Senate and Council.

### **5.3.3. Vice Chancellor**

The Vice Chancellor shall be the Chief Academic, Administrative and Accounting Officer of the University and as such shall be responsible for the Academic, Administrative and Financial Affairs of the University. The Vice Chancellor shall be the Chairperson of the University Senate, the Supreme Academic Organ. The Vice Chancellor shall be responsible to the University Council.

### **5.3.4. Director for Finance and Administration**



The Director for Finance and Administration shall handle finance and administration matters in the University and as such shall:

- (i) Assist the Vice Chancellor in the coordination, administration and organization of all financial and administrative matters in the University including financial administration and planning, planning and development, investment, accountability, human resource management, and general administration;
- (ii) Be the custodian of the seal of the University and an administrator of its assets;
- (iii) Perform such other functions that may be delegated to him or her by the Vice Chancellor;
- (iv) Serve as the Secretary of the University Council.

The Director of Finance and Administration shall be responsible to the Vice Chancellor.

#### **5.4. University Senate**

The Senate is the supreme academic authority in the University. It has no direct responsibility for finance but may make recommendations or reports to the Council on any financial implications of the academic policy of the University. In addition, some members of Senate are elected to Council and Council Committees.

#### **5.5. Boards of Studies of Schools**

The Boards of Studies of Schools are mainly concerned with academic matters but they may advise and make recommendations to Senate on financial matters, which affect the academic policy of the Faculties.

#### **5.6. Students' Guild**

The Students' Guild has its own constitution, approved by the University Council, and the University Council Policies and decisions govern its affairs. These require the Guild to submit its budget to Council for approval and to report on its finances to the University Management Committee for monitoring of its expenditure.

#### **5.7. Internal Auditors**

The office of internal audit and risk management assists the University Council in discharge of its oversight function and the University Management in effectively managing the resources of the University especially the financial resources. The office of Internal Audit and Risk Management provides appropriate periodic

recommendations and information about the activities reviewed by the Internal Auditors. The details on Internal Audit are in the University Internal Audit Charter.

## **5.8. External Auditors**

The Council appoints the External Audit Firm whose Auditors must be members of a body of accountants recognized by the Laws of Uganda. No person may be made part of the audit team who is, or any one of whose partners is a member of the Board of Trustees, the University Council, the University Senate or the staff of the University. The External Auditors principal tasks are to certify that:

- (i) The University Accounts give a true and fair view of the University's affairs and of its income and expenditure;
- (ii) Specific grants and funds, (including funds from the tuition fees and other fees), have been applied for the purposes for which they were received; and
- (iii) Income has been applied in accordance with the University's Statutes / Policies, and where appropriate with the Financial Memorandum.

The External Auditors have the right of access, at all reasonable times, to the books, records, accounts and vouchers of the University.

The External Auditors meet with the Audit and Risk Management Committee once a year and also has the right of direct access to the Chair of the Audit and Risk Management Committee.

Detailed comments made each year by the External Auditors are submitted to the Vice-Chancellor in the form of a management letter. This management letter should be received within two months of issuing an opinion on the financial statements and following consideration by the Audit and Risk Management Committee, a copy is sent to the Chief Internal Auditor.

## **6. FINANCIAL MANAGEMENT**

### **6.1. Sources of Income**

The University depends on tuition fees and other fees for a large part of its annual income. Other major sources of income include:

- (i) Research grants and contract income;
- (ii) Income from services rendered;
- (iii) Funds from individuals in the form of endowments, donations, and subscriptions
- (iv) Funds from the University Shareholders;
- (v) Investment income;

(vi) Other miscellaneous income.

## **6.2. Responsibility for Financial Management**

### **6.2.1. Vice Chancellor**

The Vice-Chancellor is responsible to Council for the Academic, Administrative and Financial Affairs of the University and for monitoring and promoting the efficiency and good order of the University.

### **6.2.2. Director for Finance and Administration**

The Director of Finance and Administration is responsible to the Vice-Chancellor for the general administration and financial administration of the University, including the preparation of annual estimates and financial plans, and annual accounts.

