



COST SAVING MEASURES



COST SAVING MEASURES Cont...

- In our endeavour to control costs, be more efficient and effective, the following list show measures that the University has already implemented and suggestions to management on other areas where costs can still be saved.



COST SAVING MEASURES Cont...

DETAILS	Power factor capacitors
LOCATION	JKML Library
PROGRESS	Commissioning was done on Monday 20.11.06
REMARKS/ OUTCOME	Electricity charges expected to drop by a further Kshs. 400,000.00 in Dec. 2006
ACTION BY	Manager Construction and Maintenance



COST SAVING MEASURES Cont...

DETAILS	Energy Saving Bulbs
LOCATION	SWA - Hall 4
PROGRESS	LPO being done by SWA - Upper State Hse Unit
REMARKS/ OUTCOME	Director SWA should hasten the process
ACTION BY	Director SWA



COST SAVING MEASURES Cont...

DETAILS	VOIP or Telephone Switch Board
LOCATION	Main Campus
PROGRESS	Tender has been approved and awarded
REMARKS/ OUTCOME	In progress
ACTION BY	Procurement and Director ICT



COST SAVING MEASURES Cont...

DETAILS	Discount on University Purchases
LOCATION	Office of the DVC (A&F)
PROGRESS	Report to be done by a team headed by Dr.Gituro Wainaina - UNES
REMARKS/ OUTCOME	Substantial savings will be realized once this mechanism is put in place
ACTION BY	Office of the DVC (A&F)



COST SAVING MEASURES Cont...

DETAILS	Efficiency in the Procurement Process
LOCATION	Procurement Department
PROGRESS	Task force currently implementing recommendations discussed to improve efficiency of procurement department.
REMARKS/ OUTCOME	Turn around time between requisition and release of LPO to be realised: Timely delivery of purchases.
ACTION BY	Task force team



COST SAVING MEASURES Cont...

DETAILS	Bank Charges
LOCATION	Finance Department
PROGRESS	The Department is currently negotiating this item
REMARKS/ OUTCOME	In progress
ACTION BY	Finance Function



COST SAVING MEASURES Cont...

DETAILS	Investment Returns
LOCATION	Finance Department
PROGRESS	Recommendation: <ul style="list-style-type: none">• Competitive rates should be negotiated• Discussions at advanced stage
REMARKS/ OUTCOME	Increase in interest earned from fixed deposits
ACTION BY	Finance Function



COST SAVING MEASURES Cont...

DETAILS	Repairs and Maintenance of University Vehicles
LOCATION	Office of the DVC(A&F)
PROGRESS	Repairs LPO currently being raised
REMARKS/ OUTCOME	Thorough inspection to be done before vehicles are released to the garage. University shall source for reputable AA rated Garages
ACTION BY	Office of the DVC (A&F) and Transport section




COST SAVING MEASURES Cont...

DETAILS	Insurance cover
LOCATION	Office of the DVC(A&F)
PROGRESS	Insurance cover only for vehicle on the road
REMARKS/ OUTCOME	Cut down the insurance costs All accident cases must be reported on time
ACTION BY	Office of the DVC (A&F), Finance Department and Transport section (educate the Drivers on procedures to be followed)



COST SAVING MEASURES Cont...

DETAILS	Casuals
LOCATION	Office of the DVC (A&F)
PROGRESS	Nature of work to be done must be analyzed, adequately supervised & Justified
REMARKS/ OUTCOME	Prior approval must be sought from the office of the DVC(A&F) before casuals are engaged
 ACTION BY	Office of the DVC(A&F)



COST SAVING MEASURES Cont...

DETAILS	Water Bills
LOCATION	Estates Manager
PROGRESS	-
REMARKS/ OUTCOME	<ul style="list-style-type: none">• Reconciliation of the water accounts• Negotiation for a reduction on outstanding amounts• Types of taps to be checked for water efficiency
ACTION BY	Office of the DVC (A&F) and Estates Manager



COST SAVING MEASURES Cont...

DETAILS	Purchase on Cash basis
LOCATION	Office of the DVC (A&F)
PROGRESS	Memo already circulated. Cash purchase must be discouraged at all levels.
REMARKS/ OUTCOME	Reduced fictitious purchase and substandard goods/services. Highly recommended to be abolished
ACTION BY	Office of the DVC (A&F)



COST SAVING MEASURES Cont...

DETAILS	Fuel
LOCATION	Office of the DVC (A&F)
PROGRESS	Fuel cards in operations
REMARKS/ OUTCOME	Work tickets to be signed by designated officers to avoid unnecessary trips
ACTION BY	Office of the DVC (A&F)



COST SAVING MEASURES Cont...

DETAILS	Medical expense
LOCATION	Office of the DVC (A&F)
PROGRESS	-
REMARKS/ OUTCOME	System to be put in place to check medical claims & inventory of drugs being procured
ACTION BY	Office of the DVC (A&F)



COST SAVING MEASURES Cont...

DETAILS	Debt collection
LOCATION	Office of the DVC (A&F)
PROGRESS	Summary reports completed on outstanding debt, student debtors
REMARKS/ OUTCOME	College principals be tasked to collect the balances
ACTION BY	Office of the DVC (A&F)



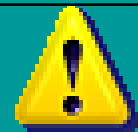
COST SAVING MEASURES Cont...

DETAILS	Completed Government projects using internally generated funds
LOCATION	Office of the DVC (A&F)
PROGRESS	Summary report duly available from the Manager Construction and maintenance
REMARKS/ OUTCOME	Management to put mechanisms to collect these monies from the Government.
ACTION BY	Office of the DVC (A&F)



COST SAVING MEASURES Cont...

DETAILS	Food in SWA Kitchens
LOCATION	SWA
PROGRESS	-
REMARKS/ OUTCOME	<p>Kitchen be mandated to provide quality food so as to encourage students to eat in the kitchens.</p> <p>Advantages</p> <ul style="list-style-type: none">• Increase revenue• Decrease in cooking in the Halls hence a reduction in the power, water , cleaning bills and risk of Fire.
ACTION BY	Office of the DVC (A&F)



OTHER CONTROLS

DETAILS	Budgetary
LOCATION	Office DVC (A&F)
PROGRESS	Authority to Incur Expenditure (AIE) introduced with AIE holders identified
REMARKS	Already in Operation. Success can further be enhanced with the implementation of the Procurement Plan
ACTION BY	Office of the DVC (A&F) & Finance



OTHER CONTROLS....

DETAILS	Revenue Enhancement
LOCATION	Office of DVC A&F & UNES
PROGRESS	Full fees collection before registration and examination/graduation
REMARKS	Management should identify who is to collect the fees
ACTION BY	Office of the DVC (A&F)



OTHER CONTROLS....



DETAILS	Staff matters
LOCATION	VC and DVC A&F
PROGRESS	No reappointment of retirees, freeze on new recruitment
REMARKS	Implemented and yielding fruits
ACTION BY	Office of the VC, DVC (A&F)



OTHER CONTROLS....

DETAILS	Capital Expenditure
LOCATION	Office DVC (A&F)
PROGRESS	Manager, Construction and Maintenance liaising with management in preparing the next financial year projects.
REMARKS	Factored in the annual budget
ACTION BY	Office of the DVC (A&F) and Estates Manager



Bye

