



GUIDELINES FOR ACCESSING TETFUND INTERVENTION FUNDS

MAY, 2015

FOREWORD

It gives me great joy to present this comprehensive Guideline for Accessing TETFund Intervention Funds. The templates and procedures contained herein will go a long way to enlighten our beneficiaries on the proper processes to prepare their proposals and so reduce the accumulation of unaccessed funds allocated annually to Public Tertiary Institutions. For the record, Tertiary Education Trust Fund (TETFund) is mandated to administer, manage and disburse the 2% Education Tax collected from the registered companies in Nigeria for the primary purpose of providing auxiliary support for the general improvement of education in Public Tertiary Institutions. For TETFund to deliver on its mandate, there is need for seamless synergy between the Fund and benefitting institutions. We consistently strive to enhance our operational efficiency, bridge any communication gap and optimize our service delivery in line with global best practices, hence the production of this book.

Over the years, the Fund has been greatly worried by the build-up of unaccessed allocated funds as a result of the inability of beneficiary institutions to use allocated funds. This was partly attributed to improper documentations, lack of rendition of financial returns and infractions of the Public Procurement Act among others.

In response to the growing concern over the lack of capacity of some institutions to utilize monies allocated to them, the Fund expansively reviewed its guidelines and templates for accessing intervention funds and in the process, requested input from the beneficiary institutions. Thereafter, we organized a Stakeholder Interactive Workshop in July 2014 across the six geopolitical zones, to validate the guidelines. The interactive workshop brought together representatives from all the benefitting institutions to examine and understand the proposed guidelines for accessing intervention funds and generate inputs/ideas that could further enrich the document. The inputs collated were integrated into the draft guidelines and eventually adopted as a document with broad spectrum ownership.

As stakeholders in the transformation of the education sector, It is my sincere hope and expectation that beneficiary institutions would complement the efforts of the Fund by ensuring strict compliance with these intervention guidelines.

On behalf of myself, the Board of Trustees, Management & staff of TETFund, I present this guideline for accessing TETFund intervention funds to our beneficiaries and all education sector stakeholders, to serve as a road map that would simplify access to intervention funds and reduce the accrued funds thus facilitating effective implementation of TETFund intervention projects/programmes for the advancement of the educational sector and national development.

Prof. Suleiman Elias Bogoro. (NIAS)
Executive Secretary

CONTENTS

SECTION A

1.0 INTRODUCTION	7
Areas for Intervention	7
Ratio of Distribution to Beneficiaries	7
2.0 GUIDELINES TO ACCESSING TETFUND INTERVENTION FUNDS	8
3.0 ENLISTMENTS AS A BENEFICIARY	8
4.0 FOCUS AND TETFUND INTERVENTION CATEGORIES	9
Annual Interventions	9
Special Intervention	9
Special High Impact Intervention	9
5.0 ACCESS TO THE YEARLY TETFUND ALLOCATIONS – THE BROAD PRINCIPLES	10
Infrastructure/Equipment/Furnishing-Based Intervention	10
Academic-Based Interventions	11
6.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR PHYSICAL INFRASTRUCTURE AND PROVISION OF EQUIPMENT	11
7.0 REQUIREMENTS FOR APPROVAL IN PRINCIPLE	11
For Infrastructural (Construction related) Project	11
For Procurement related Projects	12
Specific Technical Requirements	13
8.0 POST AIP STAGE AND REQUIREMENTS FOR DISBURSEMENT OF FUNDS	15
Due Process Requirements for Accessing First Tranche	15
Requirements for Accessing the Second and Final Tranches	18
Requirements for Issuance of Audit Clearance	18
Requirements for Release of Final Tranche	19
9.0 INTERVENTIONS INVOLVING PROJECTS WITH CONSTRUCTION AND PROCUREMENT COMPONENTS	19
10.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR LIBRARY DEVELOPMENT, INSTITUTION-BASED RESEARCH, ACADEMIC MANUSCRIPT /BOOKS PUBLICATION AND ACADEMIC RESEARCH JOURNAL	20
Library Development	20

The Research Funds	21
Institution Based Research	21
How to Access and Utilize the Institution Based Research	21
Checklist of Documents for Submission of Approval Proposals to TETFund by Researcher(s)	22
Detailed Requirements for Institution Based Research	24
Requirements for Accessing Academic Research Journal (ARJ)	25
11.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR ACADEMIC STAFF TRAINING & DEVELOPMENT (AST & D) PROGRAMME AND CONFERENCE ATTENDANCE	28
12.0 REQUIREMENTS FOR ACCESSING FUNDS FOR CONFERENCE ATTENDANCE	29
13.0 REQUIREMENTS FOR ACCESSING FUNDS FOR TEACHING PRACTICE, ENTREPRENEURSHIP STUDY CENTRES	29
14.0 INTERNAL AUDIT CLEARANCE CERTIFICATE	30
15.0 MONITORING OF PROJECTS	31
16.0 REQUIRED QUALIFICATIONS OF BENEFICIARY DESK OFFICERS	32
17.0 TIMELINES FOR THE DELIVERY OF TETFUND-RELATED INTERVENTIONS	32
18.0 IMPACT ASSESSMENT	36
19.0 CONCLUSION	37

SECTION B

INTRODUCTION	38
The Need for The Manual to be Reviewed	38
Objectives of the Manual	39

CHAPTER ONE

1.0 REQUEST METHODOLOGY AND ACCESS OF THE FUND PROGRAMMES FOR INDIVIDUAL INSTITUTION	40
Normal and Library Interventions	42
Project Submission Requirements for accessing Funds	42
Academic Staff Training & Development	44
Research Fund	45

Publication of Journals	45
Publication of Manuscripts into Books	46
Conference Attendance	47
Entrepreneurship Centre	47
<u>CHAPTER TWO</u>	
2.0 INTRODUCTION	48
Type of Books/Document to be Kept	49
<u>CHAPTER THREE</u>	
3.0 INTRODUCTION	63
Expenditure Control	63
Payment Procedures	65
<u>CHAPTER FOUR</u>	
4.0 PROCUREMENT PROCEDURE IN PUBLIC SECTOR IN LINE WITH PROCUREMENT ACT 2007	75
<u>CHAPTER FIVE</u>	
5.0 PROJECT MANAGEMENT TECHNIQUES	95
Introduction	95
Project File	95
Contract File	96
Project Ledger	97
Format of Project Ledger	98
Benefit of Project Ledger	98
Storage and Security of project Files	99
TETFund Project Reconciliation Statement	99
<u>CHAPTER SIX</u>	
6.0 VAT & WHT COMPUTATIOH AND VAT EXEMPTION ITEMS	101
Introduction	101
Value Added Tax (VAT)	101
Withholding Tax (WHT)	102
Computation of VAT & WHT	102
Payment of VAT & WHT	103
VAT Exempted Items	103