## **6.3. Budget and Resource Allocation**

### **6.3.1. The Budget Process**

The Director for Finance and Administration is responsible for preparing the University's estimates. The University Management reviews estimates before being presented to the Finance and Administration Committee and Council. These estimates contain the detail of budget allocations into individual cost centers.

### **6.3.2. Budgetary Control**

The control of expenditure within agreed budgets for University-funded and also externally funded activities is the responsibility of the Head of the unit concerned who should ensure that appropriate records are maintained.

The Directorate for Finance and Administration will supply management information on a routine and regular basis, and will supplement this on request with more detailed information as required. The advice of the Vice Chancellor must be sought regarding any proposed financial commitment, which cannot be met from within the budget allocation.

## **6.4. Accounts**

### **6.4.1. Preparation of Accounts**

The Director for Finance and Administration is responsible for preparing the University's Annual Accounts and for ensuring that audited accounts are

presented to Council. The accounts will previously have been presented to the Finance and Administration Committee, which is responsible for recommending their approval to Council.

The preparation of the University's Annual Accounts are based on the on the general Annual Accounts Format recognized by the Audit Professional Body in Uganda.

#### **6.4.2. Accounting Records**

The accuracy of accounting records and balances on accounts under their control are the responsibility of the Director for Finance and Administration and his/ her delegates. The Director of Finance and Administration and his/ her delegates are responsible for the correct coding of income and expenditure to appropriate account codes and project codes.

#### **6.4.3. Computer Based Financial System**

The integrity of the central computer-based financial system is the responsibility of the Director for Finance and Administration. Also the Director for Finance and Administration will administer access controls to the system.

### **7. INCOME**

#### **7.1. General**

##### **7.1.1. Director for Finance and Administration**

The Director for Finance and Administration is responsible for ensuring that appropriate procedures exist to enable the University to receive all income to which it is entitled.

##### **7.1.2. Heads of Units**

The heads of units include Directors of Directorates, Deans of Schools and Managers of Centers among others. Heads of units are responsible for ensuring that the Director for Finance and Administration is informed promptly of all income due to the University and should provide promptly such information as the Director for Finance and Administration requires for the purpose of collecting such income. All requests for monies due to the University should be rendered on official invoices issued through the Directorate for Finance and Administration.

#### **7.2. Receipts**

##### **7.2.1. Collection**

It is the responsibility of unit heads to ensure that all cash and cheques received are deposited with the Directorate for Finance and Administration intact on the day of receipt, and that payments are not disbursed out of receipts.

### **7.2.2. The Director for Finance and Administration**

The Director will make arrangements for the prompt collection, security and banking of all funds received by the University and shall ensure that:

- (i) Such income is fully recorded either by a receipt or other appropriate method;
- (ii) All income is banked intact to an official account of the University, as soon as possible.

### **7.2.3. Debt Control**

The Director for Finance and Administration is responsible for an efficient and effective debt control and collection system. The Director must be informed in good time if there is any reason why a debt may prove difficult to recover.

### **7.2.4. Sales Invoices**

University sales invoices may only be issued by, or on the authority of, the Director for Finance and Administration. All invoices must be raised through the University Financial System.

### **7.2.5. Credit Terms and Debt Write Offs**

Sums due to the University should be paid in accordance with the terms of the contract or standard commercial terms where applicable. No credit or delayed payment will be permitted normally. Debts must not be in any way amended or written-off except by the Vice Chancellor with the approval of the University Council on the Finance and Administration Committee.

## **7.3. Research Grants and Contracts**

### **7.3.1. Application and Administration**

The University Policy on Grants and Contracts Administration contains full details of the regulations governing support from external sponsors.

### **7.3.2. Director for Finance and Administration**

The Director is administratively responsible to the University Management, Senate and the Council, through the Vice-Chancellor, for the approval of applications to outside bodies for grants and contracts.

