

AGA KHAN UNIVERSITY

Guidelines, Policies and Procedures

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| Policy Name | Collection of Cash Other than Operation Revenue Policy |
| Policy Number | AKU-K/FIN/PL - 016 |
| Approved by | Chief Financial Officer |
| Date of Approval | 4th November 2022 |
| Contact Office | Office of the University Registrar |

1. **Purpose:**

- 1.1. This policy provide guideline for collection of all institutional cash/funds except funds related to Operating Revenues.

2. **Scope:**

- 2.1. The policy is applicable to all units of The Aga Khan University Kenya (AKU-K). The word AKU-K is herein referred to as the “Institution”.

3. **Responsibility:**

- 3.1. It is the responsibility of all the staff/department to deposit all institutional cash/funds at the Cash and Banking Section of Finance Department within one working day of its receipt and collect acknowledgement receipt for the same from the Cash and Banking Section.

4. **Terms and Definitions:**

- 4.1. **“Non-Operating Revenues”** refers revenue which don’t generate from the core activities of the institutions.
- 4.2. **“Other Collections”** refers to collection which may relates to refund of travel advance, refund of advance against expenses, sale process of institutional property, collection against use of institutional property, refund of payment from vendors etc.
- 4.3. **“Institutional Funds”** refer to cash, cheques and other funds related to institution

5. **Process / Procedure:**

5.1. **Observations and limitations**

- 5.1.1. Only Cash and Banking Section of Finance Department is authorized to collect institutional funds (Non-Operating Revenue and Other Collections). In exceptional circumstances other department can temporarily collect institutional funds if such arrangement is approved by Cash and Banking Section in writing however they are required to submit this to Cash and Banking section within one working day.

5.1.2. No funds should be collected without issuing the acknowledgement receipt by the Cash and Banking Section.

5.2. Procedure for cash collection

5.2.1. The relevant staff will deposit funds along with supporting documents within the Cash and Banking Section during the allocated time.

5.2.2. Cashier/In-charge of funds collection will issue official receipt to the staff/person depositing the funds.

5.2.3. Collection received during the day should be deposited into institutional bank account within one working day.

5.2.4. After the fund collection time the Cashier or In-charge Fund Collection will prepare daily collection report and send this to Supervisor Cash and Banking Section for his/her approval/signature.

5.2.5. The Supervisor of Cash and Banking Section will verify the deposit slip and official receipt along with the necessary documentation.

5.2.6. The Supervisor after the approval of daily collection send this to relevant person in Cash and Banking Section (other than cashier/In-charge fund collection) to prepare Receipt Voucher in the PeopleSoft General Ledger.

5.2.7. Once the Receipt Voucher is prepared this will also be approved by Supervisor Cash and Banking Section after confirmation of correctness and completeness of record.

5.2.8. In case of cheque collection Receipt Voucher should be held pending separately until the cheque is clear from bank.

6. Review of Policy

6.1. This policy document shall be reviewed every three years or as required.

7. Reference(s):

7.1. N/A

8. Annexures:

N/A