CHAPTER SEVEN

7.0	EXPECTED FINANCIAL RETURNS & REPORT	104
	Introduction	104
	Financial Returns	104
	Fixed Assets Register	105
	Audit and Monitoring Documents	105

CHAPTER EIGHT

8.0	MISCELLANEOUS PROVISIONS	106
	Introduction	106
	The Duties of Auditor-General	106
	Accounting Officers Special Responsibilities under the Procurement Act 2007	107
	Responsibilities of Political Heads and Directives by them	108
	General Duties of Public Officers	109
	Advice on Accounting Matters	109
	General Receipt Treasury Book 6	109
	Authority for Expenditure	111
	Lapse of Authorities	112
	Payment Due to Contractors but not Paid	112
	Authority for opening of Bank Account	113
	Private money in Government Bank	115
	Government Vehicles Control	119
	Attachment of Vehicles to a Driver	119
	Expectation of Auditor-General for the Federation from all MDA's	121

	APPENDICES	122
--	-------------------	------------

SECTION A

1.0 INTRODUCTION

The Tertiary Education Trust Fund (TETFUND) was established by an Act of the National Assembly in June 2011. The Act replaced the Education Tax Fund Act Cap. E4 Laws of the Federation of Nigeria 2004 and Education Tax Fund (Amendment) Act No 17, 2003. The Fund was set up to administer and disburse education tax collections to the Federal and State tertiary educational institutions in Nigeria. The main source of income available to the Fund is the 2% education tax paid from the assessable profit of companies registered in Nigeria. The levies are collected by the Federal Inland Revenue Service (FIRS).

Areas for Intervention

Beneficiaries of the Fund are required to apply the money for the underlisted:

- a) Provision of essential physical infrastructure for teaching and learning
- b) Provision of Instructional materials and equipment
- c) Research, Book Development and Publication (Journals, et al)
- d) Academic Staff Training and Development
- e) Any other need, which in the opinion of the Board of Trustees is critical and essential for the improvement of quality and maintenance of standards in the educational institutions.

The Board of Trustees (BOT) of the Fund is statutorily charged with the responsibility of the administration, management and disbursements of these funds to beneficiaries in the public tertiary educational institutions under established guidelines.

Ratio of Distribution to Beneficiaries

The enabling Act establishing the Fund prescribes the distribution of the funds in the ratio 2:1:1 respectively to Universities, Polytechnics and Colleges of Education (COEs). The Act provides that fairness and equality should be ensured in the distribution of the funds to the beneficiary institutions.

2.0 GUIDELINES TO ACCESSING TETFUND INTERVENTION FUNDS

TETFund intervention funds can easily be accessed by guidelines established by the Board of Trustees of the Fund in line with its enabling Act. This presentation shall detail every requirement that should mandatorily be met in order to qualify as a beneficiary of the Fund on one hand and detail out conditionalities for accessing the intervention funds once enlisted as a beneficiary.

3.0 ENLISTMENT AS A BENEFICIARY

An institution must be enlisted by approval of the Board of Trustees of TETFund to qualify as a beneficiary of TETFund intervention funds. To be enlisted as a TETFund beneficiary, the following must be fulfilled by prospective institutions:

- i. The prospective beneficiary must be a Public Tertiary Institution, that is, Federal or State University, Polytechnic and College of Education (COE);
- ii. The institution must be recognized by the relevant regulatory body – NUC, NBTE or NCCE as the case may be and evidence of this should be available both with the institution and the regulatory body for citing;
- iii. The institution must have been established by law via an Act of Parliament or Edict of the State House of Assembly and signed into law by the President or State Governor, as the case may be;
- iv. Academic activities, that is, Student Admission, teaching and learning, must have commenced at the institution
- v. The prospective institution shall formally apply to the Fund to be enlisted as a beneficiary of the Fund;
- vi. TETFund shall visit to verify that academic activities have commenced and thereafter recommend to the Board of Trustees for enlistment as a beneficiary;
- vii. Following approval by the Board of Trustees, the institution shall be enlisted and formally notified.

4.0 FOCUS AND TETFUND INTERVENTION CATEGORIES

Beneficiaries of the Fund are required to submit project proposals upon which the funds would be applied. TETFund requires that such projects must be in line with the beneficiary institution's core mandate and should be relevant to teaching, learning and research; including improving the learning and teaching environment. As approved by the Board of Trustees, TETFund Interventions can be categorized as follows:

- a) **ANNUAL INTERVENTIONS** comprising:
 - i. Infrastructural and Equipment/Furniture-based Intervention projects
 - ii. Library Intervention
 - iii. Academic Staff Training and Development
 - iv. Research
 - v. Journal Publication
 - vi. Conference Attendance
 - vii. Manuscript Development

*Note that items (ii) to (vii) are **Academic-Based Interventions***

- b) **SPECIAL INTERVENTION**

- c) **SPECIAL HIGH IMPACT INTERVENTION**

The **Annual Intervention** is yearly for all beneficiaries of TETFund. The **Special Intervention** is usually at the discretion of the Board of Trustees, but allocations are zonal-based and are done equitably by decision of the Board of Trustees as enshrined in the enabling Act.

The **Special High Impact Intervention** however seeks to massively inject funds into selected tertiary institutions to achieve a major turnaround through **Programme Upgrade** and **Improvement in the Teaching and Learning Environment**. Beneficiaries are selected by the Board of Trustees based on the age of the institution per geo-political zone amongst other criteria. The conventional

Universities were first beneficiaries of the Special High Impact Intervention programme, which started in 2009.

5.0 ACCESS TO THE YEARLY TETFUND ALLOCATIONS – THE BROAD PRINCIPLES

Allocation to beneficiaries of TETFUND is made yearly and this constitutes the Annual Intervention allocation. To access the funds of the allocation, the following must be fulfilled:

A. Infrastructure/Equipment/Furnishing-Based Interventions

1. The Beneficiary must have fully completed the previous year's intervention projects with release of the Final Tranche.
2. For beneficiaries in arrears of unaccessed dedicated allocations, the Board of Trustees allows for a merger of up to 4years of the unaccessed allocations; subject however to the satisfactory completion and verification of the previous year's intervention projects. However, concurrent utilization of yearly allocations is not allowed, that is, the Fund does not approve of intervention projects of different years running together.
3. Submission of proposed projects to the Fund to the sum of the allocated amount must be in line with the beneficiary institution's core mandate and should be relevant to teaching, learning and research; including the learning and teaching environment.
4. The proposed projects must be justified and total cost attached to each item. Details shall be attached in the appendices to the submission.
5. The proposed project submission will be vetted and Approval-in-Principle (AIP) granted if satisfactory.
6. Due Process of vendor engagement must be undertaken in line with the Public Procurement Act (PPA) 2007 and on conclusion; all relevant details of the proceedings are presented to the Fund for vetting in this regard.

