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MINISTRY OF
EDUCATION, SCIENCE AND TECHNOLOGY

# DAR ES SALAAM INSTITUTE OF TECHNOLOGY

ISO 21001:2018 CERTIFIED

## DIT FINANCIAL REGULATIONS REVISED 2025

**OCTOBER, 2025**

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## ABBREVIATIONS

| | |
|---|---|
| **DAc** | Director of Academics |
| **DIT** | Dar es Salaam Institute of Technology |
| **DIT-ICB** | Dar es Salaam Institute of Technology-Institute Consultancy Bureau |
| **DR-ARC** | Deputy Rector-Academics, Research and Consultancy |
| **DR-PFA** | Deputy Rector-Planning, Administration and Finance |
| **MUSE** | Mfumo wa Ulipaji Serikalini |
| **IPSAS** | International Public Sector Accounting Standards |
| **M&E** | Monitoring and Evaluation |

## DEFINITION OF TERMS

In this context, unless otherwise explained, the following words and expressions shall have the following meaning:

### Definitions

The “Act” means the Dar-es-Salaam Institute of Technology Act of Parliament No. 6 of 1997 [Cap. 144 R.E 2019] as amended by the Written laws (miscellaneous amendment) Act No.4 of 2023.

“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 Rector 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 Rector 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 Rector to review scrutinizes and recommend on overall annual budget and budgetary reports. The composition of 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 Rector Planning, Finance and Administration” means the person holding that position and is the financial controller of the Institute and is responsible to the Rector for the upkeep of accounts and efficient management of the Institute’s finance.

“The Deputy Rector for Academics, Research and Consultancy” means the person holding that position and is responsible to the Rector in administering academic affairs.

“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 Rector in consistency 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 Rector and shall comprise all the Deputy Rectors, all Directors, Managers and all Head of Units.

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

“Rector” means the Rector of the Institute appointed by the Minister under the advice of the Council.

“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 Rector.

“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.

# 1.0 INTRODUCTION

## 1.1 Establishment, function and Administration of the Institute.

The Dar es Salaam Institute of Technology (DIT) is a prominent public higher learning institution in Tanzania, founded by the Act of Parliament No. 6 of 1997 (Cap. 144 R.E. 2019), and subsequently amended by the Written Laws (Miscellaneous Amendments) Act No. 4 of 2023. DIT's core functions, as defined under this legislation, encompass teaching, research, and consultancy, all aimed at providing high-quality technical education and contributing to national development.

In fulfilling these roles, DIT relies on three critical resources: human capital, tools and equipment, and information. To achieve the desired effectiveness and efficiency in delivering its services, it is essential to manage these resources effectively, ensuring optimal performance across all operations. This is where the DIT Financial Regulations come into play.

The DIT Financial Regulations are designed to provide a structured framework for the prudent management of the Institute's financial resources. They ensure accountability, transparency, and compliance with national financial policies, while also supporting DIT's objectives in achieving excellence in education, research, and consultancy. By adhering to these regulations, DIT aims to maximize the impact of its financial resources, foster sustainable growth, and maintain a high standard of service delivery to all stakeholders.

## 1.2 Vision

The vision of Dar es Salaam Institute of Technology is to become a leading technical education institution in addressing societal needs.

## 1.3 Mission

The mission of Dar es Salaam Institute of Technology is to provide competency-based technical education through training, research, consultancy and development of appropriate innovative technologies and entrepreneurship.

## 1.4 Core Values

The core values of the Institute are responsiveness, exceptional services, student centeredness, professionalism, excellence, commitment and transparency.

## 1.5 Objective of the Institute Financial Regulations

The objective of the Financial Regulations is to provide rules and guidelines to be followed by the management and all staff of the Institute in the implementation of its mission and vision. They aim to guide all responsible actors in the proper management and use of Institute resources, ensuring that such resources are effectively utilized, protected from misuse and misappropriation, and safeguarded in accordance with applicable laws, policies, and institutional procedures.

## 1.6 Rationale for reviewing the Financial Regulations

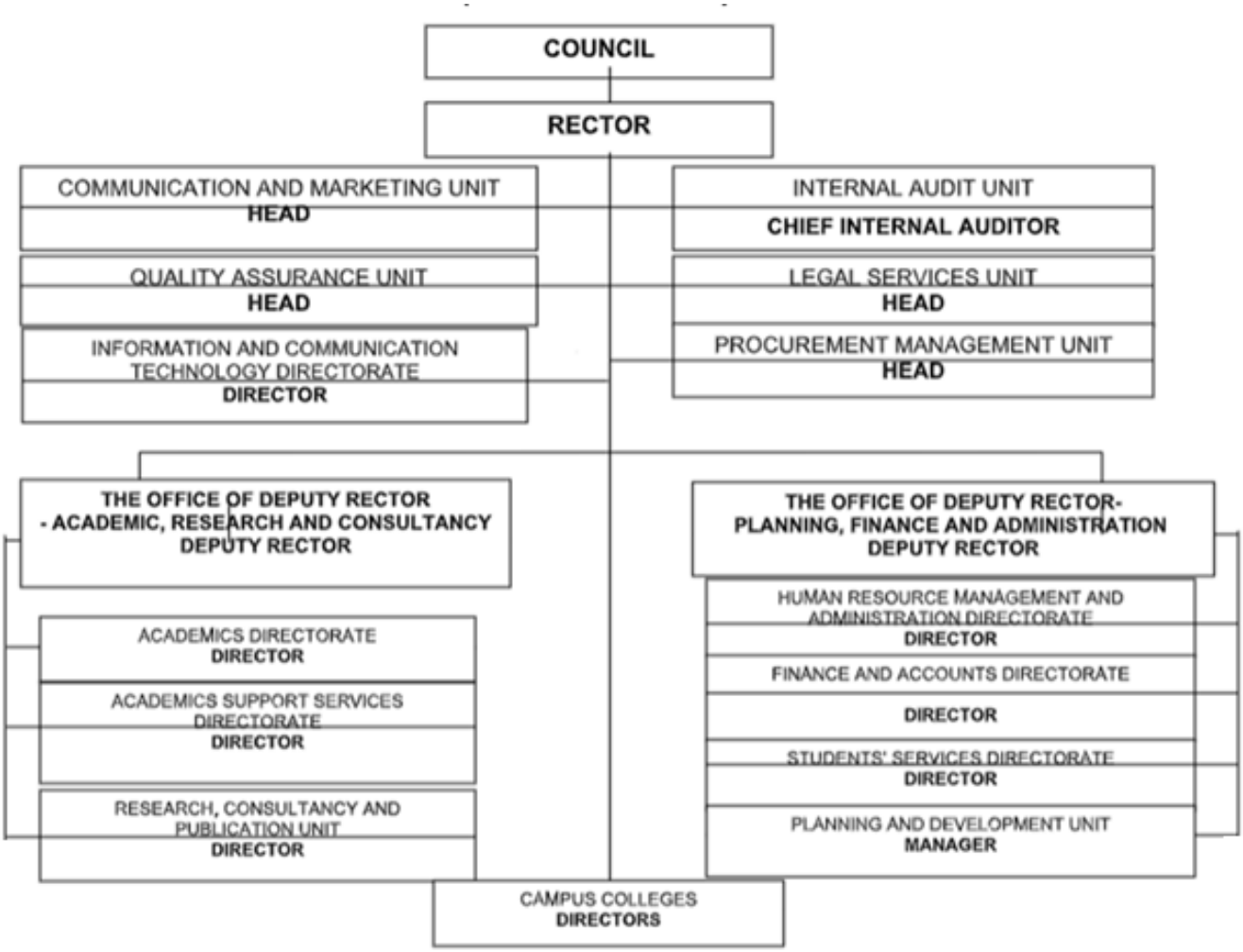
The rationale for reviewing the DIT Financial Regulations is based on several key factors. First, the Regulations require a review every five years to ensure that they remain relevant and aligned with prevailing financial management practices and applicable legal requirements. Second, the recent amendment to the Finance Act No. 11 of 2025 necessitates corresponding updates to the Regulations to ensure compliance with the revised legal framework.

