Dar es Salaam Institute of Technology

REVISED FINANCIAL REGULATIONS 2019

Approved by the Council on 24th April 2019

TABLE OF CONTENTS

Definitions

The "Act" means the Dar-es-Salaam Institute of Technology Act No. 6 of 1997.

"Accounting Document" means any accounting record or document of the Institute, which may be used to signify or to evidence the Institute's financial interest in any asset or transaction.

"Accounting Officer" means the Principal of the Institute.

"Audit Committee" means The Executive Committee of the Council whose definition is given separately in these regulations.

"External Auditor" means the auditor appointed in line with section 37 of the Public Finance Act, 2001.

"Authorized Officer" means the Principal of the Institute or any other appointed by him on his behalf and to receive the Institute's money or to authorize expenditure.

"Budget Committee" means the committee of officers appointed by the Principal to review scrutinizes and recommend on overall annual budget and budgetary reports. The composition the committee is given in the fourth schedule of these Financial Regulations.

"Capital Expenditure" means the expenditure incurred for the purpose of acquiring any asset of material value and whose useful life is longer than one year, and is capitalized in the books of account.

"Chairperson" means the Chairperson of the DIT Governing Council.

"Chief Internal Auditor" means any certified accountant/auditor registered by the National Board of Accountants and Auditors appointed by the Council head the internal audit unit and to coordinate internal audit activities.

"The Council" means the Governing Council of the Institute as established under section. 7 of the Act.

"The Deputy Principal for Administration and Finance" means the person holding that position and is the financial controller of the Institute and is responsible to the Principal for the upkeep of accounts and efficient management of the Institute's finance.

"The Deputy Principal for Academic, Research and Consultancy" means the person holding that position and is responsible to the Principal in administering academic affairs.

"Executive Committee" means the committee of the Council responsible for general administration and financial affairs of the Institute including review of short-term plans and in special circumstances acts on its behalf.

"Financial Year" means the accounting period, which start from the first day of July and ends on 30th day of June of the following year.

"DIT Tender Board" means the Tender Board formed by the Principal consisted with section 28 of the Public Procurement Act of 2004.

"Imprest holder" means any offer of the Institute who has at his disposal a specified sum of money for disbursement on official expenses.

"The DIT Internal Audit Charter" means the charter drawn by the Council to regulate the function of internal auditing at the Dar Es Salaam Institute of Technology.

"The Institute" or "the DIT" means Dar es Salaam Institute of Technology.

"Management Committee" means the committee of the Institute constituted by the Principal, and shall comprise all the Deputy Principals. Bursar, Registrar, Chief Internal Auditor, Chief Human Resources and Administration Officer, Chief Planning Officer, Head of PMU, Quality Control and Assurance Manager and Public Relation Officer.

"Minister" means the Minister for the time being responsible for finance of the United Republic of Tanzania.

"Principal" means the Principal of the Institute appointed by the Council and his/her appointment and conditions and terms of service should be approved by the Minister.

"Recurrent Expenditure" means the expenditure incurred in payment of Institute's day to day operating expenses excluding capital expenditure.

"Appointment and Disciplinary Committee" means the committee of the Council responsible to it for advice, assistance and management in the appointment, development and discipline of the staff of the Institute.

"Staff Regulations" means the regulations and conditions of service approved by the Governing Council.

"Warrant holder" means an officer of the Institute appointed as warrant holder by the Principal.

"Internal Audit" means an independent objective, accurate and meaningful information about the Institute's operations so that the council and management can make informed decisions to better undertake the Institute's business and activities.

"Internal Control" is a set of systems operated by the Institute to ensure that financial and other records are reliable and complete, and that they adhere to management policies, are orderly and efficient in the conduct of the Institute's business and ensure proper recording and safeguarding of assets and resources.

SECTION 1

INTRODUCTION

1.1 Establishment, function and Administration of the Institute.

The Dar-es-Salaam Institute of Technology (DIT) was established by the DIT Act No. 6 of 1997.

According to section 4 of the Dar es Salaam Institute of Technology Act of 1997 the objectives of the Institute are:

(i) To provide facilities for study and training in the principles, procedures and techniques of:
   - (a) Electrical Engineering,
   - (b) Mechanical Engineering,
   - (c) Civil Engineering,
   - (d) Computer Studies,
   - (e) Laboratory Technology,
   - (f) Electric and Telecommunications Engineering and
   - (g) Such other related disciplines as the Institute may from time to time decide.

(ii) To conduct training programmes in the disciplines specified in paragraph (i);

(iii) To engage in applied research and development in the disciplines specified in paragraph (i) and to evaluate the results achieved by the Institute training programmes,

(iv) To provide Consultancy services to the government, parastatal bodies or industries and such other bodies or organizations;

(v) To sponsor, arrange or provide facilities for conferences and seminars;

(vi) To establish departments within the institute for the organization sand administration of its work and activities,

(vii) To conduct examinations and grant awards of the institute as approved by the National Council for technical education;

(viii) To arrange for publication and general dissemination of material produced in connection with the work and activities of the Institute;

(ix) To engage in self-reliance activities for effective financing and promotion of entrepreneurship;

(x) To do all such acts and things and enter all such contracts and transactions as are in the opinion of the Council expedient or necessary for the proper and efficient discharge of the functions of the institute.

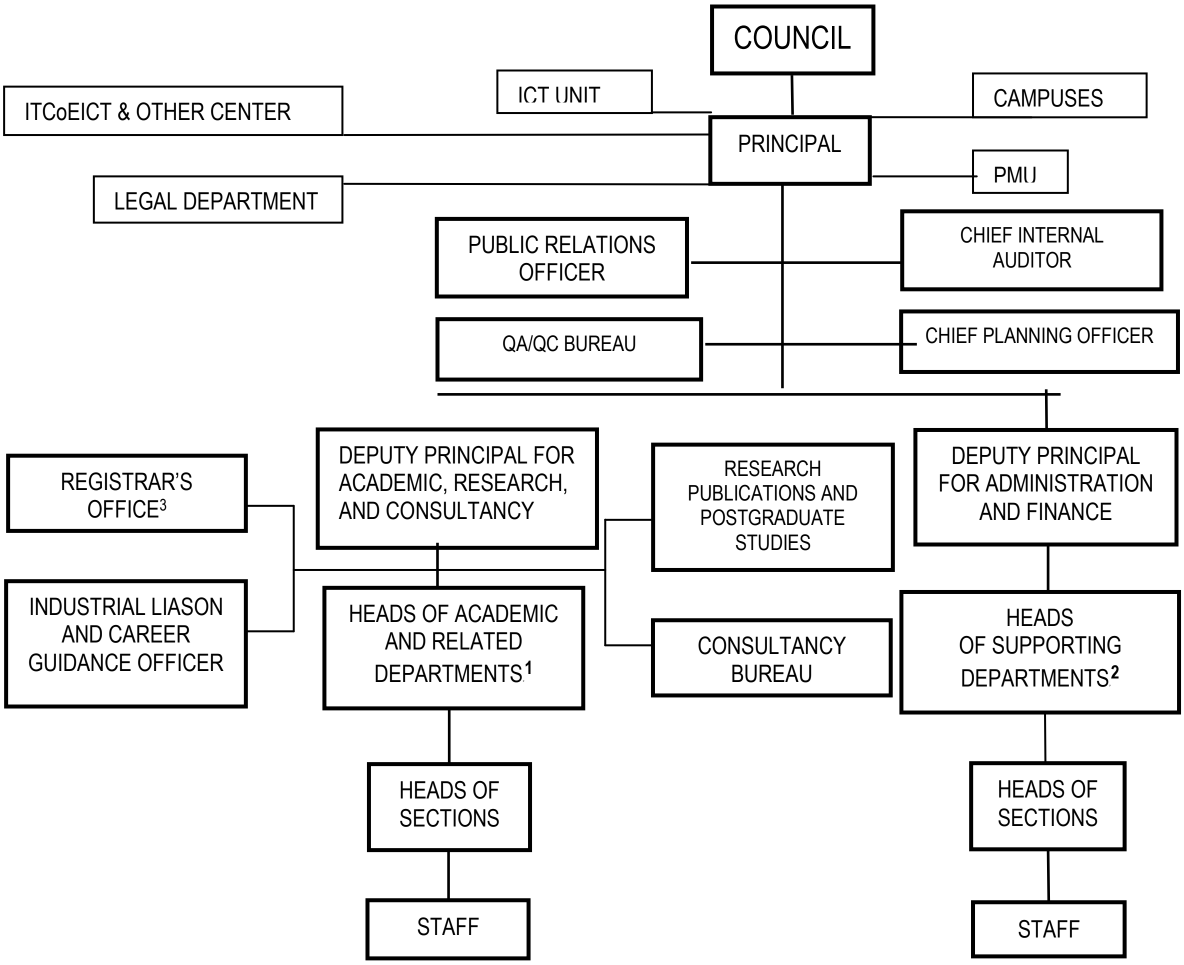
(xi) To establish and foster closer association with the Universities, technical colleges and other institutions of higher education and promote international cooperation with similar institutions; and

1.2 Organization Structure of the Institute

In pursuing its objectives, the DIT is organized in such a way as to enable the achievement of its mission and vision. The highest authority responsible for policy formulation the Council. The day to day running of the Institute is under the charge of the Principal.

Two directors assist the Principal. The Deputy Principal for Academic, Research and Consultancy and the Deputy Principal for Administration and Finance. The Internal Auditor is the advisor to the Principal on matters relating to performance monitoring and control. PMU, Legal Department, ICT Unit, ITCoEICT, Campuses and other Center.

ORGANIZATION STRUCTURE



[1] **List of Academic and Related Departments**
Civil Engineering
Computer Studies
Electrical Engineering
Electronics & Telecommunications Eng.
General Studies
Mechanical Engineering
Laboratory Technology
Continuing Education
Industrial Liaison and Career Guidance
Library Services
Research and Publications
Consultancy Bureau
Leather Technology

[2] **List of Supporting Departments**
Office of the Chief Accountant
Office of the Dean of Students
Office of the Estate and Technical Services
Office of the Chief Personnel and Administration
Office of the Systems Administration

[3] **List of Offices in the Registrar's Office**
Office of Examinations
Office of Admissions

1.3 The Objective of the Institute Financial Regulations

Financial regulations represent rules and guidelines to be followed by the management and all staff of the Institute in pursuing the mission and vision of the Institute. They aim at directing actors on what is it to be done in order to ensure that the resources of the institute are not misused or misappropriated and are safe guarded.

1.4 Title, Date of Commencement and Review

These Financial Regulations shall be cited as the Dar es Salaam Institute of Technology (DIT) Financial Regulations 2018 and shall come into force on the date to be approved by the Council and shall be reviewed after every Three (3) years.

1.5 Scope and Limitation

(i) These Financial regulations shall govern all financial operations of the Institute, its all Campuses, The Institute Consultancy Bureau (ICB), India-Tanzania Center of Excellency in Information Communication Technology (ITCoEICT) and all Centers.

(ii) Apart from these Financial Regulations, Operational Policy for ICB, Operational Policy for ITCoEICT, the DIT Staff Regulations, Government regulations and directives of specific nature, and Council's directives shall further govern the operations of the Institute.

(iii) Dar es Salaam Institute of Technology Company Limited will be governed by its own Financial Regulations, Accounting Manual and Operational Policy. Incase Dar es Salaam Institute of Technology Company Limited do not have their own DIT's Company Financial Regulations and Accounting Manual , it will be governed by the Revised DIT's Financial Regulations 2019 and Revised DIT's Accounting Manual 2019.

