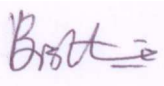



The Catholic University of Eastern Africa

| TITLE | AUTHOR |
|--|---|
| PROCEDURE FOR BANKING CUEA/DVC FIN/FIN/02 | SENIOR ACCOUNTANT |
| | NO. OF APPENDICES: |
| | 1 (ONE) (A) |
| AUTHORIZATION This Standard Operating Procedure is issued under the authority of: | |
| TITLE | FINANCIAL ADMINISTRATOR |
| SIGNATURE |  |
| DATE | 23 February 2011 |
| ISSUE DATE | 23 February 2011 |
| STAMP CONTROLLED / UNCONTROLLED | CONTROLLED |
| NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Senior Accountant and the Financial Administrators office | |

0. CONTENTS AND RECORD OF CHANGES

| Revision | | Date |
|----------|--|-------------|
| 00 | | 2-Feb- 2010 |

| | | |
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|  | Standard Operating Procedure | CUEA/DVC FIN/FIN/02 |
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0.2 RECORD OF CHANGES

| No. | Date | Details of Changes | | Authorization |
|-----|------------|--------------------|------------------|---------------|
| | (dd-mm-yy) | Page | Clause/subclause | Title |
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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users

1. PURPOSE

The purpose of this procedure is to ensure timely updating of bank statement and security of CUEA cash and cheques.

2. SCOPE:


This procedure covers all cash and cheque banking by CUEA.

3. TERMS AND DEFINITIONS

3.1 BO- Banking officer

3.2 Batch- Refers to a print- out from the ACCPAC program and/or AMS system containing date, name, description and amount of receipt(s)

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4 REFERENCES:

- 4.1 University Financial Policies.
- 4.3 ISO 9001:2008 Quality Management System Standards
- 4.3. CUEA Quality Management Manual

5 RESPONSIBILITIES:

- 5.1 The Senior account shall be responsible for the adequacy effective implementation of the procedure.
- 5.2 The Banking officer shall have the responsibility to ensure that banking is done on daily basis

6. METHOD:


- 6.1 The BO shall receive cheques and cash from the receipting officer and verify whether the amount that is in the batch corresponds with the actual cash and cheques.
 - 6.1.1 If there are no differences the BO shall sign the delivery book
 - 6.1.2 If there are differences, the BO resolves with the receipting officer. If the difference is not resolved, the matter is forwarded to FA/ senior account for action
- 6.1 The BO shall enter the details of cheques and cash in separate bank deposit forms and proceed to bank
- 6.2 The Bo shall attach the stamped bank deposit to the batch and present to the financial accountant for confirmation and updating the ledger (cash book) electronically.

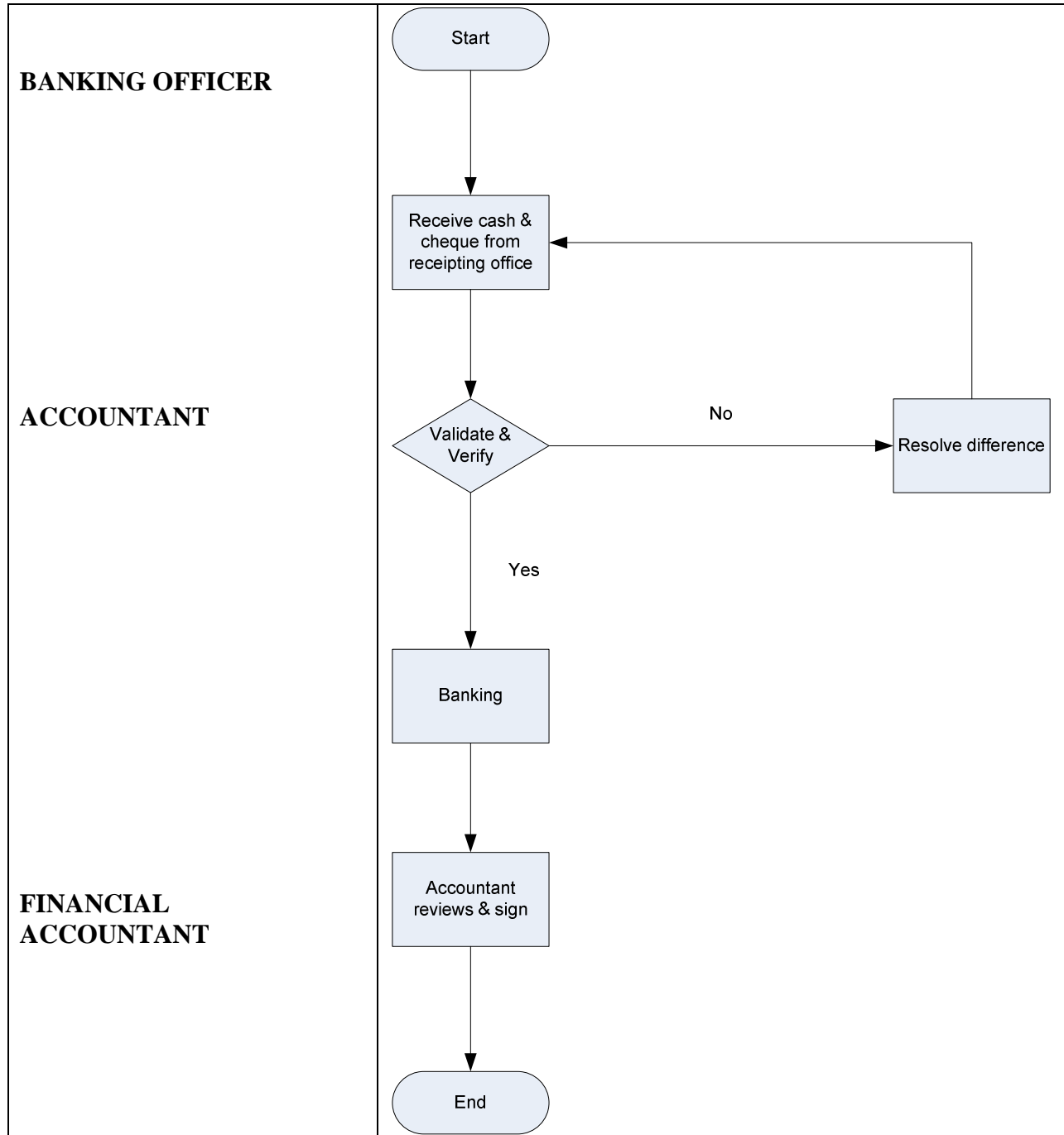
7. APPENDICES

- 7.1 Appendix A – Banking flowmap

APPENDIX A – PROCESS MAP FOR BANKING

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