Additionally, in 2022, the Government approved a new organizational structure for the Institute, resulting in the redefinition of roles and responsibilities of management personnel. These changes have implications for the organizational structure and responsibilities outlined in the DIT Financial Regulations Revised 2019, thereby necessitating corresponding revisions to the Regulations. Finally, revisions to various International Public Sector Accounting Standards (IPSAS) further necessitate the updating of the Financial Regulations to ensure that the Institute's financial management and reporting practices remain consistent with current internationally recognized standards.

## 1.7 Organization Structure of the Institute

The Institute is structured to effectively pursue its mission and vision, ensuring alignment with strategic goals and compliance with relevant laws, regulations, and best practices. The highest governing authority, the Council, is responsible for policy formulation, strategic decision-making, and overall oversight, ensuring that it fulfils its legal and regulatory obligations and operates in the best interests of its stakeholders. The Rector, as the Chief Executive Officer, manages the day-to-day operations, implementing Council policies, and overseeing the Institute's strategic planning and development.

Supporting the Rector are two Deputy Rectors: The Deputy Rector for Academic, Research, and Consultancy, responsible for academic programmes, research initiatives, and consultancy services, and the Deputy Rector for Planning, Finance, and Administration, overseeing financial management, strategic planning, and operational efficiency. The Chief Internal Auditor advises on performance monitoring and internal controls, ensuring compliance and recommending improvements. The Institute's various specialized units—such as the Project Management Unit (PMU), Legal Unit, ICT Directorate, IT Center of Excellence (ITCoEICT), and Campuses and other centers—collectively ensure the Institute's efficient, transparent, and legally compliant operations, supporting its mission and objectives.




## 1.8 Scope and Limitation

(i) These Financial regulations shall govern all financial operations of the Institute, it's 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, Institute Consultancy Bureau Policy and Operational Procedures, ITCoEICT Policy and Operational Procedure, the DIT Staff Regulations, Government regulations, Government Circulars and directives shall further govern the operations of the Institute.

### 1.9 General Responsibility

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

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

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

### 1.10 Amendments and Addition

These regulations may be amended as and when necessary. Deputy Rector of Planning, Finance and Administration shall be responsible for administering, reviewing and updating these financial regulations.

Suggestion for amendments, additions and improvements to these Financial Regulations shall be submitted to the Rector who shall subsequently seek approval from the Council before such amendments, additions or improvement take effect.

### 1.11 Compliance

(i) All Institute employees shall be 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.

(ii) 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 The Office of the Treasury Registrar, Permanent Secretary Ministry responsible for Finance, Ministry responsible for Education, Science and Technology and National Board of Accountants and Auditors.

(iii) Every Institute's employee shall be responsible for the safe custody and recording of the assets and liabilities of the Institute and shall comply with these regulations and other guidelines that may from time to time be issued.

(iv) All employees who become aware of any non-compliance with these Regulations shall be responsible for promptly notifying the Rector of the matter.

(v) Any employee who, through misappropriation or misapplication of funds, or through any other significant non-compliance with these Regulations, causes loss or damage to the Institute may be held personally liable and shall be required to reimburse the Institute for such loss or damage and/or be subject to appropriate disciplinary action.

(vi) The Appointing Authority shall make such determinations in a fair and consistent manner and provide written reasons for the determination. The employee concerned shall have the right to a fair hearing and the right to appeal in accordance with the applicable provisions of the relevant policies and these Regulations.

## SECTION 2

# 2.0 CORPORATE GOVERNANCE, DUTIES, RESPONSIBILITIES AND FINANCIAL FUNCTIONS OF THE INSTITUTE

## 2.1 Governing Council

(i) The Council is the governing and policy making body of the Institute.
(ii) 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 Rector

(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 ensure that proper accounts of the Institute are maintained and shall be responsible for the efficient and effective management and utilisation of the Institute's financial resources;
(iii) 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;
(iv) Shall be responsible for submitting the Institute's budget to the Council for approval and shall ensure that Quarterly Financial Progress Reports are prepared and submitted to the Council;
(v) 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.
(vi) Shall appoint warrant holders to be responsible to him for the detailed execution of the expenditures in the budget;
(vii) 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;
(viii) Shall propose to the Council a fee structure that is consistent with prevailing circumstances and supports the financial sustainability of the Institute's operations.
(ix) May negotiate for and receive grants, subject to the approval of the Council.

## 2.3 The Deputy Rector for Academic, Research and Consultancy

(i) Shall be responsible to the Rector 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 Rector 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 controlling expenditure within his/her directorate;
(v) Shall be responsible to explain actual deviations from the budget with respect to his/her section of the budget.

### 2.4 The Deputy Rector for Planning, Finance and Administration

(i) Shall be the Financial Controller of the Institute and shall be responsible to the Rector for maintaining proper accounting records, overseeing all financial matters of the Institute, including revenue and capital expenditure, and ensuring the maintenance of effective internal controls;
(ii) Shall be responsible for preparation of quarterly statements to be presented to the Rector. 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) Shall be responsible for providing warrant holders with access to real-time balances of expenditure incurred by them;
(iv) Shall be responsible for ensuring that the Rector is supplied with all information necessary to discharge his responsibilities relating to financial matters of the Institute;
(v) Shall be responsible to the Rector 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) Shall be the coordinator of the budgeting process and shall consolidate the departmental budgets into the institute's Annual Budget;
(vii) 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) Shall advise all levels of management regarding financial aspects pertaining to their responsibility centers;
(ix) Shall be responsible for the collection of all the income of the Institute;
(x) 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) Shall report to the Rector 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) Shall submit revised Annual Estimates for the current Financial Year to the Rector for submission to the Council where there is a shortfall in revenue or where expenditure of a material amount was not foreseen when the original estimates were prepared.