1.6 General Responsibility

(i) The Principal shall be responsible to the Governing Council for the enforcement of these regulations.

(ii) Whenever there is ambiguity in interpretation of any part of these Financial Regulations, the Principal may issue circulars to clarify proper meaning of section in ambiguity.

(iii) The overall control and direction of the Institute is under the Council.

1.7 Amendments and Addition

These regulations may be amended as and when necessary. Deputy Principal of Administration and Finance shall be responsible for administration, review and updating these financial regulations.

Suggestion for amendments, additions and improvement to these financial regulations shall be directed to the Principal who will subsequently seek approval from the Council for their effectiveness.

1.8 Compliance

1.8.1 All Institute employees are required to abide by and promote these Regulations. Where specific responsibilities are delineated persons responsible shall discharge their responsibilities fully in accordance with the Regulations.

1.8.2 These Regulations shall be read in conjunction with approved budgets, Public Finance Act, Finance Act, other regulations, manuals, circulars and instructions issued from time to time by various organs including, Ministerial Advisory Board, Permanent Secretary Treasury, Ministry responsible for Education, science and Technology and National Board of Accountants and Auditors.

1.8.3 Every Institutes employee is responsible for the safe custody and recording of the assets and liabilities of the Institutes and shall comply with these regulations and other guidelines that may from time to time be issued.

1.8.4 All employees who have knowledge of non-compliance of the Regulations shall be responsible for promptly alerting the Principle of the matter.

1.8.5 Any employee who through misappropriation or misapplication of funds or other significant non-compliance of the Regulations causes loss or damage to Institutes may be held personally liable, and shall be subject to reimbursement of loss/damage to Institute and/or face other disciplinary action.

1.8.6 The Appointing Authority shall make such determinations in a fair and consistent manner, and provide reasons for the determination in writing. The employee concerned shall have right to a fair hearing and right to appeal in accordance with applicable provisions, for the same as set forth in the Policies and these Regulations

SECTION 2

CORPORATE GOVERNANCE, DUTIES, RESPONSIBILITIES AND FUNCTIONS RELATING TO FINANCES OF THE INSTITUTE

2.1 Governing Council

a) The Council is the governing and policy making body of the Institute.

b) The powers, duties and functions of the Council shall be as stipulated in the Dar es Salaam Institute of Technology Act, No. 6 of 1997.

2.2 The Principal

(i) shall be the "Accounting Officer" of the Institute and shall be responsible to the Council for the implementation of all financial decisions of the Council and control of the finances of the Institute.

(ii) shall at the end of each quarter, prepare a Financial Report of the Institute and after being adopted by the Council submit the same to the Minister.

(iii) shall cause to be kept proper accounts of the Institute and shall be responsible for the efficient and effective use of the Institute's finances.

(iv) shall be responsible for submitting to the Council as required, the Institute's Audited Statement of financial position, Statement of Comprehensive Income, Statement of changes in Owners' Equity, the Cash Flow Statement and other periodic statements of accounts and reports on the position and progress of the Institute.

(v) shall be responsible for submitting to the Council the Institute's budget for approval and shall cause to be prepared Quarterly Budgetary Reports and submitted to the Executive Committee of the Council.

(vi) shall ensure that internal control over revenue and expenditure is adhered to by every member of staff and that assets are safeguarded and properly utilized.

(vii) shall appoint warrant holders to be responsible to him for the detailed execution of the expenditures in the budget.

(viii) shall ensure that no expenditure is incurred outside the budget unless demanded by exigencies in which case he/she shall at any rate seek subsequent Council's approval.

(ix) shall propose to the Council fees structure, which is consistent with the prevailing circumstances with regard to make sustainability of the Institute's operations.

(x) may negotiate and receive grants subject to approval of the Council.

2.3 The Deputy Principal for Academic, Research and Consultancy

(i) shall be responsible to the Principal for the general administration of all academic affairs of the Institute.

(ii) shall be responsible for the overall financial affairs of the Institute when the Principal is away.

(iii) shall be responsible for preparing and/or cause to be prepared the Budgets for his/her directorate.

(iv) shall be responsible for managing sources of revenue and control of expenditure under his/her directorate.

(v) shall be responsible to explain deviations of actual from the budget with respect to his/her section of the budget.

2.4 The Deputy Principal for Administration and Finance.

(i) The Deputy Principal for Administration and Finance shall be the Financial Controller of the Institute and shall be responsible to the Principal for the keeping of all the accounting records and for all financial matters, both revenue and capital, of the Institute and for maintaining internal controls.

(ii) The Deputy Principal for Administration and Finance shall be responsible for preparation of quarterly statements to be presented to the Principal. The statements shall show the financial performance of every segment, deviations from the budget and the reasons for the deviations from the budgeted amount.

(iii) The Deputy Principal for Administration and Finance shall be responsible to provide to warrant holders access to real-time balances of expenditure incurred by them. In the event of network failure, he/she shall print out monthly expenditure balances.

(iv) The Deputy Principal for Administration and Finance shall be responsible for ensuring that the principal is supplied with all information necessary to discharge his responsibilities relating to financial matters of the Institute.

(v) The Deputy Principal for Administration and Finance shall be responsible to the Principal for supplying such information as may be required by him/her for the preparation of a report to be submitted to the Minister on the activities of the Institute.

(vi) The Deputy Principal for Administration and Finance shall be the coordinator of the budgeting process and shall consolidate the departmental budgets into the institute's Annual Budget.

(vii) The Deputy Principal for Administration and Finance shall be responsible for ensuring that orders made out by warrant holders are supported by budgetary provision and are within limit before they are sent to the suppliers.

(viii) The Deputy Principal for Administration and Finance shall advise all levels of management regarding financial aspects pertaining to their responsibility centers.

(ix) The Deputy Principal for Administration and Finance shall be responsible for the collection of all the income of the Institute.

(x) The Deputy Principal for Administration and Finance shall ensure that enough funds are available to meet all the short term and long term financial needs of the Institute as provided in the Budget.

(xi) The Deputy Principal for Administration and Finance shall report to the principal if, in his/her opinion; a warrant holder has failed to respond satisfactorily to his/her advice regarding efficient discharge of his/her financial duties.

(xii) The Deputy Principal for Administration and Finance shall submit revised Annual Estimates for the current Financial Year to the principal who will submit to the Council the same where there is a shortfall in Revenue or where an expenditure of a material amount was not foreseen at the time of preparing original estimates.

2.5 Heads of Campuses

The Head of Campus shall cause to be kept proper accounts of the Campus and shall be responsible for the efficient and effective use of the Campus' finances and other resources. The other responsibilities shall include: -

(i) Be responsible for facilitating internal and external audit activities

(ii) Be responsible for preparation of the Campus's annual plans and budget and Quarterly Reports and submit to the Principal.

(ii) Ensure that sound and effective internal control over revenue and expenditure is in place and adhered to by every member of staff in the campus and that assets are safeguarded and properly utilized.

(iv) Ensure that no expenditures are incurred outside the budget unless demanded by exigencies in which case he/she shall at any rate seek subsequent Principal's and Governing Council's ratification.

2.6 Manager of the Institute Consultancy Bureau (ICB)

The Functions of the ICB Manager shall be all what is necessary to realize the specific objectives of the ICB. They shall mainly be to:

(i) Coordinate and administer Institute activities regarding consultancy, expert professional services to industry, and continuing education for practicing engineers and professionals in the related fields (CPD);

(ii) Promote institutional analysis and decision to support the Institute Management on consultancy, professional services and professional development matters.

(iii) Be chief accounting officer of all financial transactions of the ICB;

(iv) Administer routine activities, address strategic issues, and promote ICB activities.

(v) Work to secure many, large, and long-term jobs as well as to realize partners for joint biding.

(vi) Lobby for being among those short-listed for invitation for tender and to ensure that ICB wins tenders.

(vii) Draw a five-year strategic plan with the assistance of the ICB Advisory Committee and advice from ICB Board for approval, and

(viii) Prepare annual plans for the ICB with the assistance of the ICB Advisory Committee.

2.7 Director of the India Tanzania Center of Excellence in Information Communication Technology (ITCoEICT)

The duties and responsibilities of ITCoEICT Director are part of academic responsibilities that will include the following:

(i) To oversee the smooth running of the day to day activities of ITCoEICT.

(ii) To plan, coordinate, direct and manage community and consultancy services, continuing education in the areas of professional ICT, telemedicine and high performance computing applications as well as financial, human and physical resources of the centre.

(iii) To respond to the market demands for community, consultancy and continuing education services.

(iv) To promote a continuous technology transfer to and from the Institute through national and international linkages.

(v) To employ contractual staff in collaboration with DIT human resource and administration department after approval of ITCoEICT Board.

(vi) To appoint and recommend names of section heads and forward to ITCoEICT Board for noting.

(vii) To liaise with government departments, private and parastatal institutions or Organizations, training institutions and donor agencies on issue relating to fund raising, training, and research and development services on Information Communication Technologies.

(viii) To develop and use performance indicators for monitoring progress of community services and continuing education activities in Information Technology at the institute;

(ix) To prepare annual plans and budgets of the centre in line with strategic plan of the ITCoEICT and submit the same to the Deputy Principal Academic, Research and Consultancy by the end of the financial year;

(x) To prepare and submit quarterly performance reports of the ITCoEICT to the Deputy Principal Academic, Research and Consultancy and annual performance report within a month from the end of the financial year;

(xi) To coordinate, administer and monitor the cooperation with industries in terms of consultancy and expert professional services of the Institute as well as continuing education for practicing engineers and professionals in related fields.

(xii) To protect the interests of the Institute in all consultancy and expert professional services negotiations with external clients.

(xiii) To identify suitable consultants for acquired jobs in consultation with the relevant departments.

(xiv) To control financial expenditure in line with budgets including those for consultancy and services.

(xv) To establish and effectively enforce quality control measures.

(xvi)To prepare brochures, profiles of available training and consultancy and expert professional services capacity at the ITCoEICT/Institute for the purpose of an effective marketing.

(xvii) To direct and optimize utilization of resources at the ITCoEICT to various projects;

(xviii) To control resource utilization and expenditures for projects those are operated under the ITCoEICT;

(xix) To create, update, and avail project data banks for use by the Institute staff.

(xx) To monitor progress of all projects those are operated under the ITCoEICT against disbursements in collaboration with Project Team Leaders.

(xxi) To monitor and evaluate the performance of short and long-term projects under the ITCoEICT.

(xxii) To approve expenditure requests from short and long-term projects.

(xxiii) To monitor the cash flow of short and long-term projects.

(xxiv)To participate in strategic public events as a means to promote effectively ITCoEICT activities and the Institute; and

(xxv) To perform any other duties as may be assigned to ITCoEICT Director from time to time by the top management of the Institute.

2.8 The warrant Holders

(i) The warrant holders, appointed by the Principal under these Financial Regulations, shall be responsible for budgeting and approving expenditure as provided in the budget. Local purchase orders are to be approved by warrant holders before getting authorization from the Deputy Principal for Administration and Finance.

(ii) Each warrant holder shall maintain a subsidiary vote book to enable him/her monitor expenditure and commitment of the funds allocated to him/her as warrant Holder.

2.9 The Chief Internal Auditor

(i) The Chief Internal Auditor shall be responsible for advising the Council through the Council Audit Committee on all matters pertaining to proper Management of the Institute’s financial resource.