7. Release of funds in tranches follows the satisfactory conclusion of the Due Process.

B. Academic-Based Interventions

1. Submission should be made to the Fund not later than **two (2) months** to the time of commencement of the programme
2. The allocation of a particular year should be accessed with a maximum number of **three (3) different submissions** to mop-up the funds allocated to the beneficiary institution.
3. All submissions should be made in both hard and soft copies. The soft copies should be **Excel format** and submitted in a **new flash drive**.

6.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR PHYSICAL INFRASTRUCTURE AND PROVISION OF EQUIPMENT

To access allocated funds for the infrastructure/equipment-based intervention, two (2) major stages are involved:

- a) Obtaining Approval-in-Principle (AIP) for projects, and
- b) Post AIP stage, that is, undergoing the Due Process of vendor engagement in line with the Public Procurement Act 2007, leading to access of funds

7.0 REQUIREMENTS FOR APPROVAL IN PRINCIPLE

A. For Infrastructural (Construction-related) Projects:

- i. Soil Test result, especially for difficult consistently wet terrain; for areas with weak soil structure and for high rise structures.
- ii. Detailed Architectural Working Drawings, with seal of Architect and signed, including evidence of Practice License.
- iii. Detailed Engineering Design Drawings (Structural, Electrical and Mechanical), sealed and signed by the Design Engineer. Design should integrate result of soil test in engineering design.
- iv. Detailed Bills of Quantities (BOQ), devoid of Prime Cost (PC) items and Provisional sums, especially of works measurable from the drawings.

- v. Where Consultants are engaged, submission to TETFUND must include copies of letters of commissioning of the consultants and their acceptance. The details of consultancy fees in line with the Public procurement Act must be included.
- vi. The project must be fully functional – built, finished, furnished and equipped/installed in the case of equipment.
- vii. **For Rehabilitation Projects**, the following shall be required for vetting:
 - ✓ Photographs showing the current state of the facility to be rehabilitated/renovated
 - ✓ Schedule of Dilapidation
 - ✓ For projects that involve conversion, submission of the as-built drawings and Structural integrity report signed and sealed by Registered Structural Engineer
 - ✓ Submission of the drawing showing the new proposed layout
 - ✓ Bill of Quantities

B. For Procurement-related Projects:

- i. **Inventory of items** to be procured should be submitted and it should contain quantity of items to be purchased, unit rate and total cost. Unit rates should consider importation cost (where applicable, and taking the official exchange rate into consideration), cost of clearance at port, relevant statutory charges, transportation to site, installation cost, training cost (where applicable), profit margin.
- ii. **Genuine Proforma Invoice**, with Cost submission **quoted in the Nigerian Currency – the Naira** and not in foreign currency. All conversions must have been done, taking into consideration the factors highlighted in 6.1B (i) above.

- iii. **Submission of Manufacturer's Catalogue/Brochure of technical specifications**, showing sample photographs of the equipment, unit cost, and other technical specifications of the equipment.
- iv. **Sample Photographs** of the items to be purchased. Dimensioned drawings of sketches of furniture are also acceptable
- v. Inclusion of **VAT where applicable**. Withholding Tax (WHT) inclusion is not acceptable
- vi. **Installation requirements** with cost (where applicable)
- vii. **Non-inclusion of consumables**

SPECIFIC TECHNICAL REQUIREMENTS

- All presentations are to be done in A3 Format
- The Sheet should have Title Panel showing the details of the project, including scale, date, drawing title, consultant (where applicable), sheet in serial number

A. Architecture

- i. Site Location in Institution's Master Plan
- ii. Site Topographical layout Plan
- iii. Site Plan showing the proposed development with access road(s), landscaping and existing Municipal Services – water and power lines
- iv. Working drawing of all Floor Plans with visible dimensions and specifications.
- v. 2 No detailed section drawings taken through relevant, seemingly difficult areas of plan, well annotated and showing relevant finishes specifications
- vi. Roofing Plan
- vii. Elevations as harmonized with the Floor Plan(s) and Sections
- viii. Schedule of Doors & Windows

- ix. Check for inclusion of Expansion Joints especially for buildings longer than 30metres
- x. Finishes Specifications
- xi. Architect's Seal on drawings with signature
- xii. Copy of Practice License

B. Civil/Structural Engineering

- i. Foundation Plan and Sections incorporating the soil test-recommended depth of foundation
- ii. Structural Design of Columns and their bases, with reinforcement details
- iii. Structural Design of Beams & Lintels
- iv. Staircase reinforcement details (where applicable)
- v. Structural Design of Floor Slab
- vi. Detailed Structural Design/specification of Steel Roof structure (where applicable)
- vii. Bending Schedule (where applicable)
- viii. Calculation Sheets, duly endorsed by a Registered Structural Engineer with affixed seal
- ix. Culvert design for external works
- x. Drainage design showing peaks and slope directions with gradient; and
- xi. Professional Seal on drawings

C. Electrical Services Engineering Design

- i. Lighting Points design
- ii. Power/Socket Outlet design
- iii. Fire Detection/Fire Alarm layout
- iv. Load Analysis
- v. General Schematic Distribution Diagram
- vi. General External Lighting designs of the site; and
- vii. Professional Seal on drawings

D. Mechanical Services Engineering Design

- i. Site Plan showing Soil waste drainage system
- ii. General Water Supply Layout
- iii. Roof drainage layout
- iv. Water Tank details (where applicable)
- v. Air-conditioning system layout (where applicable)
- vi. Fire Extinguisher layout (where applicable)
- vii. Fire Detection and Fire Alarm layout (where applicable)
- viii. Septic tank/Soak away pit design; and
- ix. Professional Seal on drawings

E. Quantity Surveying/Bills of Quantities (BOQ)

- i. Use of Standard Method of Measurement (SMM), presented in Excel format. Hand-written entries are not acceptable
- ii. Ensure clarity of description of works in the bills and bills should harmonize with specifications and quantities in the design drawings
- iii. Preliminaries should be broken down in details
- iv. Rates of works must be realistic and consistent all through
- v. Rates should be reflective of the market prices in the geo-political zone where institution is situated
- vi. Elements whose quantities are numeric in nature should be confirmed from the drawing to ascertain the accuracy of its measurement
- vii. Inclusion of State Taxes in the bills is not allowed. Only VAT, Preliminaries and Contingencies are allowed
- viii. All PC sums should be measured and priced; likewise Provisional sums where applicable.
- ix. Professional Seal on the Bills of Quantities

8.0 POST AIP STAGE AND REQUIREMENTS FOR DISBURSEMENT OF FUNDS

Funds disbursement is done after the AIP has been granted and the Due Process requirements have satisfactorily taken place. For Construction-related projects, disbursements are in three (3) tranches of 50%, 35% and 15%; while for Procurement-related projects, disbursements are in two tranches of 85% and 15%. The Due Process leads to accessing the First (1st) Tranche of funds and must be carried out in line with the provisions of the Public Procurement Act 2007.