### **7.3.3. University Management Committee**

The financial details of each application to an external sponsor, and the implications for the use of University resources, must be approved through the University Management Committee before the application is submitted to the sponsor. It is the responsibility of the Head of the responsible unit to ensure that all Research Grants and Contracts are costed in full. The acceptance of grants or contracts from sources, which choose not to pay the full economic cost must be explicitly justified and may only be accepted with the authority of the University Management Committee.

### **7.3.4. Intellectual Property**

All intellectual property matters are covered under the research policy.

### **7.3.5. Endowments**

All matters concerning endowments are covered under endowments policy.

### **7.3.6. Value Added Tax (VAT)**

Units must confirm the Value Added Tax liability on research contracts and agreements with the Directorate for Engagement, Research and Innovation. All other VAT liabilities should be confirmed with the Directorate for Finance and Administration.

## **8. EXPENDITURE**

### **8.1. General**

#### **8.1.1. Director for Finance and Administration**

The Director for Finance and Administration is responsible for making all payments due by the University and must approve all payment procedures.

### **8.2. Authority to Incur Expenditure**

- (i) No revenue or equipment expenditure may be incurred by a Head of a unit unless provision for such expenditure is included in the Annual Budget or has been additionally approved by the University Management Committee or is covered by a specific provision, from an external source, accepted formally on behalf of the University by an officer authorized in that behalf by the Vice Chancellor. Likewise no capital expenditure or Equipment may be incurred unless provision is included in a Capital Expenditure or Equipment Budget approved by the Council.

- (ii) A Head of a unit may incur revenue expenditure within the approved budget providing that the expenditure is made in accordance with Financial Regulations and Procedures of Uganda Technology and Management University.
- (iii) Decisions to employ academic and administrative staff, including the re-filling of a post, even where covered by a budget, must be approved by the University Management, even where the post is externally funded.

### **8.3. Authorized Signatories**

Only employees properly authorized, in writing, by the Director for Finance and Administration shall have authority to approve requests for orders, certify sums for payment or otherwise contractually commit the University. Such authority shall be subject to any limits or other conditions imposed specifically by the University Management Committee. Authorized signatories are accountable through their Head of unit to the Director for Finance and Administration and to the Vice-Chancellor for the proper exercise of their authority in accordance with the Financial Regulations of Uganda Technology and Management University.

### **8.4. Purchasing - Acquiring Goods and Services**

Purchasing (the acquisition of all goods and services) for Uganda Technology and Management University should always be undertaken with the objective of securing optimum Value for Money (VfM). Heads of units are responsible for ensuring that all purchasing activities are operated in accordance with the University's Purchasing Policy.

### **8.5. Salaries, Wages and Fee Payments**

- (i) The Director for Finance and Administration is responsible for the maintenance of Human Resources records and for determining the contractual arrangements relating to the payments of salaries, wages and other emoluments;
- (ii) The Director for Finance and Administration is responsible for issuing all contracts of employment and contracts for services. The Directorate for Finance and Administration should set up a contract before any work is performed. University units should not contract with individuals.
- (iii) The Director for Finance and Administration is also responsible for ensuring that people are paid through the University payroll with tax deducted, except where satisfied that a contract of employment does not exist.
- (iv) The Director for Finance and Administration is responsible for making such payments and for the maintenance of the related records, including those of a statutory nature.
- (v) **Terms and Conditions of Employment.** The University Council approves the standard contractual arrangements relating to all categories of staff within the University and provision is made within the