(ii) In discharging this responsibility, Chief Internal Auditor shall review controls, risk management and governance in the Institute operations.

(iii) It shall be the duty of all staff of the Institute to cooperate and attend to any observations and recommendations provided by the Chief Internal Auditor and directed to their offices.

(iv) It shall be the duty of the Chief Internal Auditor to prepare and submit quarterly internal audit reports as required by the Internal Audit Charter.

2.10 The Bursar

(i) The Bursar shall be the financial officer of the Institute and shall be responsible to the Deputy Principal for Administration and Finance for the keeping of the accounting records, all the financial matters both revenue and capital, and maintaining internal controls.

(ii) The Bursar shall keep proper accounts and within three months after the end of the financial year, produce and submit to the Institute's External Auditors, statement of Income and Expenditure, statement of sources and application of funds, and statement of Assets and Liabilities as at 30th June of each year.

(iii)The Bursar shall have the responsibility of managing the financial affairs of the Institute with regard for economy and shall consider and implement the recommendations made by the Internal Auditor for improvement in application of accounting and financial controls.

2.11 The Campus Accountant

There shall be an Accountant In-charge in each Campus who for the purpose of these Regulations shall be called Campus Accountant and he/she shall perform the following duties:

(i) Be the Head of Accounts Department for the Campus and shall be responsible to the Head of the Campus for keeping all accounting records and for all financial matters both revenue and expenditure of the Campus and for maintaining sound internal control system.

(ii) Be responsible for preparing accounts, management information, monitoring and control of expenditure against budget and all financial operations of the Campus.

(iii) Be responsible for preparation of the quarterly reports of the Campus and the reports prepared shall show the financial performance of every item, deviations from the budget and the reasons of material deviations from the budgeted amounts.

(iv) be responsible to provide to the budget holders access to the real-time balances of expenditure incurred by them and provide print out of monthly expenditure balances in case of network failure.

(v) be responsible for ensuring that orders made by the budget holders are supported by the budgetary provisions and are within limits before they are sent to the suppliers.

(vi) Advise all levels of management regarding the Campus financial matters pertaining to the responsibility centres.

(vii) be responsible for the collection of all revenue and other income of the Campus

(viii) be responsible for preparing and cause to be prepared the budget for his/her department

(ix) Prepare or cause to be prepared the recast budget of the Campus after completion of students' registration exercise.

(x) Be responsible for the execution of budget under his or her department and be able to explain material variances between budgeted and actual expenditure amount for each budgetary expenditure item.

(xi) Perform any relevant duties as may be directed by the Head of the Campus.

2.12 The Head of Departments

(i) Heads of departments, under these Financial Regulations shall be budget holders of their respective department and shall be responsible for budgeting and initiating expenditure as provided in their departmental budget.

(ii) Stores requisitions, Local purchase orders, and staff claims form are to be initiated by budget holders before getting authorization from the accounting officer.

(iii)The heads of departments shall be responsible for the execution of budget under their departments or units and be able to explain material variances between budgeted and actual expenditure amount for each budgetary expenditure item.

2.13 Members of Staff

(i) All staff shall have general responsibility for the security of the Institute’s property, for avoiding loss, and for due economy in the use of resources.

(ii) shall make available the relevant records or information to the Deputy Principal Administration and Finance in connection with implementation of institute’s financial policies, these Financial Rules and system of financial control.

(iii) shall provide the Deputy Principal Administration and Finance with such financial and other information as he or she may deem necessary from time to time to carry out requirement of Governing Council.

(iv) shall immediately notify the Accounting Officer or Deputy Principal for Administration and Finance Officer whenever any matter arises that involves irregularities inter alia, cash or property of the Institute.

(v) Any Member of management who has personal, financial or other interest in any financial arrangement to which the Institute is a party or is considering becoming a party, shall disclose that fact and the nature of the interest. The term "personal" should be understood to include situations where a member of an employee's family has an interest.

(vi) The Director Human Resource and Administration shall maintain a register of such declarations of interest; once the declaration has been made, responsibility for any procurement or contract affected by the declaration should be transferred to another member of staff.

SECTION 3

ANNUAL PLANNING, BUDGETING AND BUDGETARY CONTROL

3.0 Strategic Planning.

(i) The Principal shall be responsible for preparation of both strategic and annual plans of the Institute in line with the Institute's Mission and vision for Governing Council approval.

(ii) Both strategic and annual plans shall be prepared on the basis of strategic objectives of the Institute, identified targets to achieve the objectives and activities for each target.

(iii) A Strategic Plan shall be prepared after every five years period and reviewed in the mid of implementation period (i.e. two and half years).

(iv) The Council shall approve the strategic plan recommended by the Finance and Planning Committee.

(v) The five years strategic plans shall show the strategic objectives, the targets to achieve the objectives, activities for each target and performance criteria

3.1 Annual Plan

(i) An annual plan shall be prepared in conformity of the strategic plan and approved by the Council.

(ii) The annual plans shall also be recommended by the Principal to the Finance and Planning and Committee for endorsement and subsequent approval by Council.

(iii) The Annual Plans shall show the strategic objectives, the targets to achieve the objectives, activities for each target and performance criteria.

3.2 Budget Guidelines

Section 15 of the Institute Act, requires the Financial Controller to prepare or cause to be prepared for the approval of the Council, annual estimates of the revenue and expenditure of the Institute for ensuing financial year.

3.3 Budget Committee.

There shall be a Budget Committee of which its composition is detailed in the fourth schedule to these Financial Regulations. The duties of the Budget Committee shall be:

(i) To receive and review the Institute's annual budget to see the propriety of expenditure, revenue and whether or not these relate to the Mission of the Institute.

(ii) To receive and review the Institute's quarterly budgetary reports and make recommendations, and.

(iv) To review the objectives, strategies and policies of the Institute and make recommendations.

(v) The Principal has a mandate to appoint any other senior staff of the Institute from department to be a Budget Committee Member.

3.4 Annual Estimates of Revenue and Expenditure

The Institute shall have annual budget comprising recurrent budget and capital budget for each year. At least six months before the commencement of any financial year the Deputy Principal for Administration and Finance shall request all heads of department and section heads of the Institute to submit revenue and expenditure estimates as well as capital expenditure proposals for the ensuing year and the budget committee shall provide budget ceilings of the expenditures to each departmental and sectional head.

Each head of the department shall be responsible for preparing his/her department’s budget for the ensuing financial year. The activities to be included in the budget shall aim at achieving the mission of the Institute and strategy as outlined in the Institute’s Corporate Plan.

3.5 Revised Estimates

The Principal may, where necessary, prepare revised annual estimates for the current financial year for submission to the Council. Such estimates shall only be made where circumstances have changed to render the prior estimates unrealistic. These changes may include;

(i) Estimates considered and approved by the council are different from those approved by the Government.

(ii) If there are savings arising from different sources of income or from Government supplementary funds.

(iii) If there is a necessary and unforeseen expenditure which was not considered in the budget.

3.6 Authority for Supplementary Estimates

As a general rule no application for supplementary estimates shall be entertained unless it relates to urgent expenditure which was unforeseeable at the time the estimates were prepared and which cannot be postponed for consideration in the following financial year without serious injury to the interests of the Institute. Where this is so, it shall be shown that this urgent expenditure cannot be met by curtailing expenditure chargeable against the moneys provided under the same item of the estimates

3.7 Procedures for Applying for Supplementary Estimates

(i) In cases where savings are not available, reference to the Executive Committee is necessary. The applications for additional provisions must be made in well in advance to enable the applications to be submitted to the Executive Committee, which meets at least four times a year.

(ii) Applications for additional provisions are to be made by the Deputy Principal for Administration and Finance on the approved form and submitted to the Executive Committee through the Principal. The applications shall be supported by full details of the necessity and reason(s) for the additional provision.

3.8 Responsibility Budgetary Control

(i) No expenditure shall be incurred for the purposes of the Institute save for the provisions of the approved annual estimates or in the provisions of approved supplementary estimates or in the provisions of approved supplementary estimates, if any, by the Council. Expenditure shall strictly flow from the specific appropriations in the budget unless the Principal or the Council has approved reallocation as the case may be.

(ii) Each head of the department shall maintain a sub-vote book in which all the financial commitments made shall be recorded.

(iii) All the heads of the departments shall have power to recommend expenditures for their respective departments to the concerned Warrant Holders for approval.

3.9 Long-term Development Plans

(i) The Principal shall prepare or cause to be prepared draft five-year development (Corporate) plans for the Institute.

(ii) The long-term development plans shall only come into force after being approved in the manner as described in these financial Regulations.

(iii) The Principal shall appoint Warrant Holders to be responsible for the detailed execution of Capital Projects as approved in the long-term development plans.

(iii) The Warrant Holders appointed as per these Financial Regulations shall be responsible for keeping the Principal Informed of the expenditure of funds allocated for the purpose of executing the Capital Projects on quarterly basis.

3.10 Expenditure

No expenditure shall be incurred except in accordance with the provisions of the annual estimates or in accordance with the provisions of any supplementary estimates approved by the council.

3.10.1 Authority for Expenditure

(i) The approved annual estimates shall constitute the authority necessary for charging expenditure against the funds of the Institute.

(ii) No officer shall make payments or commit the funds of the Institute except under the authority of a warrant issued by the Principal.

(iii) The Principal shall issue to each warrant holder a warrant of funds envisaged to be sufficient to meet the expenditure of the quarter.

(iv) The Deputy Principal for Administration and Finance shall ensure that actual quarterly expenditure in a respect of each item does not exceed the approved budget.

(v) The reallocation of expenditures into sub-accounts of the budget shall only be approved by the Principal.

(vi) A monthly report on expenditure shall be prepared by each head of the department and sent to the Deputy Principal for Administration and Finance by 5th day of the following month.

(vii) It shall be the duty of every warrant holder to exercise maximum economy and although savings may be available under other sub-accounts of the budget, this cannot be advanced as a justification for additional provisions unless it can be clearly established that the savings are accumulated to meet the proposed additional expenditure.

(viii) Where savings are guaranteed to cover the additional provision required, the Principal may issue quarterly special warrants without prior reference to the Executive Committee as long as the applications do not exceed TZS 100,000,000/= or TZS 50,000,000/= and report it at the next meeting. Applications in exceeding TZS. TZS 100,000,000/= or 50,000,000/= shall first have to be approved by the Executive Committee.

(ix) In cases where savings are available from other items of Expenditure and have been guaranteed in support of an application for additional provisions, the original item of expenditure from which these savings are to be made is reduced accordingly and the 'Warrant Holder is to ensure that the reduced estimate is not exceeded.(It needs review).

(x) Where additional provision is approved, the Deputy Principal for Administration and Finance is authorized to accept charges and make payment from the Institute's funds in respect of the relevant expenditure item by a copy of the Special Warrant of funds issued by the Principal to the warrant Holder.

(xi) For the purposes of monitoring the performance of every warrant Holder, the accounting system shall be organized in such a way that it is capable of recording and reporting the performance of every Warrant Holder.

(xii) Each warrant holder shall furnish to the Deputy Principal for Administration and Finance with acceptable reasons for performance and expenditure, which are inconsistent with the expectations as provided in the annual budget.

(xiii) The reports about performance of warrant holders together with explanation of the deviations from expectations shall be consolidated by the Deputy Principal for Administration and Finance and presented to the Finance and Planning committee on quarterly basis.

3.10.2 Capital Expenditure

(i) No capital expenditure shall be incurred except for the purposes of implementing the Institute’s long-term plans.