Due Process Requirements for Accessing the First (1st) Tranche of Funds are as Follows:

a) Advertisement

This is the first thing to do after obtaining AIP. The requirements are as follows:

- i. Advert must be in at least two (2) National Newspapers and the Federal Tenders Journal
- ii. Advert must state criteria/conditions upon which interested bidders would be assessed for pre-qualification. The conditions shall be in line with the provisions of the Public Procurement Act 2007
- iii. Evidence of observance (copy of advertisement) must be submitted to the Fund

b) Pre-Qualification

The Technical and Financial capabilities of Expressers of Interest (E.O.I) are evaluated at the Pre-Qualification stage. The Pre-Qualification stage is very important, as it is the stage where technical and financial competences of bidders are measured. Beneficiaries (i.e., the Procuring Entity) should be wary of persons/companies in receivership, who are insolvent or are

bankrupt. Evidence of the Pre-Qualification exercise must be submitted to the Fund alongside other documents.

c) Tender Action

- i. Successfully pre-qualified bidders should be formally communicated and issued Tender documents for pricing
- ii. Invitation to Tender should state Closing Date and Time and copies of this should be submitted to the Fund
- iii. TETFund should be invited to witness Opening of Tenders, with such invitation reaching the Fund not later than two (2) weeks to the date of the event;
- iv. Record of Attendance of all those present at the Opening of Tenders should be taken in the handwriting of all attendees. Each person should sign the attendance register, indicate the organization they represent, with contact phone numbers and email address;
- v. Copy of the attendance record should be submitted to the Fund in raw form.
- vi. Copy of Bid return sheet duly endorsed by representatives of bidders present at the opening.

d) Bid Evaluation

- i. All opened and validated bids shall be evaluated and analyzed professionally to decide on the most responsive and lowest evaluated bid (not necessarily the lowest tender)
- ii. The Tenders Board of the Procuring Entity shall make recommendations on the winning bids
- iii. In instances where thresholds exceed the approval limit of the procuring entity, a higher approval should be sought – that is, Ministerial Tenders Board (MTB) or the Federal Executive Council (FEC), depending on the cost of the project

- iv. Copy of Minutes of Tenders Board meeting and where applicable, the MTB should be forwarded to the Fund, including, where applicable, the "Certificate of No Objection"/Federal Executive Council (FEC) approval of award.

e) Letter of Commitment

All beneficiaries are expected to include a Letter of Commitment in their Due Process submission to the Fund. The Letter of Commitment is an undertaking from the beneficiary to immediately commence the project execution on receipt of the first (1st) tranche of funds. This is to discourage the practice of keeping money in fixed facility over a period before commencing the project. TETFund strongly objects to the practice of money fixing by the beneficiary institutions.

Requirements for Accessing the Second (2nd) and Final Tranches

Release of the second (2nd) tranche is subject to the following:

- i. Beneficiaries must apply to the Fund and show physical proof through photographs that the funds released in the 1st tranche have been fully utilized;
- ii. Verification visit by Officers of the Fund during Project Monitoring;
- iii. Submission of two (2) copies of financial renditions, with a copy addressed to the Internal Audit Unit (IAU) of the Fund through the Executive Secretary;
- iv. Issuance by the IAU of a Clearance Certificate to process the funds.

Requirements for Issuance of Audit Clearance (to be submitted by beneficiaries)

- i. Payment Vouchers (PVs)
- ii. Financial Returns
- iii. Expenditure on Projects

- iv. Bank Statement of Account showing the lodgment of the 1st tranche and the payments from it
- v. Bank Reconciliation Statement
- vi. Progress Report on TETFund Form
- vii. Store Receipt Vouchers (where applicable in the case of procurement projects)
- viii. Copies of Valuation/Payment Certificates as issued by the Consultants (where applicable)

Requirements for Release of the Final Tranche

To qualify for release of the Final Tranche, all the above listed documentations in item above shall be required. However, the projects must have been fully completed, duly inscribed with the TETFund insignia and Year of Intervention and verified by Officers of the Fund.

9.0 INTERVENTIONS INVOLVING PROJECTS WITH CONSTRUCTION AND PROCUREMENT COMPONENTS

In order to ease the problem of non-release of funds at the final tranche stage due to problems associated with deferential completion periods on a given intervention where construction and procurements are involved, such intervention shall be split into two (2) – Construction on one hand and Procurement on the other, so that they run as parallel interventions within the same intervention. In effect, the submission on such intervention will no longer be as a single submission, but as two (2) and not more than two (2) batches, which would be reconciled and processed as such. This is to eliminate the long-standing problem of contractors who have been able to fully complete their segment of the intervention but cannot access the final tranche because the construction/procurement component within the same intervention is still on-going.

10.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR LIBRARY DEVELOPMENT, INSTITUTION-BASED RESEARCH, ACADEMIC MANUSCRIPT/BOOKS PUBLICATION AND ACADEMIC RESEARCH JOURNAL

LIBRARY DEVELOPMENT

A. Requirements for the Issuance of Approval-In-Principle (AIP)

- i. Covering Letter/ Request for AIP;
- ii. Executive Summary of the Proposal;
- iii. List of Proposed Books stating the Author, Title, Publishers, Year of Publication, Quantity, Unit Cost and Amount;
- iv. List of Equipment stating Manufacturer, Specifications, sample photographs, Unit cost and Total Cost;
- v. Genuine Proforma Invoice from reputable sources including sample photographs of such equipment;
- vi. For Furniture-related procurements, catalogues/photographs of the type of wood to be used; and
- vii. For E-Library, detailed specification/description of the items should be provided with cost.

B. Requirements for the Release of the First Tranche

- i. Covering letter / Request for first tranche;
- ii. Copy of Letter of AIP;
- iii. Evidence of Advertisement for Pre-qualification in the National Dailies and the Federal Tenders Journal, in line with the provisions of the Public Procurement Act 2007;
- iv. Evidence of Invitation of TETFund to the Tender Opening event;
- v. Copy of the Raw Attendance list at the Opening of Tenders;
- vi. Evidence of Tender Analysis and Recommendation;
- vii. Minutes of Tenders Board meeting;
- viii. Letter of Award of Contract;

- ix. Acceptance letter from the contractor(s);
- x. Letter of Commitment to commence the projects immediately after the release by the institution; and
- xi. Resolution by Tenders Board on how to utilize savings where applicable.

THE RESEARCH FUNDS

One of the mandates of TETFund is the promotion of research in public tertiary Institutions in Nigeria (Universities, Polytechnics and Colleges of Education). TETFund does this through two types of research Funds – Fund for Institution Based Research (IBR) and the National Research Fund (NRF).

INSTITUTION BASED RESEARCH

The IBR was established with the objective of resuscitating research activities in the nation's Tertiary Institutions in Nigeria; the culture of research over the years has been dwindling in most of the higher Institutions in the country. The outcome of which would be the revival of quality research among lecturers in Tertiary Institutions.