### 2.5 Campus Directors

The Campus Director shall ensure that proper accounts of the Campus are maintained and shall be responsible for the efficient and effective management and utilisation of the Campus's financial and other resources. The other responsibilities shall include:

(i) Facilitating internal and external audit activities;
(ii) Preparing the Campus's annual plans and budget and Quarterly Reports and submit them to the Rector;
(iii) Ensuring that sound and effective internal controls over revenue and expenditure are established and adhered to by all staff of the Campus, and that the Campus's assets are safeguarded and properly utilized;
(iv) Ensuring that no expenditure is incurred outside the approved budget, except in cases of exigency, in which case he/she shall seek, as soon as practicable, the subsequent ratification of the Rector and the Governing Council.

### 2.6 Director of Institute Consultancy Bureau (ICB)

The functions of the Director of ICB shall include all activities necessary to achieve the specific objectives of ICB. The functions shall include:

(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;
(ii) Promote institutional analysis and evidence-based decision-making to support Institute Management in matters relating to consultancy, professional services and professional development;
(iii) Serve as the Chief Accounting Officer for all financial transactions of ICB;
(iv) Administer the day-to-day activities of ICB, address strategic issues and promote the activities and interests of ICB;
(v) Pursue opportunities to secure large-scale and long-term assignments and establish partnerships for joint bidding;
(vi) Seek opportunities for ICB to be shortlisted for invitations to tender and take appropriate measures to enhance its competitiveness and success in tendering;
(vii) Develop a five-year strategic plan for ICB, in consultation with the ICB Advisory Committee and with advice from the ICB Board, for approval by the appropriate authority;
(viii) Prepare annual plans for ICB in consultation with the ICB Board.

### 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 professional ICT, telemedicine, and high-performance computing applications, as well as the 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 continuous technology, transfer between the Institute and national and international partners through strategic linkages and collaborations;
(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 the Centre's annual plans and budgets in alignment with the strategic plan of ITCoEICT and submit them to the Deputy Rector (Academic, Research and Consultancy) by the end of each financial year;
(x) To prepare and submit quarterly performance reports of the ITCoEICT to the Deputy Rector Planning, Finance and Administration 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 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 which are operated under the ITCoEICT;
(xix) To create, update, and avail project data banks for use by the Institute staff.
(xx) To monitor the progress of all projects implemented under ITCoEICT against approved disbursements, in collaboration with the respective 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 to effectively promote the activities of ITCoEICT and the Institute; and

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

### 2.8 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 the Chief Internal Auditor to prepare and submit quarterly internal audit reports as required by the Internal Audit Charter.

### 2.9 The Director of Finance and Accounts

The Director of Finance and Accounts shall:

(i) To serve as the Financial Officer of the Institute and be responsible to the Deputy Rector (Planning, Finance and Administration) for maintaining accounting records, managing all financial matters relating to both recurrent and capital expenditure, and maintaining effective internal controls;

(ii) The Director of Finance and Accounts shall keep proper accounts and within two 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 Director of Finance and Accounts shall be responsible for managing the financial affairs of the Institute in accordance with the principles of economy, efficiency, and effectiveness, and shall consider and implement the recommendations of the Internal Auditor aimed at improving the application of accounting procedures and financial controls.

### 2.10 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 Director 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 controlling expenditure against budget and all financial operations of the Campus.

(iii) Be responsible for preparation of the quarterly reports on the Campus and the reports prepared shall show the financial performance of every item, deviations

from the budget and the reasons for material deviations from the budgeted amounts;

(iv) To be responsible for providing budget holders with access to real-time expenditure balances and, in the event of a network failure, providing monthly expenditure balance printouts;

(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 incomes of the Campus;

(viii) To be responsible for preparing, coordinating, and overseeing the preparation of the budget for his/her department;

(ix) Prepare or cause to be prepared the recast budget of the Campus upon 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 Director of the Campus.

### 2.11 The Director and Head of Units

Director and Head of Units, under these Financial Regulations shall:

(i) Be budget holders of their respective directorates and units;

(ii) Be responsible for budgeting and initiating expenditure as provided in their directorate and units budget;

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

(iv) Be responsible for the execution of budget under their directorates or units

(v) Be able to explain material variances between budgeted and actual expenditure amount for each budgetary expenditure item.

### 2.12 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 Rector Planning, Finance and Administration in connection with implementation of institute's financial policies, these Financial Rules and system of financial control.

(iii) To provide the Deputy Rector Planning, Finance and Administration with such financial and other information as may be required from time to time to facilitate the discharge of the functions of the Governing Council.

(iv) Shall immediately notify the Accounting Officer or Deputy Rector for Planning, Finance and Administration 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" shall 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 shall be transferred to another member of staff.

## SECTION 3

## 3.0 ANNUAL PLANNING, BUDGETING AND BUDGETARY CONTROL

### 3.1 Strategic Planning.

(i) The Rector 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 based on strategic objectives of the Institute, identified targets to achieve the objectives and activities for each target.

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

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

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

### 3.2 Annual Plan

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

(ii) The annual plans shall also be recommended by the Rector 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.

### 3.3 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.

### 3.4 Budget Committee.

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

(i) To receive and review the Institute's annual budget to assess the propriety of proposed expenditure and revenue and their alignment with the mission of the Institute.

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

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

(iv) The Rector has a mandate to appoint any other senior staff of the Institute from Directorate or Unit to be a Budget Committee Member.

### 3.5 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 Rector Planning, Finance and Administration shall request all Directors and Head of Units 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 Director and Unit Head.

Each Directorate and head of Unit shall be responsible for preparing his/her directorate's or unit'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.

### 3.6 Revised Estimates

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

### 3.7 Authority for Supplementary Estimates

As a general rule, no application for supplementary estimates shall be entertained unless it relates to urgent expenditure that was unforeseeable at the time the estimates were prepared and cannot be deferred to the following financial year without serious prejudice to the interests of the Institute. In such circumstances, it shall be demonstrated that the urgent expenditure cannot be met by curtailing expenditure chargeable to the same item of the approved estimate.

### 3.8 Procedures for Applying for Supplementary Estimates

(i) Where savings are not available, approval by the Executive Committee shall be required. Applications for additional provisions shall be submitted sufficiently in advance to allow them to be considered by the Executive Committee, which shall meet at least four times a year.
(ii) Applications for additional provisions shall be made by the Deputy Rector (Planning, Finance and Administration) using the approved form and submitted to the Executive Committee through the Rector. Each application shall be supported by full details of the necessity for, and reasons for, the additional provision.

### 3.9 Responsibilities for 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, if any, by the Council. Expenditure shall strictly flow from the specific appropriations in the budget unless the Rector 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 Director's and head of units shall have power to recommend expenditures for their respective departments to the concerned Warrant Holders for approval.

### 3.10 Long-term Development Plans

(i) The Rector 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.

### 3.11 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.

### 3.11.1 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 it has approved by Accounting Officer.

(iii) The Deputy Rector Planning, Finance and Administration shall ensure that actual quarterly expenditure in a respect of each item does not exceed the approved budget.