(ii) The Deputy Principal for Administration and Finance shall extract from the long term plans proposals for capital expenditure. He/she shall include these proposals in the annual budget at the time of consolidation.

(iii) The Deputy Principal for Administration and Finance shall maintain detailed records with regard to all types of expenditure. Whenever the actual expenditure exceeds or is likely to exceed the budget, the position shall be brought to the attention of the concerned warrant holder and the Principal.

3.11 Cash Flow Forecasts

It is the responsibility of the Deputy Principal for Administration and Finance to exercise strict financial control by forecasting the receipts and payments in advance, follow up the collections and make payments according to the plan.

3.12 Performance Review

The management committee shall make review of the revenue budget, capital budget and cash flow forecasts at least once in every quarter. The management committee shall submit to Finance and Planning Committee which recommend appropriate actions to be taken by the Council.

SECTION 4

FINANCIAL CONTROLS

4.1 Financial Statements and Records

(i) It shall be the duty of the Deputy Principal for Administration and Finance to ensure that adequate and appropriate records are kept to evidence all movements of resources into and out of the Institute.

(ii) It shall be duty of the Deputy Principal for Administration and Finance to ensure that monthly performance reports are prepared as detailed in the accounting manual as a continuous monitoring of the Institute performance. The reports should include:

- (a) Monthly revenue report
- (b) Revenue and expenditure statement
- (c) Monthly Accounts Reconciliation
- (d) Other reports deemed necessary

(iii) It shall be the duty of the Bursar to prepare at the end of every quarter, a quarterly report to show the progressive performance of Institute. The reports shall among other things, include:

- (a) Statement of actual revenues and expenditure
- (b) Expenditure analysis.
- (c) Variance analysis with the reasons for each material variance

4.2 Sources of Funds

The funds and resources of the Institute shall consist of:

(i) Such sums earned by the Institute by the way of tuition fees charged to its students or their sponsors, fees from consulting and short courses, interest income from its investing activities and recoveries from use of its resources.

(ii) Such sums as the Institute may receive by way of grants, subventions or loans from the government, government agencies, organization or the general public.

(iii) Such sums as the Council may, from time to time, borrow for the purposes of the Institute;

(iv) Such sums as in any manner may become payable to or vested in the Institute either under the provisions of the act establishing DIT or any other written law, or incidental to the carrying out of its functions.

(v) All payments made to the Institute shall be made through Institute Bank collection Account, then remitted to the Bank of Tanzania (BOT).

(vi) ICB income and Centers

4.3 Utilization of Funds

The institute shall charge to revenue of every year all expenditure of the same year as approved in the budget. No expenditure of the current year shall be transferred to the following year except for capital expenditure.

Any excess of the revenue of the Institute in any financial year over the total sums properly chargeable to revenue account of that year shall be applied by the Institute in such a manner as the Council may direct.

4.4 Care and Control of Assets

It shall be the duty of the Principal to ensure that all assets of the Institute are provided with appropriate safe guards and appropriate protection against waste, misuses, fraud theft, pilferage, misappropriations, destructions and other acts which may lead to loss of Institute assets.

4.5 Custody of Valuable Documents

All the valuable documents such as Title Deeds, Guarantee and Performance Bonds, Vehicle Registration Cards, Insurance Policies and the Institute's seal shall be in the safe custody of the Deputy Principal for Administration and Finance.

4.6 Operation of Bank Accounts

(i) The Institute will open and operate bank accounts in accordance with Provisions of Public Finance Act. (Review)

(ii) All bank accounts shall be in the name of the Institute or its Campuses or Subsidiaries and shall be operated within the direction and control of the Principal.

(ii) All bank transactions shall be recorded solely in the Institute's records.

Cheque Signatories

All the cheques issued by the Institute shall be signed jointly by two of the authorized signatories, one from each of the following categories, provided that one of the signatories must be in category A. In case of absence of the authorized signatories in category B, both signatories in category A can sign the cheques.

Signatories for the Main Campus

Category A.

1. The Principal
2. The Deputy Principal for Academic, Research and Consultancy

Category B:

1. The Deputy Principal for Administration and Finance
2. Bursar.

(a) Signatories for Campuses

Category A:

1. Head of Campus
2. Assistant Head Academic and Administration

Category B:

1. Campus Accountant
2. Head of HR

(b) Signatories for ICB

Category A:

1. ICB Manager
2. ICB Accountant

Category B:

1. The Deputy Principal for Administration and Finance
2. Bursar

(c) Signatories for ITCoEICT

Category A:

1. Director of ITCoEICT
2. The Deputy Principal Academic, Research and Consultancy.

Category B:

1. Bursar
2. The Deputy Principal for Administration and Finance

(d) Signatories for Center

Category A:

1. Center Manager

2. Center Accountant

Category B:

1. Bursar
2. The Deputy Principal for Administration and Finance

(iii) Bank Reconciliation Statement

Statements from the Bank shall be obtained at least once in every month and reconciliation statement shall be prepared by 15th of the next month.

(iv) Stale/Dishonored Cheques

(a) Stale Cheques

All cheques issued by the Institute which are not presented to the Bank six months after issues shall be treated as stale cheques and shall be appropriately accounted for. Fresh cheques shall be issued based on the requests made by the claimants, and on return of the stale cheques, or non-issuing an appropriate indemnity cover, if the Cheque is lost.

(b) Dishonored Cheques

All the cheques received by the Institute shall be deposited in the bank account on a day-to-day basis. Dishonored cheques shall be debited back to the debtors' accounts and credited to the bank accounts. Whenever the cheques received have bounced, fresh cheques with banker's acceptance shall be obtained in place of bounced cheques.

4.7 Loss of Cheques

Where a payee has lost a cheque issued by DIT before presenting it for payments, no new cheque shall be issued until the Deputy Principal for Administration and Finance proves beyond reasonable doubt that no payment has been effected. The Deputy Principal for Administration and Finance shall put a stop payment order with the bank in order to ensure that no payment will be effected on the cheque. Also the Deputy Principal for Administration and Finance must obtain an indemnity of the loss from the payee.

4.8 Recurrent and Capital Expenditure

(i) The recurrent and capital expenditure for the year shall as far as possible be incurred within the limits of the annual budget approved by the Council.

(ii) All expenditure for capital and recurrent expenditure may be approved by the Principal as per approved Annual procurement Plan.

(iii) All capital and recurrent expenditure within the approved budget estimates and as appropriately approved shall be passed for payment by the warrant holder. However, it is the responsibility of the Deputy Principal for Administration and Finance to ensure that all payments are in order.

4.9 Hospitality and Marketing Expenditure

(i) The total expenditure to be incurred by the Institute on hospitality and marketing shall be limited to the approved budget estimates.

(ii) Any expenditure to be incurred on hospitality and marketing shall have the prior approval of the Principal or his ratification where prior approval could not be obtained.

(iii) The hospitality and marketing expenditure to be incurred by the Chairperson of the Council in connection with council meeting shall form part of the Council's expenses.

4.10 Council Members – Fees and Expenses

(i) Any Council Member's fees to be paid to Members of the Council shall be according to Council/Government Directives.

(ii) The expenses incurred on hotel and travel in connection with the Council members' meetings shall be treated as Council expenses.

4.11 Subscriptions and Donations

(i) The Principal shall approve all subscriptions and donations within the budget.

(ii) Payments of donations and subscriptions of significant amount not contemplated in the budget estimates shall have the specific approval of the Council.

4.12 Mode of Payment

(i) All payments to outside parties shall, as far as possible, be made by crossed cheques.

(ii) All salary payments to staff members shall as far as possible be made through Bank.

(iii) All payments, particularly to outside parties, shall be supported by a claim in the form of invoice, work order, goods receipt note, etc. The Deputy Principal for Administration and Finance shall verify the accuracy of amounts payable before effecting payments.

(iv) In accordance with BOT circular direct payments (TIS) should be applied to cover payments above Tshs. 10,000,000 that cannot be covered through crossed cheques.

4.13 Payment Hours

(i) The cash office shall be opened on 7:30 am to 3:30 pm for the staff and to the public for purpose of making and receiving payments.

(ii) Inquiries on payments shall also be made during the normal working hours.

4.14 Payment of Statutory Dues

The Deputy Principal for Administration and Finance shall ensure that payment of statutory dues such as Income Taxes, Trade Union contributions, Pension Funds, Health Insurance, Land Rent, Business License fees, etc, shall be made promptly on the due date.

SECTION 5
INCOME

5.1 Notification of Income

(i) All officers of the Institute concerned with the provision of services of the Institute to customers or clients shall promptly notify the Deputy Principal for Administration and Finance the amount of Income due to the Institute from such services.

(ii) Upon receipt of such notification the Deputy Principal for Administration and Finance shall promptly raise or cause to be raised the charges for the moneys due from the parties concerned.

(iii) Every acceptance of the Institute's money by a cashier or by any other authorized person or transfer of money from one officer of the Institute to another shall be acknowledged without delay, by means of an appropriate official receipt.

(iv) All moneys received on behalf of the Institute shall be promptly deposited with designated bank account.

(v) All moneys received by the Institute shall be deposited into the Institute's bank account promptly and intact or handed to the Institutes cashier who shall also promptly deposit it into the Institutes bank account.

5.2. Control over Revenue

(i) Arrears of Revenue – Sundry Debtor's Accounts

A record of arrears of all sums which become payable to the Institute in respect of fees or other services shall be maintained in such a manner as to focus the attention of the Principal on these arrears. An annual return shall be prepared for arrears outstanding as at the close of financial year for inspection by the External Auditors. Such a return shall provide yearly summary of the arrears outstanding supported by a full analysis of such summary.

(ii) Write-off of Losses

The Council shall authorize to write off any loss and dispose off any item of surplus, obsolete and unserviceable nature.

(iii) Provision for Bad and Doubtful Debts – Trade Debtors

(a) All debts relating to trade debtors who are outstanding for over two years and considered to be bad shall be written off with the approval of the Council and as per the provisions in the public finance act and its regulations.

(b) A provision for doubtful debts shall be made in respect of specific debts only.

(c) An age-analysis of all debts shall be prepared as follows with their respective rates of charge.

- 1 to 2 years 50%
- Over 2 years 100%

(Check Regulation no. 59 of Public Finance)

(iv) Writing back - debtors

(a) Efforts shall be made as far as possible to realize debtors even though they are written off in the books of account.

(b) All such realizations shall be taken to the credit of income and expenditure account and shall be disclosed in the miscellaneous income

(v) Writing Back - Creditors

(a) The Deputy Principal for Administration and Finance shall ensure that all bona fide claims on the institute, which are duly supported, are settled promptly.

(c) All credits, which remain unclaimed for more than two years shall be written back to income with the due approval of the Council as the case may be.

SECTION 6
EXPENDITURE

6.1 Authority for Expenditure

(i) The approved annual estimates shall constitute the authority necessary for charging expenditure against the funds of the Institute.

(ii) No officer shall however make any payments or commit the funds of the Institute except under the authority of a warrant issued and signed by the Principal.

(iii) At the commencement of each quarter, the Principal shall issue to each warrant holder, he/she may have appointed, a warrant of funds envisaged to be sufficient to meet the expenditure of that quarter.

6.2 Level of Approval of expenditure

Approval of expenditure shall strictly be in conformity with the nature and levels of authority prescribed in the first and second schedules to these Financial Regulations.

6.3 Progress Report on Capital Expenditure

The Principal shall regularly report to the Executive Committee of the progress of the execution of the capital projects approved by the Council.