How to Access and Utilize the Institution-Based Research

IBR Fund and Disbursement

- i. TETFund gives allocation for IBR annually. This allocation however is domiciled in TETFund account and only released for execution of the project after the proposal has been approved.
- ii. The approved fund shall be disbursed in total of 100%

Thematic areas for IBR

- There is no restriction in the thematic areas under IBR- Arts, Humanities, Science and technology, Education etc.

Eligibility Criteria for the IBR

- All lecturers in all Public Tertiary Institutions in Nigeria are eligible to access the fund for IBR

- The research must be conducted in the Institution where the lecturer is an employee.

Submission of research proposals

Submission of research proposals will be done at two levels:

At the level of the Institutions

1. Research proposals shall be submitted to the Institutions' Committee on Research (ICR) where they are screened and approved. Approved proposals shall be duly signed by the Chairman of the Committee as having satisfied the Committee based on the scoring criteria such as:
 - Having followed the prescribed format
 - Quality of content of proposal which could be assessed based on the following
 - Executive Summary
 - Title
 - Introduction
 - Objectives
 - Literature review
 - Methodology that can be replicated including methods of data analysis
 - Detailed budget not exceeding the amount specified by the fund.
2. Approved proposals shall be given back to the researcher(s). Where there are corrections, such proposals shall be vetted by the ICR for compliance and thereafter signed by the Chairman of the Committee.
3. Approved proposals shall then be submitted in five copies to TETFund.

Checklist of Documents for Submission of Approved Proposals to TETFund by Researcher(s)

All researchers must ensure that all required documents are attached as non-inclusion could delay the process or lead to rejection. The following is a checklist:

- Covering letter to TETFund by the Principal Researcher through the Head of Department, the Chairman (ICR) and the Head of Institution or his representative requesting for funding for the approved proposals.
- Minutes of meeting of the (ICR) in which the proposal was approved.
- Evidence of approval of proposed research project by the ICR – an approval page which clearly states that the research proposal has been screened and

considered worthy of funding by TETFund and is hereby approved by the committee (this page must be signed by the Chairman of the Committee before the proposal can be considered by TETFund for funding).

- Five copies of the approved research proposal in the prescribed format (including the budget and work plan indicating the expected date of commencement and completion).
- Detailed profile CV of the researcher(s).
- All documents must be neatly bound and paginated for ease of reference and filing and to avoid loss of documents.

Submission to TETFund

Here, the proposals will be further screened to ensure that the format has been followed, the required documentations are provided; the content and quality of the proposal. This will be done by an ad-hoc Committee in TETFund.

Note: Approval at the Institution level does not necessarily translate to approval at the TETFund level; final approval is dependent on the outcome of the screening by the Ad-hoc committee which is dependent on the following:

- Provision of the full complement of required documents as indicated under the checklist above.
- Use of prescribed format
- Proposal not exceeding the funding limits by researchers
- Cost of approved proposals not exceeding the maximum allocation to the Institution (where the Institution's submissions exceeds their allocation, the checklist becomes a critical factor in which proposal is funded or not).

Submission of Reports

Two types of reports will be submitted:

Progress Report

Progress report will be submitted in the middle of the period approved for the Research.

These reports from the researcher(s) should be submitted to TETFund through his/her head of department, the Chairman of ICR and the head of Institution who will forward the report to TETFund with a covering letter duly signed by him.

Final Report

- At the completion of the research, a final report using the attached template (annex 3) will be used to write the final report.
- For the final report to be accepted by TETFund, it must be submitted by the principal researcher to the Institution's Research Committee. This final report must contain the certification page which will indicate that the project has been completed by the researcher(s) to the satisfaction of the following:
 - a. Head of department
 - b. ICR(Chairman)These will now append their signatures on this page. The researcher will also sign the final report.
- The submission of the final reports shall be accompanied by a covering letter duly signed by the researcher, the Head of department, the Chairman of ICR and the Head of Institution.
- Five copies of the final report bound should be submitted to TETFund.

Detailed Requirements for Institution Based Research

Disbursement of funds shall be in full i.e. 100%. Requirements to access the funds include the following:

- i. Covering Letter (Request for Approval of Proposal)
- ii. Executive Summary (Research Outline, Synopsis/Abstract and Statement of the Problem/Challenge)
- iii. Institution-Based Research (IBR) Lead Researcher Profile Form
- iv. Completed Annexure 1 Form
- v. Detailed Profile of Researchers
- vi. Minutes of meeting of Institution's Committee on Research
- vii. Evidence of Approval of Proposed Research Project by the Committee
- viii. Institution-based Research Project shall not exceed N2million; however, National-based research is exempted from this limit
- ix. Time Table (including Commencement and Expected Date of Termination of Research Work)

- x. Cost Estimates for Development of Abstract (Field work, Report Writing, Conferences, Publications in relevant Journals)
- xi. Cost Estimate of other Research Materials.

Academic Manuscript/Book (AMB) Development Intervention

Disbursement of funds shall be in two tranches of 85% and 15%. Requirements to access the funds include the following:

- i. Covering Letter (Request for Approval of Proposal)
- ii. Copy of the manuscript
- iii. Minutes of meeting of the Institution's editorial Committee or its equivalent where submitted was approved for funding.
- iv. Completed TETFund Academic Manuscript/Book Development Author's Form
- v. Curriculum Vitae (C.V.) of the Author(s)
- vi. Evidence of ISBN
- vii. Evidence of external Peer Review i.e. outside the authors institution
- viii. Detailed cost breakdown
- ix. Detailed Implementation Plan
- x. To qualify for the Final release of 15%, the Institution shall forward to the Fund Three (3) copies of the published book
- xi. TETFund should be acknowledge in the cover page of the produced book as sponsor.

Requirements for Accessing Academic Research Journal (ARJ)

Disbursement of funds shall be in two tranches of 85% and 15%. Requirements to access the funds include the following:

- i. Covering letter (Request for approval of proposal)
- ii. Bound copies of the last three (3) editions of the Journal (where it exists) or an Artist's impression of the Cover Page (if just being established)
- iii. Composition of the Editorial Board

- iv. Editorial Policy, Frequency (Annual, Quarterly, etc); Copyright and other details (usually contained under "Notes to Contributors")
- v. Evidence of Registration of the Title with the National Library of Nigeria as an International Serial (i.e. ISSN)
- vi. Minutes of meeting of the Editorial Committee where journal was approved for funding.
- vii. Submission of a comprehensive proposal of the publication.
- viii. Detailed implementation breakdown.
- ix. Detailed Cost breakdown to publish the Journal
- x. TETFund should be acknowledged in cover page of the produced Journal as Sponsor
- xi. Three (3) copies of each TETFund-funded edition should be submitted to the Fund for records

11.0 GUIDELINES AND REQUIREMENTS FOR ACCESSING FUNDS FOR ACADEMIC STAFF TRAINING & DEVELOPMENT (AST & D) PROGRAMME AND CONFERENCE ATTENDANCE

Eligibility for the Programme

To be eligible for the Academic Staff Training and Development (AST&D) Programme, beneficiaries must have met the following conditions:

- a) Be nominated by the Beneficiary's institution through the institution's AST & D Committee or Staff Development Committee as the case may be;
- b) Completed TETFund AST & D Nomination Form duly signed and stamped by the Head of Department, Dean of Faculty and the Vice Chancellor or Rector or Provost of the beneficiary institution;
- c) Submitted current Admission Letter (with cost implication, if the programme is tenable in foreign Universities/Institutions)
- d) Submitted his/her Curriculum Vitae which must include an email address;

- e) Submitted a duly completed, signed and stamped Bond form with the beneficiary institution where he/she is an employee in the teaching profession of the institution;
- f) Submitted his/her Bank Details, i.e. Official Salary Pay Point.