- arrangements for all matters affecting gross /consolidated payment to the employee. The University Management in accordance with the Uganda Technology and Management University Salary Framework Policy shall authorize all variations affecting gross /consolidated pay.
- (vi) **Appointment of Staff.** All contracts of employment and contracts for services shall be concluded in accordance with the University's approved Human Resources practices and procedures and all offers of employment with the University shall be made in writing by the Director for Finance and Administration unless where provided for otherwise. Heads of units should ensure that the Director for Finance and Administration is provided promptly with all information they may require in connection with the appointment, resignation or dismissal of employees.
  - (vii) **Payment of Wages, Salaries and other Remuneration.** Except where specifically directed by the Vice Chancellor, all payments of wages, salaries or other emoluments of University officers or employees shall be made through the University payroll.
  - (viii) **Payment of fees and expenses.** Reimbursement of travel and subsistence expenses will be made through the Payments Section of the Directorate for Finance and Administration. Claims will not be reimbursed if submitted more than one month after the date of travel. The Payroll Office will normally make all other payments of fees and expenses to staff and others outside the University. Where advances are made to members of staff for reasons of foreign travel, these advances should be accounted for in accordance with the University Travel Policy. Further advances will not be made to members of staff who will have failed to account for previous advances as per the University Travel Policy.
  - (ix) **Retirement Benefits.** The eligibility of staff for National Social Security Fund (NSSF) will be detailed in individual contracts of employment. The Director for Finance and Administration is responsible for undertaking the University Council's role as employer in relation to all retirement benefits matters.
  - (x) **Taxation.** Responsibility for accounting for PAYE, and any other taxes, and for making all statutory returns, rests with the Director for Finance and Administration. Where payments for services rendered are made to individuals not employed by the University, the Director for Finance and Administration is responsible for maintaining any records required by the Uganda Revenue Authority for tax purposes.
  - (xi) **Sickness & Other Absences.** It is the responsibility of the Head of the unit to notify the Payroll Office of any absences through sickness. Other absences, such as maternity, paternity, and unpaid leave should be notified to the Director for Finance and Administration.
  - (xii) **Provision of Clothing.** Where clothing is provided to employees because a department requires its staff to be dressed uniformly for security, protective or other business reasons, that clothing must bear a University logo. This requirement does not apply to provision of laboratory



- coats, safety shoes and hard hats. Further advice may be obtained from the Directorate for Finance and Administration.
- (xiii) **Employment of Students.** Where students of the University are employed for casual work, the arrangements should be made through the Students Guild Minister responsible for employment.
  - (xiv) **Capital Expenditure.**
    - (a) Capital projects less than UGX 500 million must be approved by the University Management Committee. Detailed schemes for projects in excess of UGX 500 million must be approved by the University Council on the recommendation of the Finance and Administration Committee.
    - (b) All capital expenditure on land, buildings, furniture, equipment and any associated costs may only be incurred if it is part of an approved Capital Budget and detailed procedures for such financial transactions are followed.
    - (c) When part of a capital project is funded by a grant, the grant claim process must be initialized before expenditure will be authorized.
    - (d) The Director for Finance and Administration is responsible for providing regular statements relating to all capital expenditure to the Finance and Administration Committee with an individual value in excess of UGX 500 million.

## **8.6. Entertaining**

- (i) Reasonable amounts of expenditure for hospitality and entertaining of third parties may be charged to University administered funds where necessarily incurred in the course of the University's business.
  - All claims for payment or reimbursement of the cost of provision of hospitality or entertainment, which is provided other than through the use of University facilities must contain the following information:
    - (a) The names of those present and the organization(s) they represent;
    - (b) The purpose of the entertainment.
- (ii) Entertaining not involving third parties (i.e. attended by University staff only) should only be charged to University administered funds if and only if its part of the University annual budget.

## **8.7. Value Added Tax (VAT)**

- (i) The University is registered for VAT;
- (ii) The University units must confirm the VAT liability on research contracts and agreements with the Directorate for Engagement, Research and Innovation. All other VAT liabilities should be confirmed with the Directorate for Finance and Administration.

- (iii) The University units are responsible for ensuring that VAT is recovered on expenditure where this is appropriate, at the point of coding and authorizing payments.

## **8.8. Petty Cash**

- (i) The University's imprest petty cash vote is maintained and managed by the Directorate for Finance Administration and Cash floats should not normally be maintained in the University units.
- (ii) Payments from petty cash must be supported by appropriate invoices or receipts.
- (iii) **The following types of expenditure are expressly forbidden:**
  - (a) Any item over UGX 100,000 unless prior permission is obtained from the Director for Finance and Administration;
  - (b) Payment of wages, call-out payments, overtime payments, staff expenses or other ad hoc remuneration;
  - (c) Gifts to members of staff or ex-members of staff;
  - (d) Gifts, gratuities or donations of any nature to external bodies;
  - (e) Payments for non-business use of goods/services;
  - (f) Personal expenditure or loans or advances to employees or students or for cashing personal cheques.