6.4 Emergency Expenditure

(i) In the event of an emergency necessitating the immediate expenditure of funds, which was not envisaged, the principal may approve an unbudgeted amount as a stopgap measure to contain such an emergency.

(ii) The Principal shall immediately take appropriate steps to seek appropriate approval for supplementary funds to meet the full cost of such emergency any amount he/she may have approved. (Check budget regulation for the procedures)

6.5 Responsibility for Payment

(i) Any person making, allowing or directing payment without proper authority shall be held personally responsible for the amount of the payment.

(ii) Any person who is required to render accounts of payments shall be held responsible for inaccuracies of those accounts.

(iii) Where a payment has been made due to the negligence or misconduct on the part of accounting person, the amount so incurred shall be surcharged against such person.

(iv) Every person responsible for handling and/or signing a payment voucher who certifies the accuracy, correctness and propriety of the errors or losses that may arise from such payment shall be held responsible if the payment made contain errors.

6.6 Payment Vouchers

(i) Every payment shall be supported by a voucher which shall be generated from Computerized Accounting System.

(ii) The authority to check for propriety of a payment voucher shall be vested in the Expenditure Accountant. The Deputy Principal for Administration and Finance shall then authorize the release of funds for payment.

(iii) Payment vouchers shall be completed in all respect, detailing the authority and the coding of the expenditure; full description of the transaction or reason for payment and the quotation of number of bills or invoices so as to ensure the correct identification of the payment.

(iv) All alterations to the particulars given in the voucher shall be signed in full by the authorizing person.

(v) Original invoices, bills statements etc. relating to the payment shall be attached to the original payment voucher except where the volume size or weight of such attachments make it inadvisable to do so. In such cases the documents shall be separately packed and suitably cross-referenced to the relevant payment voucher.

(vi) Certificates which are necessary to complete the payment voucher shall be embodied in the voucher. The need for a certificate is usually evident from the type of payment being made and shall normally arise in the following circumstances: -

(a) Certification to authenticate the receipt of goods, or services either for immediate use or taken on charge. In the latter case, the certificate must include a reference to the appropriate Asset Ledger entry.

(b) Certificate of indemnity, shall be attached to the payment voucher where original document is missing.

(vii) An accounting person who certifies vouchers must exercise the greatest care to ensure that the certificates they sign are in accordance with the facts and are liable to be surcharged in the event of an improper payment made in consequence of an incorrect certificate.

(viii) Voucher forms used and unused must be afford maximum security to prevent abuses.

6.7 Disbursement of Funds

(i) All claims accepted against the Institute must be paid promptly.

(ii) Identification of Payee
Paying officers shall satisfy themselves that the person claiming the payment is in fact the person authorized to receive it or is the authorized representative or assignee. Authority by the payee to a nominee shall be attached to the original payment voucher to which it relates.

(iii) Payment by Cheque
All payments as far as possible shall be by crossed cheque which should be prepared so as to preclude the possibility of subsequent alteration.

(iv) Replacement of Lost Cheques
Replacement cheques in respect of cheques lost before presentation to the bank shall not be issued until its non-presentation to the banks has been authenticated and the bank has been instructed to stop payment of the lost cheque.

(v) Payment in Cash
The receipt of a payment in cash must be acknowledged by Signature or thumb-mark of the payee.

(vi) **Copy invoice or Bill** (Bolded headings)

Payments made on copy invoice or bill be supported with an indemnity certificate by the payee. The indemnity certificate shall require the payee to make good the full value of the payment in the event of double or fraudulent being evident.

(vii) Nugatory payments

The responsibility for nugatory payments (payments for which the Institute has received no value) rests with the person who facilitated such payments, which include:

(a) Double payment for goods or services or double settlement of a liability.

(b) Payments made in excess of approved rates or scales

(c) Irrecoverable overpayments.

The expenditure arising from nugatory payments is liable to disallowance or surcharge.

(viii) Stamping of Vouchers

Immediately the voucher is paid, the paying officer shall stamp it “PAID” including all supporting documents.

SECTION 7

PROCUREMENT AND STORES REGULATIONS

7.1 Procurement

7.1.1 General

(i) The duty of Procurement and looking for suppliers shall be vested in the Head of Procurement Management Unit (PMU), and he/she shall be guided by the Public Procurement Act (PPA) of 2011 and Public Procurement Regulations (PPR) of 2013, and as amended from time to time.

(ii) The Deputy Principal for Administration and Finance shall be responsible for ensuring that all Procurement of Institute are done centrally in order to ensure proper control of resources and economy in executing the function.

(iii) The Principal shall be the person responsible for overseeing that the Supplies and Procurement functions of Institute are conducted efficiently and economically. Detailed procurement and recording procedures for Procurement are stipulated in Institute's Procurement and Accounting manuals.

(iv) The Head of PMU will advise the Principal on the best Procurement practices in order to obtain value for money spent.

(v) It shall be the duty of the Head of PMU to liaise constantly with stores in order to ascertain what should be procured and the quantity to be procured.

(vi) No officer of Institute shall place a purchase order unless it is passed through the Supplies Officer and evidence to support it must be sanctioned by the relevant Warrant Holder and approved by the Deputy Principal for Administration and Finance in accordance with authority limits prescribed by the Council.

(vii) It shall be the duty of the PMU to coordinate the preparation of DIT's Procurement Budget Estimates.

(viii) All payments for times purchased must be passed through the PMU in order to confirm the authenticity of the claim and must be approved by the Deputy Principal for Administration and Finance.

(ix) All Procurement will require final approval by the Principal who will be guided by the various committees charged with the responsibility for Procurement within set limits as approved by the Council.

(x) The Council shall sanction Procurement of items not included in the Approved Budget estimates.

7.1.2 Overseas Procurement

(i) Where an item is purchased from overseas the procurement process to be followed will be the same as in the other Procurement and shall be guided by the Procurement Act.

(ii) Where it is deemed necessary, DIT may purchase items from overseas especially where Procurement involves acquisition of non current assets of a technical nature.

(iii) It shall be the responsibility of the PMU to ensure that when goods arrive they are cleared from port within the shortest time possible.

(iv) Where a purchase is done using Donor Funds, the procurement procedures lay out by the Donors shall be followed without breaking the laws and regulations of Tanzania.

7.1.3 Local Procurement

In most cases all of Institute's Procurement shall be done locally. It shall be mandatory for the Supplies Officer to obtain at least three quotations from three different suppliers to ensure competitiveness.

The decision to buy from one supplier and not the other shall be guided by combination of factors including contract terms, price, supply assurance, payment terms, etc.

7.1.4 Procurement under Government procurement Services Agency (GPSA)

Procurement of commonly used items and services will be done through GPSA frame work agreement through mini competitions. It will be the responsibility of the Tender Board to ensure transparency and open competition in the entire process.

7.1.5 Procurement by Tender

Most of the Institute's Procurement will be done through competitive tendering as stipulated in the Public Procurement Act of 2011 and Regulations of 2013 as amended in 2016. It shall be the duty of the Tender Board to ensure transparency and open competition in the tendering process.

Tender Board establishment and procedure:

TENDER BOARD

1. The Institute shall establish a Tender Board in accordance to second schedule of the Public Procurement Act No.7 of 2011 and its amendment of year 2016 to be known as "Institutes Tender Board."

2. The Tender Board shall meet at least once a month; the time and place of such meeting being determined by the chairman. At any such meetings, one half of the members shall constitute a quorum.

3. The Tender Board may establish sub committees to advise the Board on any specific matter.

4. The Tender Board may invite any person whose presence is in its opinion, desirable in the deliberation of the meeting of the Tender Board but such a person shall have no vote.

5. The minutes of each meeting of the tender board shall be recorded by the secretary in a proper form and shall be confirmed by the member of the board and signed by the chairperson and the secretary at the next following meeting of the board.

7.2 Stores

(i) It shall be the duty of the Deputy Principal for Administration and Finance to ensure that all goods purchased by DIT are received at one central store.

(ii) The Stores Officer shall ensure that all receipts are documented and records are maintained to evidence movement of stocks within and out of DIT as detailed in the Procurement and Accounting Manuals.

(iii) The Stores of DIT shall be locked using two separate locks, the keys to which will be maintained by two separate officers, one key to be kept by the Stores Officer and the other to be kept by the Human Resource Officer.

(iv) The entry of DIT stores shall be restricted.

(v) No employee of DIT or outside person shall be allowed to enter the stores with personal properties. Where it is necessary, the properties will be registered and left at the entrance.

(vi) There shall be a register maintained to record movement of persons into and out of DIT stores.

(vii) It shall be the duty of the stores officer to advise the Deputy Principal for Administration and Finance on the most appropriate security measures to be instituted within the stores including firefighting equipment, insurance cover etc.

(viii) All requirements by users shall be ordered from the stores.

(ix) It shall be the duty the stores officer to notify the Supplies Officer on stock items requiring replenishment by filling the appropriate form (purchase Requirement).

(x) Where the Stores Officer is required to be absent from duty, it shall be mandatory to hand over duties to another officer who shall be appointed by the Deputy Principal for Administration and Finance to act as Stores Officer.

(xi) A stores handling over certificate shall be prepared and both the stores officer and the incoming officer shall sign it, a copy shall be sent to the Deputy Principal for Administration and Finance.

(xii) It shall be the duty of the Bursar to ensure that an annual stocktaking is conducted for DIT stores at the end of DIT financial year.

(xiii) All issued made from stores shall be done against relevant stores documents duly authorized by the respective Head of Department.

(xiv) Where stock items are deemed obsolete or damaged, the procedures for their disposal shall be in accordance with these financial regulations.

(xv) It shall be the duty of the stores officer to report any losses of stocks, which may occur within the stores to the Deputy Principal for Administration and Finance.

(xvi) Any loss reported shall be notified to the Principal detailing the quantity of the loss, the value involved and the circumstances leading to the loss.

(xvii) It shall be the duty of the Principal to ensure that the loss is thoroughly investigated by reporting the same to the police where it is suspected that the loss was caused by fraudulent practices or theft.

(xviii) It shall be the duty of the Principal to ensure that a register for recording losses is maintained.

(xix) The Deputy Principal for Administration and Finance shall ensure that up to date records are maintained in respect of all stocks held in DIT stores and that appropriate codes are established as shall be detailed in the Accounting Manual.

(xx) No Officer shall be allowed to undertake procurement and storekeeping at the same time.

(xxi) There shall be a receiving officer who shall not undertake any procurement who shall be responsible with ensuring all procured goods or services are inspected prior approval for further process.

(xxii) There shall be Procurement Management Unit and Stores Unit which shall be reporting to the Head of PMU for segregation of duties.

SECTION 8

CARE AND CONTROL OF ASSETS

8.1 Care and Control of Assets

(i) It shall be the duty of the principal to ensure that all the assets of the Institute are managed with appropriate safeguards and protection against waste, misuse, fraud, theft, pilferage misappropriation, and destruction and any other unwanted acts and circumstances.

(ii) Deputy Principal of Administration and Finance in particular, and without prejudice to the generalities of the foregoing the Principal shall: -

(a) Ensure that the assets are adequately insured against fire, theft and other hazards.

(b) Ensure that all the Institute's movable non current assets are properly indexed and marked.

(c) Ensure that appropriate non current assets registers are maintained for all the Institute's non current assets.

(d) Institute should maintain necessary physical controls of non current assets.

(e) Take precautions against fire by placing and maintaining serviced fire fighting equipment in all Institute's buildings and stores, provided that the cost of setting up and maintaining such safeguards and controls is economical.