Mode of Sponsorship

The Mode of Sponsorship and current worth of the scholarship (in Naira) for the respective programmes shall be as approved by the Board of Trustees from time to time

- a) All Foreign Programmes enjoy full sponsorship as follows:
 - i. Cover for Tuition fees, Bench Fees, Living Expenses, Health Insurance and Passages, Educational materials, Research thesis/ Dissertation and Study tour for PhD only.
 - ii. Variation of costs on **Annual Tuition Fees ONLY**, but subject to confirmation from the foreign University where the AST & D Scholars are studying; and
 - iii. Foreign Programmes in the ratio 70% for Science, Engineering and Technology-based courses including Bench Work and 30% for Arts/Social Science-based Courses that are critical to the development of any segment of the Nigerian economy.
- b) **Foreign Masters** is for a maximum period of 18months (1^{1/2} years)
- c) **Foreign PhDs** is for a maximum of 3^{1/2} years; and
- d) **Bench Work period**, ranges from 3months to a maximum of 1year.

Mode of Disbursement of funds to the Scholars

- i. The Tuition fees for Foreign Academic Staff Training & Development is paid directly to the institutions abroad, while the living allowances and any other provision are released to the beneficiary institution's TETFund-Dedicated accounts. The beneficiary institution is advised to open a domiciliary account (for foreign programmes) and lodge these monies. This is to cushion the

effect of exchange rate fluctuations. The released monies are to be disbursed on annual basis to the scholars on receipt of the scholar's progress reports; and

- ii. Copy of the scholar's progress report must be forwarded to the Fund
- iii. First Disbursement to the approved scholar by the beneficiary institution should not be more than three (3) weeks of receipt/release of funds from TETFund.

Documentation Requirements

The following documentation is required for accessing the AST & D funds:

- a) List of Beneficiaries completed in the TETFund Institution Personnel Nomination Form, i.e. TETFund/NOM-SDT/FORM AS;
- b) Outline of the areas of training
- c) Name of Institution/Venue where training is tenable
- d) Date(s)/Period and Duration of the training
- e) Detailed Cost estimates for the training for the respective candidates including cost implication per candidate per year, especially for foreign programmes
- f) Letter(s) of Admission of the respective nominated candidates/staff (i.e. current and/or validated admission)
- g) Candidate's course status, i.e. extent of completion (i.e. for returning students) certified by the Registrar of the Institution where programme/course is being run;
- h) Evidence of course completion, that is, Thesis and Certificate, must be forwarded to the Fund

- i) Evidence of Acceptance for Bench Work – i.e. short Research-based training towards the completion of an on-going (local) Ph.D programme. Bench Work establishes and consolidates institutional linkages between world class foreign Universities and Nigeria.

12.0 REQUIREMENTS FOR ACCESSING FUNDS FOR CONFERENCE

ATTENDANCE

- i. Documentary evidence of the Conference(s) to attend; including Conference fees;
- ii. Conference Date/Duration;
- iii. Completed TETFUND Institution Personnel Data Forms for Academic and Non-Academic Staff, i.e. TETF/IPD-CA/FORMAS and TETF/IPD-CA/FORMNAS;
- iv. Department/Unit of Staff/Conference Attendee indicating academic and non-academic categories; and
- v. State respective budget/cost implication for each potential beneficiary;
- vi. Submission should reach the Fund two (2) months to the commencement of the programme.
- vii. Copy of Certificate of Attendance must be submitted to the Fund

13.0 REQUIREMENTS FOR ACCESSING FUNDS FOR TEACHING PRACTICE, ENTREPRENEURSHIP STUDY CENTRES

Teaching Practice Supervision

Only Academic Staff supervising students on Teaching Practice are eligible for sponsorship. The requirements for accessing the Teaching Practice Intervention funds are as follows:

- i. Schedule indicating dates/periods and duration of teaching practice supervision for the Intervention Year;
- ii. Names, Rank and Department of Academic Staff to be involved in the supervision;
- iii. Names of Schools/Venue where the supervision is taking place;
- iv. Detailed Cost implication per supervision during the period of supervision;
- v. Completed TETFund Personnel Nomination forms;
- vi. Detailed cost implication for the procurement of teaching aids; and

- vii. Executive Summary of the submission

Entrepreneurship Study Centre (ESC)

To access funds for the establishment of Entrepreneurship Study Centres, the requirements highlighted in Section 6.1 to 6.3.3 of this document apply.

14.0 INTERNAL AUDIT CLEARANCE CERTIFICATE

The Internal Audit Unit (IAU) duties in the processing of beneficiaries' payments after the first (1st) tranche actually start from request by the beneficiaries for the second (2nd) and final tranches. However, the following are basic requirements of the IAU for the processing of the 2nd and 3rd tranche disbursements for beneficiaries:

- i. Dedicated Bank Statement solely for TETFund showing evidence of all lodgments and all payments there from, essentially for projects being retired, i.e. Normal Intervention, Library Intervention, High Impact or Special Projects as the case may be;
- ii. E-Payment schedules in line with the Federal Government policy;
- iii. Payment Vouchers with supporting documents such as necessary approvals by the authorities of the benefitting institutions, Advance Payment Guarantees, Contract Agreements, Receipts from Payees, etc;
- iv. Evidence of deduction and remittance of taxes to the relevant Revenue body;
- v. Copies of Store Receipt Vouchers and Store Issue Vouchers and Invoices for items procured;
- vi. Returns on Expenditure Form (Form No. TETF/DF/IAU/FR/02);
- vii. Financial Returns Form (Form No. TETF/DF/IAU/FR/01);
- viii. General overall progress of work achieved by the beneficiary on the initial release. This shall be determined by comparing the amount disbursed to payments made to the beneficiaries' contractors; and

- ix. Where funds have been utilized for items outside the approved projects or any of the above documents is not made available, Audit Clearance for further disbursements will not be issued.