## **8.9. Donations**

The University may make donations where each is less than or equal UGX 20 million as may be approved by the University Management Committee. The University may make donations where each is more than UGX 20 Million on the recommendation of the University Management to the Finance and Administration Committee of the University Council and with the Approval of the University Council.

## **9. ASSETS**

### **9.1. General**

#### **9.1.1. Director for Finance and Administration**

The Director for Finance and Administration shall designate a member of staff to be responsible for Estates and Assets Management in the University.

#### **9.1.2. Head of Units**

Heads of units are responsible for the security and custody of all University assets under their jurisdiction, whether tangible or intellectual. Cash, stores and other especially valuable assets must be handled in accordance with the appropriate Financial Procedures issued by the Director for Finance and

Administration. It is the Heads of units' responsibility to ensure that in organizing the work of their units, account is taken of the Director for Finance and Administration's latest Financial Procedures on any subject affecting their units.

### **9.1.3. Disposals**

Disposal of University property must be made in accordance with the procedure set out by the University Council.

### **9.1.4. Asset Registers**

The Director for Finance and Administration shall maintain a central asset register for equipment with an initial cost in the excess of UGX 500,000.

Heads of units are responsible for maintaining a unit asset register and for operating that register in accordance with the University approved procedures.

## **9.2. Investments**

- (i) The Finance and Administration Committee is responsible for oversight of all investment of funds of the University, including those held on Trust;
- (ii) The Finance and Administration Committee may seek such external advice as it considers necessary and may employ managers for the investment of University funds;
- (iii) The Director for Finance and Administration is responsible for remitting all funds for investment with organisations on a list approved by the Finance and Administration Committee, maintaining records of investments, both capital and income, for ensuring safe custody of all relevant documents, and for reporting investment performance regularly to the Investment Sub-Committee. No investment of University monies shall be made other than in accordance with arrangements approved the Finance and Administration Committee on the recommendation of the Investment sub-committee and communicated in writing by the Director for Finance and Administration.
- (iv) The responsibility for short-term investment of surplus cash funds is vested in the University Management committee.

## **10. OTHER FINANCIAL RELATED REGULATIONS AND PROCEDURES**

### **10.1. Banking Arrangements and Cheques**

- (i) The University's banking arrangements shall be decided by the Finance and Administration Committee on the recommendation of the University Management Committee from time to time;

- (ii) All arrangements with the University's bankers concerning the University's bank accounts, the collection of monies, the issue of cheques or other transfer of funds, shall be made by the Director for Finance and Administration with the approval of the University Management Committee. No other employee shall under any circumstances open or operate a bank account in the name of the University or of one holding itself out to be.
- (iii) No employee other than those mandated by the University Council may sign or endorse cheques or other similar instruments on behalf of the University.
- (iv) No individual other than those mandated by the University Council shall be empowered to give instructions to the University's Bankers.

## **10.2. Security**

Heads of units are responsible for the proper application of the funds allocated to them. In exercising their responsibilities Heads of units must have regard to security measures to safeguard University funds and other assets under their control against misuse or misappropriation.

## **10.3. Private Work**

An employee of Uganda Technology and Management University shall not undertake work for any other body other than Uganda Technology and Management University during the stipulated official working hours. The University Senate on the recommendation of the respective Board of Studies shall approve all part-time teaching by University employees at other institutions.

## **10.4. Conflicts of Interest**

- (i) No member of the University nor employee shall take an active part in any discussions, negotiations or transactions involving the University in which they or their spouse, partner or any family member has an existing or potential, financial or other beneficial interest. If any circumstances arise where this may be the case, the member of staff shall be obliged to report to their Head of Unit. They may proceed only with the approval in writing of the Vice-Chancellor.
- (ii) No employee of the University shall, without the express written approval of the Vice-Chancellor take or hold any financial or any other beneficial interest in any commercial entity, whether incorporated or unincorporated, with which the University has, or may reasonably be expected to enter into, a commercial relationship. For the purposes of this regulation the term "entity" shall include a commercial activity by an individual acting as a sole trader. The term "interest" shall include any right or entitlement to share in the commercial profit/losses of such entity, other than by way of

- a shareholding in a public limited company listed on a recognized Stock/ Securities Exchange.
- (iii) All members of the University Council, University Senate, University Management Committee and School Boards will be required to declare their interests before the commencement of a University meeting to which they are members.