(iii) The principal shall ensure that every officer and every employee of the Institute to whom assets are issued be movable or immovable, whether they are issued to such officer or employee as a tenant, or for use in doing his work, or for mere custody, is made fully responsible for the care, safely and proper use of such assets.

(iv) Assets shall be issued to employees against their signatures to acknowledge receipt of such assets.

(v) Deputy Principal of Administration and Finance will be responsible for authorization of movement of Non-current assets within and outside the Institute.

8.2 Protection of Cash

(i) Payment of tuition fees and other income designated by the Principal shall be made directly through the Institute bank account.

(ii) The cashier shall possess the keys to the safe, and ensure that they are security preserved.

(iii) The cashier shall always ensure that any unbanked cash, accounting documents and other items issued to the cashier for safe custody, are always locked in the safe. Should any loss be sustained as a result of the cashier's negligence or fraud, disciplinary action shall always be taken against the cashier including reporting the case to the police where the amount involved is material.

(iv) The cashier shall not be permitted to possess in the safe more than the specified amount of cash in the form of currency and coins for more than twenty-four hours. Where more than the specified amount is received in coins and currency, an effort shall be made to have the same cash banked on the same day.

(v) Specification of amount of money to be held in cash box shall be limited to the amount insured under fidelity insurance.

8.3 Petty Cash

(i) Cash in the form of petty cash shall comprise a fund from which petty disbursements shall be made. The size of this fund shall be TZS 3,000,000 and in the event that the amount is found to be inadequate Management will seek approval from the council to raise the amount.

(ii) Each transaction from the fund shall not be more than ten percent of the maximum amount of the fund. Disbursements in excess of this amount can only be done with the sanction of the Deputy Principal for Administration and Finance.

(iii) The fund shall be under the cashier who shall maintain the records of cash receipts and payment from the fund in the separate cash book. The details of receipt and payment procedures shall be included in the Accounting Manual.

(iv) The cash received shall be banked on the same working day. The details for banking procedures shall be included in the Accounting Manual.

(v) Cash receipt and banking are the responsibilities of the Institute's Cashier.

8.4 Debtors

(i) Trade Debtors

(a) Trade receivables shall be recorded in sufficient details with respect to the name and address of the debtors, the nature of debt, the total amount owing on the date of debt, installments received, the balance due and when it is due, and the terms of the debt.

(b) The terms of trade available to the customer shall be offered subjected to the existing credit policy recommended by management and approved by the Council. These terms shall be clearly indicated on every invoice sent to the customer.

(c) A statement of accounts shall be sent to every customer with a debit balance in the Institute's accounts at the end of every two months.

(d) Debtors whose balances owe beyond the due date shall be sent reminders including threats of litigation if personal appeals shall fail to persuade them to pay the amount owed.

(e) Subject to these regulations all debts considered bad should be written off after every recovery effort has been made.

(f) There shall exist in the books of account a separate account against which bad debts shall be charged. This account shall be credited with the estimated possible bad debts, at every end of the year.

(ii) Staff Accounts

The details of every staff who owes money to the Institute shall be recorded in the books of account. The details shall include: the names, the cheque number, the designation and department, seniority, date of the debt, the amount owed, the nature of the debt, and terms of repayment, amount repaid, and the amount due.

(iii) Classification of Staff Accounts

(a) Staff Accounts shall be classified either as imprests, salary advances or loans. Imprests shall comprise all advances made to the staff to acquire goods or services on behalf of the Institute. Salary advances are amounts advanced to the Institute's staff on the basis of the staff's applications according to the provisions of the Staff Regulations, and it is recoverable in full from the staff's next salary. The loans are advances made to the staff on the basis of the staff's applications according to the provisions of the staff Regulations and loan policy, and are recoverable according to the terms of the loans.

(b) For each nature of the staff account, there shall exist separate records.

8.5 Imprests

Impresses are of two kinds, namely standing imprest under which credit can be renewed by the submission of paid vouchers and the withdrawal of equivalent cash (this type of imprest is normally used for the period of a financial year and is returned by the holder at the conclusion of the financial year of issues; and Special Imprest which is used for a particular purpose and which must be accounted for upon the culmination of the purpose of by some specified date, by the submission of "paid" vouchers and the payment of any unexpended cash.

(a) Standing Imprest

The holder of a standing imprest must maintain a cashbook in which to record all receipts and payments and balance in hand after each transaction.

(b) Special Imprest

The holder of a special imprest is fully responsible for that imprest and whilst he need not be required to maintain a special cash book, he must at all times be able to give an account of the imprest. Special imprest e.g. safari imprest is issued for particular purpose.

8.6 Retirement of Imprests

(i) The standing imprest shall be replenished to the extent for the amount spent from the imprest fund since the previous replenishment.

(ii) The holder of the standing imprest shall render the accounts of the funds to the Bursar at every end of the month. All imprests except petty cash fund shall be recorded in the name of the staff responsible for the fund.

(iii) Holders of imprest are responsible for appropriate expenditure as specified in the applications to spend funds on items which were not specified in the application for the imprest without prior permission from the Principal.

(iv) Where it is deemed that misappropriation of the imprest funds was committed by the staff responsible for the fund, the imprest shall immediately be classified as a staff advance, and appropriate disciplinary action shall be taken according to the provisions of the staff regulations.

(v) To account for special imprest documentary evidence shall be tendered to show that the expenditure was made in the interest of the Institute.

(vi) Imprests shall be accounted for within 14 days after the task for which imprests were advanced has been accomplished. Failure to do so shall be interpreted as a breach of the financial regulations.

8.7 Investments

(i) Where the investments are classified as trade investment their liquidation shall be subjected to the approval of the Council.
The investment certificates shall be kept in safe custody, and the Deputy Principal for Administration and Finance shall be accountable for their safe custody.

8.8 Custody of Non Current Assets

(i) For each house owned or rented by the Institute, there shall exist the history record maintained by the Deputy Principal for Administration and Finance, and that record shall relate to repairs, paintings partitioning, extensions, alternations and decorations; it shall also include furniture, fixtures, machines, equipment and tools.

(ii) An officer within the directorate of administration and finance shall be charged with the task of making regular inspection of the real estates of the Institute, with a view of detecting defects, damages and thefts, and reporting them to the Deputy Principal for Administration and Finance.

(iii) Tenants of the Institute are charged with the task of reporting defects, damages and thefts, which occur within the premises they occupy. Should it be evident that the defect, damages and thefts are due to willful acts or negligence, the costs of repairs or replacements shall be charged to the tenant.

(iv) All houses owned or rented by the Institute shall be maintained, repaired and painted in accordance with the approved DIT Maintenance Programme.

(v) Issue of any fixed asset to any officer shall be made against an issue note, whose copy shall be signed by the tenant of the house or office, and whose copy shall be signed by the tenant of the house or office, and whose copy shall be signed by the tenant of the house or office, and whose details shall be recorded in the history record of the respective building or office.

(vi) No transfer of asset from one building or office to another shall be made without prior permission of the Deputy Principal for Administration and Finance, and such a transfer shall be acknowledged by the recipient tenant, and it shall be recorded in the history record.

(vii) Where the occupant of a residential house owned or rented by the Institute is required to vacate the house, Estates Manager shall ensure that the building is vacated as soon as possible.

(viii) Before the tenant vacates, stocktaking of the assets in the house shall be conducted to establish their existence and condition. Any missing or damaged assets shall be reported to the Deputy Principal for Administration and Finance for action.

(ix) The vacating tenant shall hand over the keys after signing a certificate detailing the condition of the house and the assets of the Institute left in the building as per stocktaking. The Institute's officer in charge of the estates and buildings shall also sign such a certificate, and it shall be witnessed by another officer from the office of the Deputy Principal for Administration and Finance. After handing over the keys, the vacating tenant shall not be allowed into the building again.

(x) The certificate shall detail the kinds of assets found in the building, the quantities per each item, and their condition. The certificate shall also indicate the general condition of the building. Any shortage or willful acts shall be recovered from the vacating tenant.

(xi) Where the employee's services are terminated, of where the employee absconds while the employee was a tenant of the Institute's owned or rented building, the house he/she was renting shall be broken into on the presence of Police and / or Local Government Officer to ascertain the assets in the house, if the employee is not traceable. The following procedure shall be followed:

(a) The police officer / Local Government Officer shall be called to witness that breaking into the house and stock-taking exercise.

(b) The carpenter shall be instructed to break the door if a duplicate key is not available.

(c) A list of all items shall be made indicating the items belonging to the tenant and those belonging to the Institute. The details shall include the type of assets, their quantities and their condition. Any missing asset shall be reported to the Deputy Principal for Administration and Finance.

(d) The list compiled shall be signed by the police officer/Local Government officer, the Institute's officer and the neighbor of the tenant.

(e) Where the Institutes assets missing are of material value, the case shall be reported to the Police Station for action.

(f) The locks to the external door of the house shall be replaced immediately after the stocktaking exercise.

(g) The items left behind by the tenant shall be preserved until when the tenant is available to take them.

8.9 Motor Vehicles

(i) There shall be a history record for each motor vehicle, showing the details of repairs, services, and replacement of parts.

(ii) Each motor vehicle shall have a log book in which there shall be recorded kilometers covered in each journey, the purpose of the journey, the date of the journey and the time taken. The Transport Officer as well as the Internal Auditor shall inspect it from time to time.

(iii) A perked motor vehicle shall have its ignition keys deposited with the Transport Officer, who shall keep the proper record of receiving and issuing the keys in case of each motor vehicle.

(iv) The driver is required to report to the Transport Officer any defect noticed in the motor vehicle. If it is found that the defect was due to negligence on the part of the driver, disciplinary action shall be taken against the driver.

(v) Repair tools offered to the driver shall be entered in the History Record of the motor vehicle. The driver shall sign an Issue Note to acknowledge receipt of the tools. When he returns them an entity shall be made in the history record.

(vi) Where the motor vehicle is involved in a major accident, its repair shall not be undertaken without prior permission of the principal.

8.10 Institute’s Generators

(i) There shall be a history record for each Generator, showing the details of repairs, services, and replacement of parts.

(ii) Each Generator shall have a log book in which there shall be recorded fuel consumption, refilling date and the days taken between fuel refilling.

8.11 Telephones

(i) International calls and long distant calls shall be made for approved purposes only. Where the phone is in a prepaid scheme, the renewal voucher may be issued only if it is within the monthly budgetary limit. If the limit has been exceeded the Secretary / Officer assigned to the phone will have to justify the expenditure above the limit.

(ii) Before the telephone bills are paid, the officers responsible for respective lines shall endorse them. Then, they shall be returned to the Deputy Principal for Administration and Finance along with the telephone register. The Deputy Principal for Administration and Finance shall compare the bills with the budgets. Any unusually high bills shall be investigated.

(iii) The telephone operator shall be responsible for all long distance calls made from the general line. The operator shall be required to keep the telephone register to justify telephone usage. Disciplinary action shall be taken against the telephone operator for trunk calls that were unofficial or those not authorized by the Deputy Principal for Administration and Finance.

8.11 Computers and Local Area Network

Access to hardware and software, shall be restricted to authorized users. Users will be given passwords and appropriate user addressed by the Computer Manager.

8.12 Books

(i) The Institute, as a training center, is liable to invest substantial funds in books and journals. Care shall be exercised to preserve the literature assets in order to obtain the full advantage from these assets.