15.0 MONITORING OF PROJECTS

The Fund is required by Law to monitor and evaluate execution of projects for which intervention funds have been provided to beneficiaries. The following are some of the strategies put in place for monitoring the utilization of TETFund funds:

a) Project/Programme Monitoring

This is the Regular routine and/or Ad-hoc monitoring and evaluation by Staff, the Board of Trustees and other stakeholders such as Committees of Education of both the Senate and House of Representatives, NGOs, National Planning Commission, etc; and

b) Financial Monitoring

This involves special financial auditing either by Audit Consultants appointed by the Fund, Staff of the Fund; any interested Stakeholders, as well as the Fund's retained External Auditors. They would usually examine the TETFund-dedicated accounts opened and operated by beneficiaries of TETFund intervention funds.

16.0 REQUIRED QUALIFICATIONS OF BENEFICIARY DESK OFFICERS

Beneficiaries are required to appoint Desk Officers with relevant competences and experience in the various aspects of interventions of the Fund. Amongst other functions, the Desk Officers are also required to work in harmony with the institution's Bursary Department for the submission of accurate and complete rendition of financial transactions on TETFund interventions. The following would serve as a guide.

Infrastructure/Equipment-Based Interventions

Desk Officers having the following competences are recommended:

- Registered Architect, Civil/Structural/Builders or Quantity Surveyor with relevant Professional certification
- Not less than 10years post graduation and working experience
- Versatility in Site/Project Administration
- Project Management Qualification and experience is an added advantage

Academic/Content-Based Interventions

The Institution’s Director of Academic Planning is recommended for appointment for all Academic-based interventions, viz, Academic Staff Training and Development, Research and Journal publications, Conference Attendance, Book and Manuscript Development.

Library Intervention

The Institution’s Librarian shall act as Desk Officer for all matters involving Library Intervention.

17.0 TIMELINES FOR THE DELIVERY OF TETFUND-RELATED INTERVENTIONS

For Infrastructure-Based Interventions

S/N	ACTIVITY	TIME ALLOWED	
1	Submission of Documents to TETFund after receipt of Letter of Allocation	For Infrastructure-based projects	Not more than 10weeks (including Due Process to engage Consultants and preparation of detailed designs)
		For others involving Procurements and Academic-based interventions	Not more than 6weeks
2	Processing and Issuance of Approval-in-Principle (AIP)	2weeks from date of receipt in the processing Department of the Fund	

3	Conclusion of Due Processes and Submission of Due Process Report Vendor engagement (excludes those requiring higher approvals, that is those outside the institution's threshold)	Not later than 9weeks from Date of receipt of AIP
4	Vetting & Processing of and crediting of the 1 st Tranche into Beneficiary's Account	2weeks from date of receipt of Application for 1 st tranche
5	Commencement of Project implementation on site	2weeks from date of receipt of funds by beneficiary
6	Monitoring of Project after the first release	6weeks from date of release of funds to beneficiary
7	Monitoring Visit for the release of the 2 nd Tranche	2weeks from date of receipt of beneficiary's request (time includes obtaining approval to travel and payment of travel allowances)
8	Issuance of Audit Clearance to relevant processing Department	3working days from date of receipt of Financial returns
9	Submission of Field Inspection Report	3working days from date of Arrival back in Office
10	Processing of 2 nd and Final Tranche Payment to crediting of beneficiary's account	1week from date of submission of Field report
11	Monitoring Visit for the final tranche to payment of final tranche	The periods stated in items 7 to 10 shall apply

FOR ACADEMIC/CONTENT-BASED AND LIBRARY INTERVENTIONS

All Academic-based interventions MUST be submitted in not more than THREE (3) installments

S/N	ACTIVITY	TIME ALLOWED
1	Submission of Documents to TETFund after receipt of Allocation Letter	Not later than 6weeks
2	Vetting and Processing of Submission for AIP (for Library Only)	2weeks from date of receipt in the processing Department
3	Vetting and Processing of Academic-based	2weeks from date of receipt in the

	intervention proposals for Approval	processing Department	
4	Processing of letters of release of funds by the initiating Department	1week from date of receipt from the ES' office	
5	Processing of funds and crediting of account of beneficiary for Academic-based interventions	1week from date of receipt in Finance Department of TETFund	Audit Unit – 2working days Finance Dept. – 3working days
6	Observance of Due Process of Library-Based interventions and submission of documents to the Fund for release of funds	9weeks from date of receipt of AIP	
7	Vetting of Library intervention Due Process Report	1week from date of receipt in processing Department	
8	Processing of funds for Library intervention by the Finance Department to crediting of beneficiary's account	1week	Audit Unit – 2working days Finance Dept. – 3working days
9	Monitoring Visit for release of the Final tranche on Library intervention to payment of beneficiary	The periods stated in 14.1 (7) to (10) shall apply	

18.0 IMPACT ASSESSMENT

The Fund shall from time to time conduct Impact Assessment on beneficiaries' completed projects. The aim is to assess the level of impact such projects have had after completion, taking into cognizance the conditions existing before the projects came into place. By reason of this therefore, beneficiaries are to diligently articulate and have a well documented "Condition Report" before the intervention. The documentation should be accompanied with relevant statistical data that would enable impact measurement after the intervention.

Not only will this assist in determining impact when such facilities are in use, a basis and guide would also have been created through lessons learned for future interventions that should necessarily be more impactful.

19.0 CONCLUSION

All the guidelines contained in this manual shall remain valid and binding from the date it becomes effective, unless otherwise modified by approval of the Board of Trustees.

Any modification or variation of the TETFund guidelines manual for accessing intervention funds shall only be made by the TETFund Board of Trustees, after due consideration to any proposal for modification or variation from any beneficiary or stakeholder.

SECTION B

TERTIARY EDUCATION TRUST FUND

ACCOUNTING MANUAL

ON

INTERVENTION FUNDS

FOR THE USE OF BENEFICIARY INSTITUTIONS

INTRODUCTION

The need for an Accounting Manual is borne out of the concern of the Board of Trustees of the Tertiary Education Trust Fund to ensure that requisite rules, adequate regulations and guidance are put in place to guarantee accuracy, probity and transparency in the management and disbursement of Funds made available to the various Tertiary Institutions benefiting from the Education Fund.

The Board of Trustees observed that the report from the Financial Consultants, External Auditors and the Auditor-General for the Federation that funds disbursed to the beneficiary Institutions revealed the following:-

- i. Poor record keeping
- ii. Non-maintenance of separate Cash Book
- iii. Misappropriation
- iv. fixed Assets Register not kept
- v. Non-adherence to accounting Policies and Procedures e.g. Financial Regulation, Procurement Act etc
- vi. Procurement items not taken on stores charge (No SRV/GRN).

In view of the above, the Board is of the opinion that a uniform accounting practice should be established for the Institutions in line with the Federal Government Financial Regulation guiding the conduct of government finances and accounting procedures.

THE NEED FOR THE MANUAL TO BE REVIEWED

It is a known fact that after the last accounting manual, there are various changes in the accounting policies and procedures that need to be included in the new reviewed accounting manual. Among the policies are as follows:-

- Introduction of E-payment system for all Federal Government Fund.
- Implementation of Public Procurement Act 2007
- Emerging issues in the amendment of the Act.
- Emphasis on the correct computation of VAT & WHT

- Practical approach in Bank Reconciliation Statement on E-payment environment.
- Emphasis on adoption and maintenance of project ledger to disclose the actual payment to date and percentage of total payment.