## **10.5. Clubs and Societies**

- (a) Any club or society consisting wholly or partly of members of the University may apply to the Vice Chancellor for registration as a University Society;
- (b) A club or society applying for registration shall submit a copy of the proposed constitution which shall provide:
- (a) That there shall be a Chairperson, Treasurer and Auditor;
  - (b) That the Chairperson and Treasurer shall be members of the Academic Staff of the University at the rank of at least Senior Lecturer or members of administrative staff of equivalent status.
  - (c) That the Treasurer's signature shall be required on all cheques drawn on the accounts of the club or society;
  - (d) That at least once in every year the club or society is to submit accounts to its Auditors in order that they may prepare a report;
  - (e) No club or society may incorporate the name of the University in its title unless it is registered under this Financial Regulation;
  - (f) A club or society registered under this Financial Regulation may hold meetings on the University premises and may reserve rooms for this purpose without charge.

## **10.6. Signing of Official Documents**

### **10.6.1. Academic Documents**

- (i) All Certificates for Short-Term Certificate Programmes shall be signed by both the Academic Registrar and the School Dean;
- (ii) All Academic Transcripts for degree, diploma and certificate programmes accredited by the National Council for Higher Education shall be signed by both the Deputy Vice Chancellor and the Academic Registrar;
- (iii) All Certificates for degree, diploma and certificate programmes accredited by the National Council for Higher Education shall be signed by both the Vice Chancellor and the Academic Registrar. These certificates shall be executed with the University Seal.

### **10.6.2. Memorandum of Understanding (MOU)**

All MOUs shall be signed by the Vice Chancellor and witnessed by either the Academic Registrar or the head of the beneficiary unit.

### **10.6.3. Co-operation/ Collaboration agreements**

All co-operation/ collaboration agreements shall be signed by the Vice Chancellor and witnessed by the Director for Finance and Administration and the head of the beneficiary unit where applicable.

### **10.6.4. Contracts**

- (i) A written contract may be made on behalf of the University by any person acting under the express or implied authority of the University Council. The following persons shall have implied authority to make contracts on behalf of the University and to delegate such authority to members of their staff:
  - (a) The Vice-Chancellor; and
  - (b) The Director for Finance and Administration.
- (ii) The power to sign orders may be delegated in writing to the University employee responsible for Procurements by the Director for Finance and Administration otherwise the authority to sign orders rests with the Director for Finance and Administration.

### **10.6.5. University Seal**

Certain documents require execution by use of the University Seal.

- (i) The University Council "shall have the custody and use of the Common Seal". The Secretary to Council is responsible for the security of the Seal.
- (ii) The power to affix the Seal of the University to a document may be exercised and witnessed either by the Vice Chancellor and the Secretary to the University Council or the Secretary to the University Council and the Academic Registrar in case of all Academic Documents that require a University Seal.

### **10.7. Irregularities**

- (a) For the purpose of this Manual, irregularities include but are not limited to:
  - (i) Misappropriation of the physical, monetary or intellectual property assets of the University;
  - (ii) Destruction, concealment or falsification of an account, record or document made for accounting purposes;

- (iii) Production or use of any account, record or document which is known or suspected to be misleading, false or deceptive in any material particular;
- (iv) Accepting, agreeing or attempting to obtain a bribe;
- (v) Giving or agreeing to give or offer a bribe;
- (vi) Attempts to conceal any of the above.

This procedure is intended to assist individuals who believe that malpractice or impropriety has occurred. It is not designed to allow the questioning of financial or business decisions taken by the University.