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

(v) A Quarterly report on expenditure shall be prepared by each Director or head of unit and sent to the Deputy Rector for Planning, Finance and Administration by 15$^{th}$ day of the following month.

(vi) It shall be the duty of every Director or Head of Unit to exercise maximum economy in the use of budgetary resources and to identify savings that may be available under other sub-accounts of the budget for reallocation.

(vii) Where savings are guaranteed to cover pending activities, the Deputy Rector Planning, Finance and Administration may approve the use of funds from other budget lines without prior reference to the Executive Committee as long as the applications do not exceed TZS 100,000,000/= and report it at the next meeting. Applications in exceeding TZS. TZS 100,000,000/= shall first have to be approved by the Executive Committee.

(viii) The reports of budget performance shall be submitted by Directors and Head of units together with explanation of the deviations from expectations. The report shall be consolidated by the Deputy Rector for Planning, Finance and Administration. It will also be presented to the Finance and Planning committee on quarterly basis.

### 3.11.2 Capital Expenditure

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

(ii) The Deputy Rector Planning, Finance and Administration 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 Rector Planning, Finance and Administration shall maintain detailed records regarding 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 Rector.

## 3.12 Cash Flow Forecasts

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

## 3.13 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 its recommendations to the Finance and Planning Committee, which shall recommend appropriate action to be taken by the Council.

## SECTION 4

## 4.0 FINANCIAL CONTROLS

### 4.1 Financial Statements and Records

(i) It shall be the duty of the Rector 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 the duty of the Rector to ensure that Quarterly performance reports are prepared as detailed in the accounting manual as a continuous monitoring of the Institute performance. The reports shall include:

a) Quartely revenue report,
b) Revenue and expenditure statement,
c) Monthly Accounts Reconciliation Statement, and
d) Other reports deemed necessary.

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

a) Statement of actual revenues and expenditure,
b) Expenditure analysis, and
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 as may be earned by the Institute from tuition fees charged to students or their sponsors, consultancy and short-course fees, and interest income arising from its investment activities.

(ii) Such sums as the Institute may receive by way of grants, subventions, or loans from the Government, government agencies, organisations, 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 may, in any manner, become payable to or vested in the Institute under the provisions of the Act establishing the Institute or any other written law, or incidental to the performance of its functions; and.

(v) All income and other recoveries arising from the use of the Institute's resources

### 4.3 Utilization of Funds

The Institute shall charge to the revenue of each financial year all expenditure incurred during that year in accordance with the approved budget. No expenditure relating to the current financial year shall be carried forward to the following financial year, except for capital expenditure and unavoidable recurrent expenditure that is required to be paid in the subsequent financial year.

Any excess of the revenue of the Institute in any financial year over the total sums properly chargeable to the 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 Rector to ensure that all Institute assets are adequately safeguarded and protected against waste, misuse, fraud, theft, pilferage, misappropriation, destruction, and any other acts that may result in the loss or damage 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 kept in the safe custody of the Rector.

### 4.6 Operation of Bank Accounts

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

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

(iii) All bank transactions shall be recorded exclusively in the Institute's accounting records.

#### 4.6.1 Bank Signatories

All cheques and payment instructions issued by the Institute shall be jointly signed by two authorised signatories, one from each of the prescribed categories, provided that at least one signatory shall be from Category A. Where no authorised signatory from Category B is available, two authorised signatories from Category A may jointly sign the cheques and payment instructions.

**Signatories for the Main Campus**

**Category A.**

1) The Rector
2) The Deputy Rector Academic, Research and Consultancy

**Category B:**

1) The Deputy Rector Planning, Finance and Administration
2) Director of Finance and Accounts.

**Signatories for Campuses**

**Category A:**

1) Director of Campus
2) Any Head of Department

**Category B:**

1) Campus Accountant
2) Head of HR or Any head of Department

**Signatories for ICB**

**Category A:**

1) ICB Manager
2) ICB Accountant

**Category B:**

1) The Deputy Rector Planning, Finance and Administration
2) Director of Finance and Accounts

**Signatories for ITCoEICT**

**Category A:**

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

**Category B:**

1) Director of Finance and Accounts
2) The Deputy Rector Planning, Finance and Administration

**Signatories for Any Established Center**

**Category A:**

1) Center Director
2) Center Accountant

**Category B:**

1) Director of Finance and Accounts
2) The Deputy Rector Planning, Finance and Administration

### 4.6.2 Bank Reconciliation Statement

Bank statements shall be obtained at least once every month, and bank reconciliation statements shall be prepared by the 15th day of the following month.

### 4.6.3 Stale/Dishonored Cheques

(i) **Stale Cheques**

All cheques issued by the Institute that remain unpresented to the Bank for six months from the date of issue shall be treated as stale cheques and shall be appropriately accounted for. A fresh cheque shall be issued upon receipt of a request from the claimant, subject to the return of the stale cheque or, where the cheque has been lost, submission of an appropriate indemnity.

(ii) **Dishonored Cheques**

All cheques received by the Institute shall be deposited into the appropriate bank account on a daily basis. Dishonoured cheques shall be debited to the respective debtors' accounts and the corresponding amount reversed from the bank account. Where a cheque is dishonoured, a replacement cheque, duly guaranteed or otherwise secured by the banker's acceptance, shall be obtained from the debtor.

### 4.7 Loss of Cheques

Where a payee loses a cheque issued by the Institute before presenting it for payment, no replacement cheque shall be issued until the Deputy Rector (Planning, Finance and Administration) has confirmed that the lost cheque has not been paid. The Deputy Rector Planning, Finance and Administration shall instruct the Bank to stop payment on the lost cheque and shall obtain an indemnity from the payee against any loss arising from the issuance of a replacement cheque.

### 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 Deputy Rector Planning, Finance and Administration as per approved Annual Procurement Plan.

(iii) All capital and recurrent expenditure provided for in the approved budget estimates and duly authorised shall be submitted to the Director of Finance and Accounts for payment. The Deputy Rector (Planning, Finance and Administration) shall be responsible for ensuring that all payments are properly authorised and 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 Rector or his ratification where prior approval could not be obtained.

(iii) The hospitality and marketing expenses incurred by the Chairperson of the Council in connection with Council meetings shall form part of the expenses of the Council.

### 4.10 Council Members – Fees and Expenses

(i) Any fees payable to members of the Council shall be determined and paid in accordance with applicable Council and Government directive.

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

### 4.11 Donations

(i) The Rector shall approve all donations within the budget.

(ii) Payments of donations involving significant amounts that are not provided for in the approved budget estimates shall require the specific approval of the Council.

### 4.12 Mode of Payment

(i) Payments shall be made only to the persons named in the relevant vouchers or to their duly authorised agents and, wherever practicable, shall be made by direct bank transfer or crossed cheque. This requirement shall not apply where an

amount is payable to a public officer for official purposes or for his or her personal account

(ii) All payments, particularly those made to external parties, shall be supported by appropriate documentation, such as an invoice, work order, goods received note, or other relevant supporting documents. The Deputy Rector Planning, Finance and Administration shall verify the accuracy and validity of all amounts payable before authorising payment.