(ii) The library shall be under the Head of Library and Information Services of the Institute, and shall be charged with the following tasks:

(a) To acquire on behalf of the Institute by purchase, or receipt from donors, all books for the library and academic departments.

(b) To advise management on how best to invest in books and library equipments.

(c) Necessary precautions shall be taken to safeguard the books and journals against decay and abuse.

(d) To ensure that books and journals are protected from theft and damage.

(e) The Library shall generally be available to the Institute’s students currently undergoing tuition at the Institute, and the employees of the Institute. These shall be referred to as the Institute’s Community Members for library purpose.

(iv) Non-community members can use the library when they are registered as Associate Members, subject to payment of the annual fee.

(v) A user of the library book, who damages the book or loses it shall be charged a replacement fee as follows:

(a) For a book whose life is less than a year the charge shall be one and a half the original cost of the book.

(b) For a book whose life is one year but less than two years the charge shall be twice the original cost of the book,

(c) For a book whose life is more than two years the charge shall be the replacement cost of the book.

(vi) The amount so obtained shall be utilized to replace the lost book in question.

(vii) Where the book has been damaged, the library user shall be allowed to possess the damaged book after he has paid the replacement cost.

(viii) Any library user who over stays with the borrowed book shall be surcharged for this wrong and the surcharge shall be calculated on the basis of period in excess of the time allowed.

(ix) The head of Library and Information Services shall always advise management on the appropriate rates that shall be used to charge for associate membership and failures to return books in time by borrowers.

(x) In order to avoid obsolescence, care shall be taken to ensure that the optimal number of books is acquired or sold in the current academic year.

(xi) Preference shall always be given to the Institute’s students which selling books. To ensure this is adhered to, academic departments shall always send names of students who require the particular textbooks.

(xii) Books shall be sold at cost plus margin fixed by the management, and cost shall include the invoice price, freight, insurance, packaging, taxes plus related ordering costs.

8.13 Stationery

Care shall be exercised in the utilization of stationery and a proper record shall be maintained for the use of the stationery.

8.14 Photocopying Machines

(i) Photocopying machines available for the general use of the office and the library shall be operated by appointed operates. The operators shall keep records of the following:

(a) Daily stationery received and used.

(b) Daily photocopies made

(c) Daily slips authorizing the photocopying.

(ii) Photocopying shall not be made unless it is authorized by the head of the department. The officer authorizing photocopying shall do so when it is expedient to do so. Photocopying shall only be done when a true copy of the original document it is required, and where it is cheaper and faster to photocopy than to type.

(iii) The library shall allow library users to use the photocopying facilities available in the library provided the services are paid for.

(iv) Cash collected from photocopying services shall be remitted daily to the cashier who will issue a receipt for cash received.

8.15 Scanning Machines and Printers

The computer managers will provide specific procedures for use of Scanning machines and Printers.

8.16 Equipment

(i) The Deputy Principal for Administration and Finance shall ensure that all the furniture and equipment are appropriately coded for identification purposes.

(ii) The movement of equipment from one office to another is strictly prohibited without the approval from the Deputy Principal for Administration and Finance.

(iii) The Deputy Principal for Administration and Finance shall make regular inspection of furniture and equipment at least once in every year to ensure its orderliness.

(iv) It shall be an offence to remove any equipment from one house to another house without the prior written permission of the Deputy Principal for Administration and Finance.

(v) Equipment Inventory record must be kept in each office to highlight the list of items and signed by the officer in charge of that office annually.

8.17 Disposal of Non Current Assets

- At the end of each financial year Bursar shall coordinate counting of non-current assets to ascertain the existence and condition of individual assets. Noncurrent assets, which are no longer serviceable or not required, should be identified and reported so that a decision can be made on how to dispose them. Heads of departments should confirm that assets per his/her records exist.
- When a Non current asset is taken out of use the head of department concerned must raise a disposal advice in two copies. The advice should indicate the date of discontinuance and a proposed method of disposal as follows:
  (a) Scrap
  (b) Awaiting sale
  (c) Sale negotiated
- Before disposal action is completed, the advice should be submitted to the Principal for his or her authorization, after which the two copies of the disposal advice are dealt with as follows:
  (a) Original to the principal accountant finance and planning for data entry i.e. updating of the noncurrent assets register cards and later pass it to assistant accountant for processing (e.g. issue of a sales invoice):
  (b) Duplicate-book copy should be retained by the section
- The Principal accountant revenue must raise a sales invoice for noncurrent assets to be sold update noncurrent assets register cards with the amounts of sales proceeds and match sales invoices to corresponding disposal advices.

SECTION 10
ANNUAL ACCOUNTS AND AUDIT

10.1 Overview

At the end of each financial year, the Institute is obliged to close books of accounts as required by the legal instrument. This part highlights the audit requirements and procedures.

10.2 Legal Requirements

The Council shall submit or cause to submit to the auditors the Financial Statements of the Institute within three months after 30th September of each year for audit as required by Section 18 of the Institute's Act.

10.3 Annual Accounts and Submission for Audit

It shall be duty of the Principal to ensure that the following set of the financial reports are prepared and submitted to the external Auditor.

a) Statement of Financial Performance.
b) Statement of Financial Position.
c) Statement of change in net assets/equity.
d) Cash flow Statement and
e) a comparison of budget and actual amounts either as a separate additional financial statement or as a budget column in the financial statements;
f) Accounting policies, notes and schedules necessary to provide more information on DIT's performance as detailed in DIT's accounting manual.

10.4 Audit Requirements and Procedures

(i) The Auditor is entitled to have access to all books, records and return relating to the Accounts.

(ii) The Principal shall give the Auditor every facility to carry out the audit.

(iii) It shall be the duty of the Principal to reply promptly to any observations and queries raised by the Auditor.

(iv) The use of green pencil and green ink shall be exclusively reserved for officers of the Auditor and officers of the Internal Audit and the Deputy Principal for Administration and Finance shall ensure that are not in any circumstances, used in the preparation of receipts, payment vouchers or other accounting entries or returns in any of the other offices of the Institute.

(v) All accounting documents and records shall be retained in an orderly manner and satisfactory condition within the Institute for a period of at least ten years from the last day of the relevant accounting period.

(vi) Copies or counterfoils of issued receipts may be disposed of after the elapsed of ten years period and when these are o longer required by the External Auditors.

(vii) The Principal shall submit to the Council the auditor's reports on the accounts of the Institute within six months after the end of the accounting year at the latest.

SECTION 11
ACCOUNTING POLICIES AND PRACTICES

11.0 Accounting Policies

(i) The Institute shall determine from time to time the appropriate accounting policies in conformity with the Financial Reporting Framework pronounced by the National Board of Accountants and Auditors.

(ii) The Council shall approve the policies before they are affected in the preparation of financial statements of the Institute.

(iii) The detailed accounting procedures and practices shall be embodying in an accounting manual.

(iii) The Council shall approve such accounting manual to be a companion guide to the Institute's Scheme of Service and Staff Regulations and it shall be supplements to these Financial Regulations.

11.1 Basis of Accounting

The accounts of the Institute shall be prepared on the accrual basis of accounting and in accordance with the International Public Sector Accounting Standards (IPSASs) or any other standards recommended by NBAA.

11.2 Depreciation

Depreciation shall be calculated to write off the cost/valuation of the non current assets on a straight-line basis over the expected useful lives of the assets concerned. The principal annual rates which shall be applied consistently are as follows.

Item	Rate
DIT Main Building	2.5%
Furniture and Equipment	12.5%
Laboratory and Workshop Equipments	12.5%
Library Books	12.5%
Motor Vehicles	25.0%
Other Non current assets	20.0%
Machinery	12.5%
DIT Campus Network	12.5%

11.3 Valuation of Stocks and Stores

Stocks and Stores shall be valued at the lower of historical cost or net realizable value. Cost is determined using first-out basis.

11.4 Foreign Currency Translation

Transactions foreign currency shall be translated at rates of exchange ruling on the dates of transactions.

Statement of Financial Position items shall be translated at the rates ruling at Statement of Financial Position date. Gains or losses on exchange shall be dealt in the income and expenditure account.

11.5 Books

(i) Books acquired for the library shall be capitalized and depreciated. Books purchased for re-sale shall be treated as current assets and shall be included in the stocks and stores.

(ii) Donated book shall be valued at market price for accounting purposes. Provision shall be made for identified damaged and obsolete books.

11.6 Contingency Liabilities

In very financial year contingency liabilities shall be provided pending to contingency expenditures.

11.7 Retention of Accounting Documents

11.7.1 The Institute Bursar shall issue instructions to relevant officers specifying the precautions which should be taken in particular cases to safeguard accounting records and documents and in particular those which have been stored on electronic or other non-traditional media.

11.7.2 The Bursar shall ensure that all receipts and payment vouchers of the Institute are properly and securely filed and that all other accounting documents are kept in an orderly manner and made available when needed.

11.7.3 Every accounts staff shall observe the principle that efficient accounting is to a large extent dependent upon neatness and orderliness in the filing and preservation of vouchers, books, registers and other documents which support and explain entries in the accounts. Paid vouchers shall be filed by the sequence of Cheque numbers.

11.7.4 All accounting documents and records shall be retained in an orderly manner and satisfactory condition within the Institute for a period specified under section 11.8.6 from the last day of the relevant accounting period.

11.7.5 All classes of books of accounts and records shall be carefully preserved and not be destroyed without the approval of the Council.

11.7.6 Books of accounts and records shall be retained as detailed in the table below.

S/N	Description	Period (Years)
1	Stores receipts and issue vouchers	7
2	Copies of Official receipts, vouchers, licenses	7
3	Original Payment Vouchers, Used Cheques	10
4	Abstracts, Subsidiary records, Stores Ledgers, Journals	10
5	Cash books, ledgers, loan and investment registers	10
6	Establishment and Salary records	Indefinite

11.8 Destruction of Accounting Records

11.8.1 The Bursar shall submit the lists of documents recommended for destruction to the Deputy Principal Administration and Finance who shall, if he/she has no objection regarding the matter, signify his/her approval on two copies

11.8.2 The Bursar shall notify the Deputy Principal Administration and Finance in writing after the destruction of the documents authorized under section 11.9.1.

11.9: Use of Computerized Accounting Systems

11.9.1: A book, account or record that is required to be kept under the provisions of these regulations shall be kept or prepared by;

(i) making entries in a bound or loose book,

(ii) recording or storing the data concerned on electronic or other non-traditional media by means of a mechanical, electronic or other device as may be approved by the Principal.

11.9.2: Where data is to be recorded or stored on electronic or other non-traditional media by a mechanical or electronic device so as to form part of a system of accounting under the control of the Bursar, the prior approval of the Principal shall be obtained and any changes to it shall also be approved by the principal.

11.9.3: Where a book, account or record is to be stored or prepared by a mechanical, electronic or other devices;

(i) the data recorded or stored will be capable, at any time, of being reproduced in a written form.

(ii) Reproduction of such stored data shall be made by order and in the form approved by the Principal.

11.10: Security of Accounting Systems

The Bursar shall take all reasonable precautions to guard against damage to destruction of, or falsification of any book, account, record or part of a book, account or record required to be stored in electronic or other non-traditional devices.

11.11: Audit Trail

The Bursar shall satisfy himself that, where the system involves the authorization, approval, deletion or alteration of any transaction or data by electronic means or any means other than in writing, an audit trail is maintained so as to enable the person giving such authorization or approval or deletion or alteration of the transaction to be identified beyond reasonable doubt and the nature and, if applicable, the amount of the authorized, approved, deleted or altered record is ascertained.