- (b) An individual who discovers information which they have reasonable grounds to believe shows malpractice or impropriety within the University should be able to disclose that information without fear of reprisal and independently of line management where necessary, provided that the disclosure is made in good faith and without malice.
- (c) The University will treat all such disclosures in a confidential and sensitive manner. Every effort will be made to keep the identity of all parties confidential so long as such confidentiality is compatible with a fair investigation. This procedure applies to all University employees and to all members of the University.
- (d) Any person, who has reason to believe that an irregularity with financial implications for the University has or is about to take place, is required to inform his/her head of unit and the Chief Internal Auditor immediately. The Head of unit will in turn notify the Director for Finance and Administration immediately.
- (e) If it is suspected that the Head of the unit is involved in the irregularity, the matter should be notified to the Director for Finance and Administration or Chief Internal Auditor directly. If it is suspected that the Director for Finance and Administration is involved in the irregularity the matter should instead be notified to the Vice Chancellor immediately and directly. If it is suspected that the Vice-Chancellor is involved in the irregularity the matter should instead be notified to the Chairperson of the University Council immediately and directly. Failure to inform the appropriate person immediately may mean that further losses are incurred or that evidence is lost.
- (f) In the event of possible fraud or corruption, the Director for Finance and Administration will immediately inform the Vice-Chancellor. The Vice-Chancellor and Director of Finance will determine whether an investigation should be conducted and if so what form it should take.
- (g) The Chief Internal Auditor shall normally lead all investigations and employees of the University are expected to co-operate with requests for assistance by the Chief Internal Auditor.
- (h) Where initial investigation provides reasonable grounds for suspecting a member or members of the University of irregularity, action will be taken to

prevent further loss. This may require suspension, with or without pay, of the suspect(s).

- (i) A member of the University suspended under suspicion of irregularities will be allowed to collect personal property under supervision, but should not be able to remove any property belonging to the University. Any security passes and keys to premises, offices and furniture should be returned. The person responsible for University Computing Services should be instructed to withdraw without delay access permissions to the University's computer systems.
- (j) The University will follow disciplinary procedures against any member of the University who has committed fraud. The University will normally pursue the prosecution of any such individual. The Audit and Risk Management Committee should be advised of the reason where the police are not notified of a suspected or actual fraud.
- (k) The Chief Internal Auditor will ensure that the amount of any loss is quantified in all fraud investigations. Repayment of losses together with costs will be sought in all cases.
- (l) In accordance with the audit practice, the Vice-Chancellor shall inform, without delay, the Chairperson of the Audit and Risk Management Committee and the Chairperson of the University Council of any serious weaknesses, significant frauds or any major accounting breakdowns. If the designated officer refuses to make an appropriate report, then the internal and external auditors must report to them directly. A serious weakness is deemed to be "one that may result in a significant fraud or irregularity" and includes one that has resulted in an attempted, suspected or actual significant fraud or irregularity. For these purposes only, significant fraud is deemed to be "usually where one or more of the following factors are involved:
  - (i) The sums of money are in excess of UGX 20 million;
  - (ii) The particulars of the fraud are novel, unusual or complex;
  - (iii) There is likely to be great public interest because of the nature of the fraud or the people involved".

## **10.8. New Academic Programmes**

All new academic programmes are approved by the University Council on the recommendation of the University Senate before being forwarded to the National Council for Higher Education for consideration for Accreditation.

## **10.9. Personal Mail/ Post**

All staff and students are required to desist from using the University postal system for the receipt of personal mail/ post. If however an item of personal mail is sent to a student or a member of staff at the University address for whatever reason, please note that the University shall not be liable to any person



(including but not limited to the sender and/ or the recipient) for any such items becoming lost, damaged or undelivered anywhere in the delivery chain or for any other resulting loss or damages including but not limited to any direct, indirect, special, incidental or consequential loss or damages, loss of business opportunities, loss of revenue or similar.

**10.10. University Policies**

All university policies including financial policies and policies related to the financial operations of the University can be accessed online from [www.utamu.ac.ug](http://www.utamu.ac.ug) by following the link "About Us".