(iii) In accordance with applicable Bank of Tanzania directives, direct payment through the Tanzania Interbank Settlement System (TISS) shall be used for payments exceeding TZS 10,000,000 that cannot be effected through crossed cheques.

### 4.13 Payment of Statutory Dues

The Deputy Rector Planning, Finance and Administration shall ensure that all statutory dues, including income tax, trade union contributions, pension contributions, health insurance contributions, land rent, business licence fees, professional board subscription fees, and other statutory obligations, are paid promptly and by the respective due date.

## SECTION 5

## 5.0 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 Rector Planning, Finance and Administration of the amount of Income due to the Institute from such services.

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

(iii) Every acceptance of the Institute's money shall be made through a bank transfer or Government Electronic Payment Gateway (GePG) by a client. It shall also be acknowledged without delay, by means of an appropriate official receipt.

(iv) No institute income shall be collected in the form of cash.

### 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 Rector 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 a yearly summary of the outstanding arrears supported by a full analysis of such summary.

**(ii) Write-off of Losses**

The Council shall authorise the write-off of any loss and the disposal of any surplus, obsolete, or unserviceable items in accordance with the Public Finance Regulations.

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

Provision for doubtful debts will be made in accordance with IPSAS 41, using the Expected Credit Loss (ECL) model(b). An age-analysis of all debts shall be prepared as follows:

**Bucket**

a) 0-90 Days
b) 91-180 Days
c) 181-270 Days
d) 271-365 Days
e) 365-450 Days
f) 451-540 Days
g) 541-630 Days
h) 631-730 Days
i) Above 730 Days - Total loss

**(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 Rector for Planning, Finance and Administration shall ensure that all bona fide claims on the institute, which are duly supported, are settled promptly.
b) 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

# 6.0 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 payment shall be made unless it has the approval of the accounting officer.

## 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 Deputy Rector Planning, Finance and Administration shall regularly report to the Planning and Finance Committee of the Council 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 Rector may approve an unbudgeted amount as a stopgap measure to contain such an emergency.

(ii) The Rector 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.

## 6.5 Responsibility for Payment

(i) Any person who makes, authorises, or directs a payment without proper authority shall be held personally responsible for the amount so paid.

(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 the accounting person, the amount so incurred shall be surcharged against such person.

(iv) Every person responsible for preparing, processing, or signing a payment voucher shall ensure the accuracy, correctness, and propriety of the payment and shall be held accountable for any errors, irregularities, or losses arising from the payment.

## 6.6 Payment Vouchers

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

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

(iii) Payment vouchers shall contain all relevant details, including the authority for the expenditure, the appropriate expenditure code, a full description of the transaction

or reason for payment, and the relevant quotation, bill, or invoice number, to facilitate the proper identification and verification of the payment.

(iv) All alterations to the particulars given in manually prepared vouchers must be fully signed by the authorizing person. Payment vouchers generated from the computerized accounting system that require corrections shall be cancelled, and the new one shall be generated.

(v) Original invoices, bills, statements, and other supporting documents relating to a payment shall be attached to the original payment voucher, except where the volume, size, or weight of such documents makes it impracticable to do so. In such cases, the documents shall be securely packaged and appropriately 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 such as Goods Received Note, Inspection Report, Local Purchase Order and Electronic Fiscal Device (EFD) receipt.

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

(i) 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.

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

## 6.7 Disbursement of Funds

(i) **Identification of Payee**

Paying officers shall satisfy themselves that the person claiming payment is the person authorised to receive it or is a duly authorised representative or assignee. Where payment is to be made to a nominee, the written authority from the payee shall be attached to the original payment voucher.

(ii) **Payment by Cheque**

Where payment is made by cheque, it shall, wherever practicable, be made by crossed cheque prepared in a manner that prevents unauthorised alteration.

(iii) **Replacement of Lost Cheques**

A replacement cheque for a cheque lost before presentation to the Bank shall not be issued until the non-presentation of the lost cheque has been verified and the Bank.

(iv) **Payment in Cash**

Where payment is made in cash, the payee shall acknowledge receipt by signing the relevant payment document or, where the payee is unable to sign, by affixing a thumbprint.

(v) **Payment of Claims**

All claims properly incurred and duly authorised against the Institute shall be paid promptly.

### 6.8 Copy invoice or Bill

It shall be the responsibility of the activity implementer to verify and certify that each submitted invoice or bill is authentic, accurate, and consistent with the goods or services received. The activity implementer shall ensure that all required supporting documents are complete and valid before submitting the claim for payment processing.

(i) **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.

(ii) **Stamping of Manually Prepared Payment Vouchers**

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

## SECTION 7

# 7.0 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 2023 and Public Procurement Regulations (PPR) of 2024, and as amended from time to time.

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

(iii) The Rector shall be the person responsible for overseeing that the supplies and procurement functions of the 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 Rector 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 the 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 Director or Head of Unit and approved by the Deputy Rector Planning, Finance and Administration 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 Rector Administration and Finance.

(ix) All Procurement will require final approval by the Rector 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 the 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 a 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 framework 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 shall be conducted through competitive tendering, as stipulated in the Public Procurement Act (No. 10 of 2023) and its accompanying Regulations of 2024. The Tender Board is strictly responsible for ensuring transparency, accountability, and open competition throughout the tendering process.

### 7.1.6 Tender Board Establishment and Procedure

**Tender Board**

1) The Institute shall establish a Tender Board in accordance with the second schedule of the Public Procurement Act No. 10 of 2023 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 Rector Planning, Finance and Administration to ensure that all goods purchased by DIT are received at respective stores.

(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 entry of DIT stores shall be restricted.

(iv) 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.

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

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

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

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

(ix) 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 HPMU to act as Stores Officer.

(x) A stores handover certificate shall be prepared and signed by both the outgoing and incoming Stores Officers. A copy of the certificate shall be submitted to the Head of Procurement Management Unit

(xi) It shall be the duty of the Director of Finance and Accounts to ensure that an annual stocktaking is conducted for DIT stores at the end of DIT financial year.

(xii) All issued made from stores shall be done against relevant stores documents duly authorized by the respective Director or Head of Unit.

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

(xiv) It shall be the duty of the stores officer to report any losses of stocks, which may occur within the stores to the Deputy Rector Planning, Finance and Administration through HPMU.

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

(xvi) It shall be the duty of the Rector 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.

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

(xviii) The Deputy Rector Planning, Finance and Administration 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.

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

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

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

## SECTION 8

# 8.0 CARE AND CONTROL OF ASSETS

## 8.1 Care and Control of Assets

(i) It shall be the duty of the Rector to ensure that all Institute assets are adequately safeguarded and protected against waste, misuse, fraud, theft, pilferage, misappropriation, destruction, and any other acts or circumstances that may result in loss or damage to the assets.

