

END OF YEAR PROCEDURES

The Finance Department, conducts end of year procedures to design and implement sound and effective systems for the management of University resources and rationalization

The following are the procedural activities carried out:

- *Stock Taking*
- *Cash Survey*
- *Update of Students Debtors*
- *Accruing and Updating All outstanding Debtors*
- *Accruing and Updating All outstanding Creditors*
- *Bank Reconciliations*
- *Board of Survey for Fixed Assets*
- *Fixed Deposits and Treasury Bills*
- *Correction and update of Votes with wrong Descriptions*
- *Correction and Update of Balances on the wrong side of trial Balances*
- *Correction and Update unrecognized Income and Expenditure*