

# Over view of Accountability procedures and approvals

- ▶ Accountability involves being answerable to an organization's stakeholders for all actions and results.
- ▶ It can take the form of **financial, technical and other reports** required by stakeholders
- ▶ Objective
  - a. To establish whether the funds advanced were used for the intended purpose.
  - b. To establish whether all documentation relating to the accountability was presented for review.
- ▶ The Makerere University financial Manual and Public Finance Management (Amended) Act 2021 requires that;

Advances be accounted for within fourteen (14) days of the completion of the activity and in any case not later than 60 days. Failure to comply with standing instructions leads to the following:

  - i. Withholding further advances;
  - ii. Recovery from payroll;
  - iii. Disciplinary action in accordance with laid down procedures .

## Over view of Accountability procedures and approvals continued

- ▶ A report for accountability must be attached and receipts indicating clearly amount of advance being accounted.
- ▶ Outstanding advances at year End will be posted to the general ledger to make up the funds balance. *Accountabilities should be along budget lines*. Advances control ledger Account is kept to monitor advances.
- ▶ Balances on advances not utilized at the end of the work/research should be surrendered to the Head of accounts and a receipt should be issued.
- ▶ Failure to submit accountability will necessitate refund of all unaccounted for funds by the implementer.
- ▶ After clearance of all accounted funds, *a Journal Voucher (JV)* is issued to show clearance of total amount accounted for.

# Accountability procedure and approvals

## ▶ **Accountability process**

- ▶ Staffs are advanced funds after review by the Accountant and approval by the head of the unit. For accountability, Therefore, the accountability process should follow the funds approval process. The accountant reviews the accountability first before submitting it to Internal Audit/examinations and compliance office.
- ▶ The staff accounting should ensure the accountant of Unit has reviewed the accountability. The accountability is then sent to the Directorate of Internal audit/ examinations and compliance office. and the accountability should be delivered to Secretary directorate of internal Audit, who shall ensure it is stamped received, recorded in the Register.

# Process of accounting for advances

S/N	Activity	Responsible Officer	Duration of Activity
1	Applicant complies accountability	Applicant	3 weeks after the end of the activity
2	Submits accountability to the immediate supervisor ( Unit Head)	Applicant	2 days
3	Submission to the Finance Director	Unit Accountant	2 days
4	Director/University bursar forwards the accountability to audit for verification	Finance Director	2 days
5	Journal Voucher issued	Unit Accountant	5 days
6	Filing accountabilities	Unit Accountant	5 days

# Content of an accountability

► **The content of an accountability must be in line with the requirements of the funder and will include but not limited to the following:**

- a) Statement that it is accountability
- b) Name of the accounting unit
- c) Name of the person accounting and telephone contact
- d) Amount advanced
- e) Amount of the accountability being submitted
- f) Performance detail showing budget expenditure, actual expenditure, variance and comments on variance. Please reference your supporting documents
- g) Supporting documents should be arranged in the order of expenditure report.
- h) Small size receipts should be fixed on A4 paper and well referenced



## Accountability tests/checklist

### ► Tests for accountabilities

- *Check for Accountants review and comments before submission to Audit*
  - Check to confirm that budget is the basis of the advance and advance payment slip/voucher is attached.
  - Check to confirm that expenditure is in line with the budget used to advance.
  - Check the time duration for the advance against what is acceptable and notify the person.
  - Check that every expenditure value/amount is adequately supported by original expenditure documents (invoices, receipts, pay vouchers, attendance lists, payment schedule duly signed by recipient, Visa/passport page, report copy as appropriate, pictorial evidence as appropriate)
- Note that:
- Plain receipts are not good expenditure evidence
  - All receiptable items should be supported with valid receipts and it is the

## Accountability tests/checklist continued

- ▶ Pay acknowledgement forms should indicate recipient name, contact, amount, purpose of pay, how the amount was arrived at and signature of payee and payer/approval.
- ▶ Signed receipt of allowance is matched with attendance register and rates are in line with the approved one.
- ▶ Invoices and receipts for supply of goods and services are authentic. For example; hotel, fuel, car hire e.t.c
- ▶ Procurements are made in accordance with the procurement and disposal regulations.
- ▶ Agree the accountability amount to the accountability ledger.

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**END**