(ii) Without prejudice to the generality of the foregoing, the Deputy Rector (Planning, Finance and Administration) shall, in particular, ensure that the Rector shall:

a) Ensure that the assets are adequately insured against fire, theft and other hazards.
b) Ensure that all the Institute's movable noncurrent assets are properly indexed and marked.
c) Ensure that appropriate non-current assets registers are maintained and regularly updated 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 firefighting 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 Rector 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) The HPMU is responsible for maintaining the Institute's fixed assets register of land, buildings, fixed plant and machinery. The HPMU shall ensure that all Institute's fixed assets are properly indexed and marked.

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

(vi) The Director Finance and Accounts shall from time to time ensure figures in the fixed assets register are reconciled with financial records.

(vii) Deputy Rector Planning, Administration and Finance will be responsible for authorization of movement of non-current assets outside the Institute.

(viii) The estate manager will be responsible for authorization of movement of non-current assets within the institute.

## 8.2 Protection of Cash

(i) Payment of tuition fees and other income as designated by the Rector shall be made directly through the Government e-Payment Gateway (GePG) to the Institute's 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.

### 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, the 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 more than this amount can only be done with the sanction of the Deputy Rector Planning, 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 of banking procedures shall be included in the Accounting Manual.

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

(vi) Handling of petty cash under donor-funded projects shall be carried out in accordance with the procedures outlined by the respective donors.

### 8.4 Debtors

**(i) Trade Debtors**

a) Trade receivables shall be recorded in sufficient detail, including the name and address of each debtor, the nature of the debt, the total amount due at the date the debt arose, instalments received, the outstanding balance, the due date, and the terms and conditions 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 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 accounts a separate account against which bad debts shall be charged. This account shall be credited with the estimated possible bad debts, at the end of the year.

**(ii) Staff Accounts**

The details of every member of staff who owes money to the Institute shall be recorded in the Computerized Accounting System. The details shall include: the names, nature of the debt and the amount due.

**(iii) Classification of Staff Accounts**

Staff Accounts shall be classified as imprests. Imprests shall comprise all advances made to the staff to acquire goods or services on behalf of the Institute. For each nature of the staff account, there shall exist separate records.

### 8.5 Imprests

Imprests shall be of two types: **standing imprests**, issued to Accounting Officers to meet authorised payments during the financial year, and **special imprests**, issued to public officers to meet travelling, accommodation, and other necessary expenses incurred in the course of official duties.

**a) Standing Imprest**

A standing imprest shall be issued only for purposes for which expenditure has been provided for in the approved budget estimates. A list of standing imprests required by Accounting Officers for the forthcoming financial year shall be submitted to the Accountant-General at least fourteen (14) days before the commencement of the financial year.

**b) Special Imprest**

A special imprest shall be issued to meet temporary and specific expenditure arising from official activities. Applications for special imprests shall be made as the need arises and submitted to the Accountant-General at least fourteen (14) days before the funds are required.

### 8.6 Retirement of Imprests

The standing imprest shall be replenished to the approved amount upon proper accounting for the expenditure incurred.

(i) The Cashier shall maintain proper records of all transactions relating to the imprest.

(ii) Imprest holders shall be responsible for ensuring that imprest funds are used only for the purposes specified in the approved application. No expenditure on items not specified in the application shall be incurred without prior approval from the Rector.

(iii) Where it is established that an imprest holder has misappropriated imprest funds, the outstanding amount shall immediately be classified as a staff advance, and appropriate disciplinary action shall be taken in accordance with the Staff Regulations.

(iv) Expenditure incurred from a special imprest shall be supported by appropriate documentary evidence demonstrating that the expenditure was incurred in the interest of the Institute.

(v) All imprests shall be fully accounted for within fourteen (14) days after completion of the activity or task for which the imprest was issued. Failure to account for an imprest within the prescribed period shall constitute a breach of these Financial Regulations, and the outstanding amount may be recovered from the imprest holder's salary or any other amount due to the holder, in accordance with applicable laws and regulations.

(vi) A second imprest shall not be issued to an imprest holder until the previous imprest has been fully accounted for.

(vii) The Director of Finance and Accounts shall conduct a quarterly review of all outstanding imprests and take appropriate action to ensure their timely retirement

### 8.7 Investments

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 Rector 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 Rector Planning, 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 Human Resources and Administration shall be responsible for conducting regular inspections of the Institute's real estate to identify any defects, damage, theft, or other irregularities and shall report any findings to the Deputy Rector Planning, Finance and Administration.

(iii) Tenants of the Institute shall be responsible for promptly reporting any defects, damage, theft, or other loss occurring within the premises they occupy. Where it is established that such defects, damage, theft, or loss resulted from willful acts or negligence on the part of the tenant, the cost of repair or replacement 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) The issue of any fixed asset to an officer shall be made against an issue note. A copy of the issue note shall be signed by the officer receiving the asset, and the details of the issue 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 Estate Manager, 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 Rector Planning, Administration and Finance for action.

(ix) The vacating tenant shall hand over the keys to the premises after signing a handover certificate detailing the condition of the premises and the Institute's assets remaining therein, as established through stocktaking. The Institute officer responsible for estates and buildings shall also sign the handover certificate, which shall be witnessed by another officer from the Office of the Deputy Rector (Planning, Finance and Administration). Upon completion of the handover, the vacating tenant shall not be permitted to re-enter the premises without prior authorisation.

(x) The certificate shall detail the kinds of assets found in the building, the quantities per 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 an employee's services are terminated or the employee absconds while occupying an Institute-owned or rented premises, and the employee cannot be traced, the premises shall be opened in the presence of a Police Officer and/or a Local Government Officer for the purpose of identifying and recording the Institute's assets therein. 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 Rector Planning, 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) Items left behind by the tenant shall be securely preserved and kept in safe custody until the tenant is available to collect 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 logbook 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 Rector.

### 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 logbook 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-distance 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 shall 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 Rector Planning, Administration and Finance along with the telephone register. The Deputy Rector Planning, 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 Rector Planning, Administration and Finance.

### 8.12 Computers and Local Area Network

Access to hardware and software shall be restricted to authorized users. Users shall be given passwords and appropriate user addresses by the system administrator.

### 8.13 Books

(i) The Institute, as a training institution, invests substantial financial resources in books, journals, and other library resources. Due care shall therefore be exercised to safeguard and preserve these resources and to ensure that they provide maximum benefit to the Institute.

(ii) The Library shall be under the management of the Head of Library and Services, who shall be responsible for the following:

a) Acquiring, on behalf of the Institute, books and other library resources through purchase or donations for use by the Library and academic departments;

b) Advising Management on the appropriate investment in books, journals, library equipment, and other library resources;
c) Taking necessary measures to safeguard books and journals against deterioration, misuse, and abuse; and.
d) Ensuring that books, journals, and other library resources are adequately protected against theft, loss, and damage.