11.12: Security and Passwords

11.12.1: The Bursar shall satisfy himself as to the security of the means of storage and the method of processing of electronic media and its data and to the proper documentation of any software involved and shall implement and enforce any instructions issued by the Principal in this respect.

11.12.2: In particular, access to financial data and data processing areas shall be controlled by the Bursar and the method of control documented by him/her. Where passwords are used as a security check for accessing data in a computer based accounting system for whatever purpose including the authorization or approval of transactions by electronic means or the alteration or deletion of any financial data shall be kept secret by the person to whom they are allocated.

11.12.3: Any officer who communicates a password to an unauthorized officer commits an offence under these regulations and disciplinary measures shall be taken against him.

11.13: Provision of Technical and Backup Support

11.13.1: The Bursar shall ensure that proper technical support is readily available for both hardware and software.

11.13.2: Effective backup and disaster recovery procedures shall be put in place in the event of a partial or complete breakdown or loss of the storage media or processing equipment to ensure that the administration of the Institute is not adversely affected and in particular the collection of revenue.

11.14: Inspection and Production of Records

11.14.1: Where any book, account or record is stored by means of a mechanical, electronic or other device on electronic or other non-traditional media and these Regulations require that the book, account or record and the matters contained therein be available for inspection or for copies to be made thereof, the Bursar shall make the book, account, record or matters concerned available in written form or otherwise provide a document containing a clear reproduction of the whole part of them as the requirement may entail.

11.14.2: Any written document or reproduction supplied under this regulation shall be deemed to be a valid reproduction unless the contrary is established.

11.15: Alterations and Corrections

11.15.1: No any erasure, correction, reversal of entry or alteration of whatsoever nature shall be made in any record, cash book, ledger, voucher or other document of account without proper authorization of the Bursar.

11.15.2: Payment in connection with any document bearing an alteration or erasure shall be refused by the Bursar.

11.15.3: No correction shall be made in any document which has been audited without the prior consent in writing of the Auditor.

SECTION 12
MISCELLANEOUS PROVISIONS

12.1 Board of Survey

12.1.1 Appointment

(i) The Principal shall appoint a Board of Survey annually to inspect and report to him on the Institute's Non current assets and Stores during the second half of each financial year.

(ii) The Board shall consist of a Chairperson and five other members appointed by the Principal, approved that in appointing them he shall endeavor to appoint members from senior officers of Institute with such qualifications and technical expertise as may necessary to ensure that the Board can discharge its work competently.

(iii) Any senior officer who has been appointed but is unable to serve the Board because of unavoidable reasons, he/she must report the fact immediately to the Principal who shall nominate another Senior Officer to serve the Board.

12.1.2 Duties

(i) To ascertain whether or not current assets and stores are properly safeguarded from unauthorized use or misuse and duly protected.

(ii) To compare physical inventories with the ledger balances.

(iii) To compile a list of discrepancies (if any) and to obtain an explanation to the discrepancies so disclosed.

(iv) To report upon the adequacy of storage, accommodation and on any difficult experienced in the course of their duty.

(v) To identify and compile a list of obsolete, damages, surplus, and slow moving stocks and recommend on the method of disposal.

(vi) The Board shall submit a report of their findings to the Principal duty signed by the Chairperson.

12.2 Losses

12.2.1 Reporting Losses

(i) Any officer of the Institute upon the discovery of any loss of the Institute's money or any other assets from whatever cause shall immediately report the loss so discovered to the Principal who shall institute measures to investigate the cause of the loss.

(ii) Where the loss involves an act of dishonesty by a member of staff detailed investigations shall be made and a report of the matter submitted to the Principal, who shall take measures as appropriate.

(iii) During the Investigation, it shall be the duty of every officer and every employee of the Institute to give the necessary information and assistance required of him which may be deemed necessary for the purpose of the Investigation.

(iv) The loss report shall take into account the requirements and the format prescribed in the Third Schedule of these Regulations.

12.3 Demands for Payments.

All demands for payments due to the Institute shall contain instructions to and that all payments should be made out by crossed cheque in favour of "The Principal, DIT''.

12.4 Accounting Documents

(i) All accounting documents shall be affordable maximum security at all time so as to prevent their unauthorized or improper use and every officer having in his charge any kind of accounting document shall be fully responsible for it until such time as he is properly relieved.

(ii) In the event of loss of any accounting document, the officer who had charge of the same shall immediately write and submit to the principal through the Deputy Principal for Administration and Finance a Loss report in a format similar to that shown in Third Schedule of these regulations.

(iii) Upon receipt of the report, the Principal may instruct the Internal Auditor to carry out full investigation into the circumstances of the loss and report his findings to the Principal.

(iv) In the event of LPO, cheques, coupons, official stamps, seal, acknowledgement receipts and any other accountable documents the loss or misplacement may constitute a threat to the interests of the Institute, the Principal shall immediately notify the public of such a loss, and he shall take such other step as may be necessary to protect those interests of the Institute which are threatened by the loss.

(v) As far as possible, all disbursements of funds shall be made on the basis of information and approval given on the relevant Accounting Forms. Accounting Forms currently in use are contained in the Accounting and Stores Manual.

(vi) Unused Cheques orders shall be under the custody of the Bursar. Other documents such as blank cash receipts, invoices and local purchase orders shall be under the custody of the stores' officer.

(vii) Cash receipts, cheques, invoices and local purchase orders shall be serially numbered and they be used strictly in the sequence of their serial numbers.

(viii) Destruction of accounting documents shall not be made unless a certificate of destruction is obtained from the Principal and the document shall not be required in future for references. This certificate shall detail the serial numbers, where applicable the dates when the documents were placed in the archives, a brief description of the nature of the documents destroyed, and the remarks if such documents were blank or not.

(ix) Destruction shall be by incineration and this shall be witnessed by the officers appointed by the Principal. The witnessing officer shall not leave the site of incineration until the documents are completely destroyed.

(x) Before fire is set to the documents, the witnessing officer shall inspect the documents and ensure that documents to be destroyed are those detailed in the certificate, and that all documents in the certificate of destruction and destroyed.

(xi) All accounting forms such as cheques and other documents spoiled or soiled thus having been rendered useless shall remain attached in the pad perforated, with two parallel lines between which shall be written the word “cancelled”.

(xii) All accounting records as well as cancelled accounting forms shall be preserved for a period specified by law.

12.5 Write-off of Assets

Assets write off shall be done in accordance with Public Finance Act.

12.6 Disputes

Where any miss interpretation arises out of the application of these Financial Regulations and the accounting instructions, the matter shall be placed before the Principal whose decision shall be final.

12.7 Annual Stocktaking

Physical Stock Taking

12.7.1 Annual physical stock counts shall be carried out on 30th June every year by the stock taking team and observed by the internal auditor and External auditor.

12.7.2 A full and comprehensive annual stock count of goods held in Stores and all departments of the Commission must be carried- out at the end of each year under the overall supervision of Chief Accountant.

12.7.3 Stocktaking instructions shall be issued by the Chief Accountant by 1st June indicating the process, forms and formation of stocktaking teams.

12.7.4 All stock counts shall be recorded on the official Commission's Stock Taking Sheets, dated, stamped and signed;

12.7.5 Each head of department shall sign 'the inventory sheets or stock records for stores under his control

12.7.6 All discrepancies between the ledger book and the actual physical stock balances should be analyzed and investigated thoroughly by the stocktaking team;

FIRST SCHEDULE

ITEMS AND APPROVING AUTHORITIES

The following items shall be approved in writing by the Principal or any other officer authorized by him in writing: -

(a) Salary for temporary employees
(b) Overtime and Honoraria
(c) Salary Advances and all Loans to employees.

Suppliers of the following goods and services shall only be determined by the Tender Board.

(a) Stationeries and Printing
(b) Building Materials and Maintenance
(c) Uniforms
(d) Fumigation Services
(e) Cleaning Services and Materials
(f) Maintenance of Equipment
(g) Replacement of Furniture
(h) Replacement all equipment
(i) Security Services
(j) Civil Works.
(k) Food stuffs and Cafeteria Services.

All major construction work which involves the engagement of outside constructors, for example quantity surveyors, architects and so on shall be awarded by the Tender Board.

All minor works of construction, repairs and maintenance which for reasons of economy, quality and saving of time can not be carries out by Tender shall be done by the Buildings and Estates Department.

SECOND SCHEDULE

LEVELS OF EXPENDITURE APPROVAL

The authorities to approve Procurement of specific items of expenditure shall be limited as indicated here below:

Authority	Amount
Deputy Principal for Administration and Finance	Up to TZS 100,000,000.
Deputy Principal for Academic Research and Consultancy	Up to TZS 100,000,000.
Head of Campus	Up to TZS 50,000,000.
ICB Manager	Up to TZS 50,000,000.
ITCoEICT Manager	Up to TZS 50,000,000.
Principal (CEO)	Unlimited of approved budget.
Governing Council	Strategic Funds.

Notwithstanding the limits of this schedule, the following expenditure items shall have incurred as and when they fall due: -

(i) Personal Emoluments
(ii) Student Allowance
(iii) Payroll Levy
(iv) Any other statutory deductions

THIRD SCHEDULE

INVESTIGATION REPORT ON LOSSES

An Investigation Loss Report shall as far as possible be self-contained and shall contain adequate information on a minimum on the following points: -

(a) Name of the Institute.
(b) Name of the Directors, Department and/or Section where the loss occurred.
(c) Date of occurrence of the loss.
(d) Amount involved in the loss or damage
(e) Name and Title of the officer or employee suspected to have caused the loss or damage.
(f) Name and title of the supervising officer.
(g) Name and title of the supervising officer.
(h) A detailed narrative description of:
   (i) The precise circumstance in which the loss arose.
   (ii) Nature of Internal Control existing at the time the loss occurred
   (iii) The weaknesses, if any, in the Internal Control System, which caused the system to fail in preventing the loss from occurring.
(i) Whether the loss or damage arose directly or indirectly from negligence or misconduct of an accounting person or persons.
(j) Recommendations on the following:
   (i) Improvements in the Internal Control System.
   (ii) Action to be taken to recover the loss or to dispose off the loss.
(k) All findings and recommendations, shall as far as possible be supported by appropriate evidence.

Where the loss is materials and/or involves a Senior Officer of the Institute and the action considered necessary by the principal involves taking disciplinary action or reporting the matter to the Police, the Principal shall prepare and submit a report based on the Investigation carried out, to the Executive Committee and/or the Staff Development and Disciplinary Committee as the case may be.

FOURTH SCHEDULE

CONSTITUTION OF BUDGET COMMITTEE

This committee shall consist of the following members:

1.	The Principal	Chairperson
2.	The Deputy Principal for Academic, Research and Consultancy	Member
3.	The Deputy Principal for Administration and Finance	Member
4.	Heads of Campuses	Member
4.	Chief Internal Auditor	Member
5.	Chief Accountant	Member
6.	Chief Planning Officer	Member/Secretary
7.	Representative from Academic Assembly	Member
8.	Heads of Academic Departments	Members
9.	Representative from Workers' Union	Member

FIFTH SCHEDULE

CONSTITUTION OF THE TENDER BOARD

The Accounting Officer shall constitute the Tender Board as follows:

(b) Chairperson to be appointed by him/her from among the Heads of Departments.

(c) Six member appointed by him/her from the Institute among the Heads of Departments.

(d) The Secretary shall be a procurement specialist, who shall be the head of the Procurement Management Unit (PMU) and who shall be appointed by the Accounting Officer.