(iii) The Library shall generally be available to students currently enrolled at the Institute and employees of the Institute. For purposes of library services, these persons shall be referred to as **"**Institute Community Members."

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

(v) A library user who damages or loses a library book shall be liable for the applicable replacement charge as follows:
a) For a book that has been in the Library's collection for less than one year, the charge shall be one and a half times the original purchase price of the book;
b) For a book that has been in the Library's collection for one year or more but less than two years, the charge shall be twice the original purchase price of the book; and
c) For a book that has been in the Library's collection for two years or more, the charge shall be equivalent to the current 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 fails to return a borrowed book within the prescribed loan period shall be liable to a surcharge. The surcharge shall be calculated based on the period by which the book is overdue, in accordance with the applicable Library rules.

(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 sell books. To ensure this is adhered to, academic departments shall always send names of students who require the 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.

### 8.14 Stationery

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

### 8.15 Photocopying Machines

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

### 8.16 Scanning Machines and Printers

The ICT Director shall provide specific procedures for use of Scanning machines and Printers.

### 8.17 Equipment

(i) The Deputy Rector Planning, 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 Rector Planning, Administration and Finance.
(iii) The office of the Deputy Rector Planning, 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 Rector Planning, Administration and Finance.
(v) Equipment Inventory records must be kept in each office to highlight the list of items and signed by the officer in charge of that office annually.
(vi) An inspection report must be prepared before the repair of any equipment and endorsed by the Head of the User Department.

### 8.18 Disposal of Non-Current Assets

(i) At the end of each financial year, the Director of Finance and Accounts shall coordinate the physical verification of non-current assets to ascertain their existence, condition, and location. Non-current assets that are no longer serviceable or are no longer required by the Institute shall be identified and reported for appropriate disposal in accordance with the applicable laws, regulations, and procedures. Heads of Departments shall confirm the existence and condition of the assets recorded in their respective asset registers.
(ii) Written-off public property shall be disposed of through public auction, competitive tendering, demolition, destruction, or any other method of disposal prescribed or authorised by the Permanent Secretary of the Ministry responsible for Finance.
(iii) Before the disposal process is completed, the disposal recommendation shall be submitted to the Rector for approval. Upon approval, the two copies of the disposal recommendation shall be distributed as follows:

a) Original to the Procurement Unit Office 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;
c) The Revenue accountant must raise a sales invoice (control number) for noncurrent assets to be sold, update noncurrent assets register with the amounts of sales proceeds and match sales invoices to corresponding disposal advices.

## SECTION 9

## 9.0 ANNUAL ACCOUNTS AND AUDIT

### 9.1 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.

### 9.2 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.

### 9.3 Annual Accounts and Submission for Audit

It shall be duty of the Rector 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;
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.

### 9.4 Audit Requirements and Procedures

(i) The Auditor is entitled to have access to all books, records and return relating to the Accounts.
(ii) The Rector shall give the Auditor every facility to carry out the audit.
(iii) It shall be the duty of the Rector to reply promptly to any observations and queries raised by the Auditor.
(iv) All accounting documents and records shall be retained in an orderly manner and satisfactory condition within the Institute for a period of at least seven years from the last day of the relevant accounting period.
(v) Copies or counterfoils of issued receipts may be disposed of after the elapsed of seven-year period and when these are no longer required by the External Auditors.
(vi) The Rector 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 10

## 10.0 ACCOUNTING POLICIES AND PRACTICES

### 10.1 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.

(iv) 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.

### 10.2 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.

### 10.3 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 Rector annual rates which shall be applied consistently are as described in the follows Table.

**Table 10:1 Asset Category Estimated Useful life (in years)**

| S/n | Item | Useful life (In years) |
|---|---|---|
| 1 | Land - Buildings | 50 |
| 2 | Plant and Machinery (Including: Excavator, Tractor, Generators, industrial plant and machinery, etc) | 15 |
| 3 | Furniture and Fixture | 10 |
| 4 | Office Equipment | 10 |
| 5 | Computer (Desktops, Laptops, Tablets, etc) | 8 |
| 6 | Library Books | 10 |
| 7 | Gowns | 10 |
| 8 | Servers | 10 |
| 9 | Network/Telecom equipment | 10 |
| 10 | Other equipment (with purchase value > or = $50,000) | 25 |
| 11 | Motor vehicles Heavy duty (5 tons and above) | 20 |
| 12 | Motor vehicles Light duty (below 5 tons) | 10 |
| 13 | Motorcycle | 7 |
| 14 | Telecom & signaling | 25 |

### 10.4 Valuation of Stocks and Stores

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

### 10.5 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.

### 10.6 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.

### 10.7 Contingency Liabilities

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

### 10.8 Retention of Accounting Documents

(i) The Institute Director of Finance and Accounts 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.
(ii) Director of Finance and Accounts 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.
(iii) Every accounting staff member shall observe the principle that efficient accounting depends, to a large extent, on the neatness and orderly filing and preservation of vouchers, books, registers, and other documents supporting and explaining entries in the accounts. Paid payment vouchers shall be filed in numerical sequence according to their payment voucher numbers.
(iv) All accounting documents and records shall be retained in an orderly manner and satisfactory condition within the Institute for a period specified under roman (vi) from the last day of the relevant accounting period.
(v) All classes of books of accounts and records shall be carefully preserved and not be destroyed without the approval of the Council.
(vi) Books of accounts and records shall be retained as detailed in the table below.

**Table 10.2: Number of Year Books of accounts and records shall be retained**

| 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 | 7 |
| 4 | Abstracts, Subsidiary records, Stores Ledgers, Journals | 7 |
| 5 | Cash books, ledgers, loan and investment registers | Indefinite |
| 6 | Establishment and Salary records | Indefinite |

### 10.9 Destruction of Accounting Records

(i) The Director of Finance and Accounts shall submit the lists of documents recommended for destruction to the Deputy Rector Planning, Administration and Finance who shall, if he/she has no objection regarding the matter, signify his/her approval on two copies

(ii) The Director of Finance and Accounts shall notify the Deputy Rector Planning, Administration and Finance in writing after the destruction of the documents authorized in (i) above.

### 10.10 Use of Computerized Accounting Systems

(i) A book, account or record that is required to be kept under the provisions of these regulations shall be kept or prepared by:
   a) making entries in a bound or loose book,
   b) 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 Rector.

(ii) 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 Director of Finance and Accounts, the prior approval of the Rector shall be obtained and any changes to it shall also be approved by the Rector.
   a) Where a book, account or record is to be stored or prepared by a mechanical, electronic or other devices;
   b) the data recorded or stored will be capable, at any time, of being reproduced in a written form.
   c) Reproduction of such stored data shall be made by order and in the form approved by the Rector.

### 10.11 Security of Accounting Systems

The Director of Finance and Accounts 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.

### 10.12 Audit Trail

The Director of Finance and Accounts shall satisfy himself/herself 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.

### 10.13 Security and Passwords

(i) The Director of Finance and Accounts shall satisfy himself/herself 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 Rector in this respect.

(ii) In particular, access to financial data and data processing areas shall be controlled by the Director of Finance and Accounts 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.

(iii) Any officer who communicates a password to an unauthorized officer commits an offence under these regulations and disciplinary measures shall be taken against him/her.

### 10.14 Provision of Technical and Backup Support

(i) The Director of Finance and Accounts shall ensure that proper technical support is readily available for both hardware and software.

(ii) 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.

### 10.15 Inspection and Production of Records

(i) 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 Director of Finance and Accounts 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.

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

### 10.16 Alterations and Corrections

(i) No 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 Director of Finance and Accounts.

(ii) Payment in connection with any document bearing an alteration or erasure shall be refused by the Director of Finance and Accounts.

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

## SECTION 11

## 11.0 MISCELLANEOUS PROVISIONS

### 11.1 Survey Committee

#### 11.1.1 Appointment

(i) The Rector shall appoint a Survey Committee 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 Committee shall consist of a Chairperson and five other members appointed by the Rector. That in appointing them, he shall endeavor to appoint members among senior officers of Institute with such qualifications and technical expertise as may be necessary to ensure that the Committee can discharge its work competently.

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

#### 11.1.2 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) To review and update the estimated useful life of the non-current assets.

(vii) To submit a report of their findings to the Rector duly signed by the Chairperson.

### 11.2 Losses

#### 11.2.1 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 Rector 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 be submitted to the Rector, who shall take appropriate measures.

(iii) During an investigation, every officer and employee of the Institute shall have a duty to provide the information and assistance reasonably required 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.

### 11.3 Demands for Payments.

All demands for payments due to the Institute shall include clear instructions that all payments shall be made by payment instruction or crossed cheque payable to "The Rector, DIT."

**11.4 Accounting Documents**

(i) All accounting documents shall be accorded 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 Rector through the Deputy Rector Planning, Administration and Finance a loss report in a format similar to that shown in the Third Schedule of these regulations.

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

(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 Rector 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 currently in use.

(vi) Unused Cheques orders shall be under the custody of the Director of Finance and Accounts. 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) Accounting documents shall not be destroyed unless a Certificate of Destruction has been obtained from the Rector and it has been confirmed that the documents are no longer required for future reference, audit, or any other official purpose. The Certificate of Destruction shall specify, where applicable, the serial numbers, the dates on which the documents were transferred to the archives, a brief description of the documents destroyed, and a statement indicating whether any of the documents were blank or unused.

(ix) Destruction shall be by incineration, and this shall be witnessed by the officers appointed by the Rector. 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 are destroyed.

(xi) All forms of accounting 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.

**11.5 Write-off of Assets**

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

**11.6 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 Rector whose decision shall be final.

**11.7 Annual Stocktaking**

(i) An annual physical stock count shall be conducted on 30th June of each year by a designated stocktaking team and shall be witnessed by the Internal Auditor and, where applicable, the External Auditor.

(ii) 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 the Director of Finance and Accounts.

(iii) Stocktaking instructions shall be issued by the Director of Finance and Accounts by 1st June indicating the process, forms and formation of stocktaking teams.

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

(v) Each head of department shall sign 'the inventory sheets or stock records for stores under his control;

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

## SCHEDULES

**First Schedule: Items and Approving Authorities**

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

(i) Honoraria
(ii) Hospitality

The following items shall be approved by the Deputy Rector Planning, Finance and Administration in writing:

(i) Salary for temporary employees
(ii) Overtime

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

(i) Contract Amendments
(ii) Other procurements as prescribed by the Public Procurement Regulations
(iii) All major construction works which involve the engagement of outside constructors, such as quantity surveyors, architects and the like.

All minor works of construction, repairs and maintenance which for reasons of economy, quality and saving of time cannot be carried out by tender shall be done by the Buildings and Estates Department.

**Second Schedule: Levels of Expenditure Approval**

The authorities for approving Procurement of specific items of expenditure shall be limited as indicated below:

| **Authority** | **Amount** |
|---|---|
| Deputy Rector Planning, Finance and Administration: | Up to TZS 100,000,000. |
| Deputy Rector Academic Research and Consultancy: | Up to TZS 100,000,000. |
| Campus Director: | Up to TZS 50,000,000. |
| ICB Director: | As prescribed in the ICB Policy and operational Procedures |
| ITCoEICT Director: | Up to TZS 50,000,000. |
| Rector (CEO): | Unlimited of approved budget. |
| Governing Council: | Strategic Funds. |

**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:

(i) Name of the Institute;
(ii) Name of the Directors, Department and/or Section where the loss occurred;
(iii) Date of occurrence of the loss;
(iv) Amount involved in the loss or damage;
(v) Name and Title of the officer or employee suspected to have caused the loss or damage;
(vi) Name and title of the supervising officer;
(vii) A detailed narrative description of:
    a) The precise circumstance in which the loss arose;
    b) Nature of Internal Control existing at the time the loss occurred;

c) The weaknesses, if any, in the Internal Control System, which caused the system to fail in preventing the loss from occurring.

(viii) Whether the loss or damage arose directly or indirectly from negligence or misconduct of an accounting person or persons;

(ix) Recommendations on the following:
   a) Improvements in the Internal Control System;
   b) Action to be taken to recover the loss or dispose of the loss.

(x) 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 Rector involves taking disciplinary action or reporting the matter to the Police, the Rector 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:

| | | |
|---|---|---|
| (i) | The Rector | Chairperson |
| (ii) | The Deputy Rector Academic, Research and Consultancy | Member |
| (iii) | The Deputy Rector for Administration and Finance | Member |
| (iv) | Campus Director | Member |
| (v) | Chief Internal Auditor | Member |
| (vi) | Director of Finance and Accounts | Member |
| (vii) | Planning Manager | Member/Secretary |
| (viii) | All other Directors | Member |
| (ix) | Representative from Workers' Union | Member |

**Fifth Schedule: Constitution of the Tender Board**

The Accounting Officer shall constitute the Tender Board as follows:

(i) **The Chairperson**, who shall be appointed by the Accounting Officer from among the Directors and Heads of Units.

(ii) **Six members**, who shall be appointed by the Accounting Officer from among the Directors and Heads of Units of the Institute.

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

## CONCLUSION

This policy shall be implemented in accordance with the Institute Accounting Manual, which provide the framework for determining and allocating responsibilities across all categories of staff. The Rector shall serve as the custodian of the policy and ensure its enforcement through the respective Deputies, Directors, and Heads of Departments/Units. The Heads of Departments/Units shall be responsible for assigning and monitoring all activities within their areas to ensure compliance with prescribed requirements. The effective implementation of this policy will promote the fulfillment of all core functions of the Institute, thereby improving efficiency, accountability, and overall institutional performance.

## 12.0 APPROVAL OF THE REVIEWED DIT FINANCIAL REGULATIONS POLICY

This policy was approved at the …… Council meeting held on …….

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Prof. Preksedis M. Ndomba
Rector