The production of this reviewed manual took into consideration the requirement of Public Sector Accounting, the provisions of the newly revised Federal Government Financial Regulations policies and extant regulation as well as the new amended Act Tertiary Education Trust Fund.

OBJECTIVES OF THE MANUAL

- To streamline the recording and reporting of expenditures made by the various beneficiary Institutions from the Fund released to them in order to ensure uniform accounting practice in line with Public Sector Accounting, Financial Regulation and extant circulars.
- To ensure regular and periodic reporting by various beneficiary Institutions in order for the TETFund to have adequate control and supervision over the way its funds are being utilized.
- To ensure that up to date records are kept in the approved format by the beneficiary Institutions to guarantee accuracy, probity and transparency in the management and disbursement of the Funds.
- To ensure that each beneficiary Institution separates the TETFund's funds from all other funds by keeping a dedicated separate bank Accounts for TETFund projects.
- To ensure that TETFund monitor and supervise the disbursement of its funds and that the allocation are not utilized for purposes other than those for which they were approved.
- To ensure that due process is followed in the awarded and execution of contracts for TETFund project in compliance with Procurement Act 2007.
- To ensure that adequate Internal Control exist in the management of the project being financed with TETFund fund.

CHAPTER ONE

1.0 Request Methodology And Access Of The Fund Programmes For Individual Institutions

Introduction

In the beginning of each financial year each Tertiary Institution is requested to forward their intended programmes/project' to the Fund.

The following are the areas in which funds will be released to the Institutions:

- a) Normal Intervention Projects
- b) Library Development
- c) Research
- d) Academic Staff Training & Development
- e) Publication of Journals
- f) Publication of scholarly manuscript into books
- g) Conference Attendance
- h) Entrepreneurship Centre

The Fund will vet the entire request and recommend for the Board of Trustees of the Fund for the approval. The approval shall depend on the following conditions: -

- a. All proposals for accessing the funds shall be purely of academic relevance addressing deficiencies in the core academic areas in line with the accreditation requirements of the individual regulatory agency;
- b. It is important to consult widely within the academic community before project proposals are submitted to the Fund for reconciliation. Emphasis should be placed on essential physical infrastructure learning resources, library development, academic staff training, research and scholarly publications;
- c. Proposals for Research and Academic Staff Training & Development should comply with the guidelines;
- d. The Library development shall solely be handled professionally by the Institution's Librarian in view of its special nature. Correspondence to the Fund in this regard should be signed/endorsed by the Head of the Institution;
- e. Projects should be prioritized within the approved allocation to your individual institution:

- f. Concurrent utilization of allocations is not allowed. All on-going intervention projects should be concluded before accessing subsequent allocation. However, the merger of un-accessed allocations can be granted;
- g. Observance of the Due Process at all stages is mandatory in order to access the allocated funds. In this regard, all proposals must be submitted to TETFund for reconciliation and Approval-In-principle (AIP) before advertisement, vendor pre-qualification and tendering. Evidence of compliance with the requirements of the Public Procurement Act 2007 is mandatory for release of funds. Project proposals which ignore or short-circuit this procedure shall not be considered for reconciliation or release of funds;
- h. Beneficiaries are strongly advised to invite officials of the Fund to observe the opening of Bids two weeks to the scheduled date;
- i. The Fund shall no longer entertain projects implemented in endless phases. All the projects should be conceived and implemented in a single phase based on annual or merged allocations;
- j. In line with the Public Procurement Act 2007 Material (advance) payments to contracts shall not exceed 15% and such must be guaranteed by a reputable bank. It is also mandatory to obtain Performance Bond from Contractors executing TETFund projects and this must be valid for the entire duration of the contract; and
- k. Project inspection after the release of the 1st tranche shall precede release of the 2nd and final tranches, subject to satisfactory retirement of the preceding funds advanced.

The Following Individual Guidelines In Respect of Specific interventions are stated below:-

Normal and Library Interventions

In order to facilitate the smooth execution of each year projects, the release of the funds shall be in two/three installment/tranches as follows:

- ❖ 1st Tranche - 50% of the allocation for construction-related projects after reconciliation of the projects with TETF, issuance of AIP by the fund and observance of the Due Process of Advertisement, Pre-qualification, Tendering and Offer of Award by your institution.
- ❖ 2nd Tranche - 35% after satisfactory utilization of the Initial 50% released for construction.
- ❖ 3rd Tranche - 15% upon satisfactory completion Certificates, remitted to TETF, inscription to specification and inspection by the fund.

Please note that it is possible for the 1st and 2nd Tranches be combined for all items of procurement.

Project submission requirements for accessing funds:

(A) The First (1st) Tranche

- (i) Approval-in-Principle
- (ii) Evidence of Due Process, the documentations of which must contain the following:
 - Evidence of Advertisement of the projects
 - Evidence of Pre-qualification
 - Evidence of Invitation to Tender
 - Evidence of Opening of Tenders
 - Copy of Attendance Register at the Opening of Tenders
 - Bid Evaluation Documents – Tenders Analysis, Minutes of Tenders Board Meeting, Minutes of Approving Authority
 - Letter of commitment to commence the projects immediately on release of 1st Tranche

- Programme of Works (endorsed by the Contractor and Institutions CEO)

(B) The Second (2) Tranche-**(To be submitted by beneficiaries in duplicate)**

- (i) Copy of Due Process Certificate
- (ii) Copies of Letters of Offer of Award of Contracts and Acceptance by contractors
- (iii) Copy of Advance Payment Bond (if given)
- (iv) Copy of Performance Bond
- (v) For Procurements – Local Purchase Order/Job Order
- (vi) Progress Report Forms
- (vii) Progress Photographs
- (viii) Consultants’ Interim Certificates (where applicable)
- (ix) Stores Receipt Vouchers (SRVS)
- (xi) Payment Vouchers (PVS)
- (xii) Payment Receipts
- (xiii) Current Bank Statement (Showing Lodgments & Withdrawals)
- (xiv) Financial Returns on Projects (Form No. TETEF/DF/IAU/FR/01)
- (xvii) Expenditure on Projects (form No. TETF/DF/IAU/FR/02)
- (xviii) Bank Reconciliation Statement
- (xix) Evidence of Project Signboard to specification
- (xx) Report of inspection by staff of the Departments of Project Monitoring and Evaluation and/or Education Support Services of the Fund.

(C) **The Third (3rd) Tranche (To be submitted by beneficiaries in duplicate)**

- (i) Inspection Report by Officers of the Fund, confirming 100% completion of all approved projects.
- (ii) Issuance of a Clearance Certificate by the Internal Audit Unit of the Fund.
- (iii) Issuance of practical Completion Certificate by Monitoring and Evaluation Department.
- (iv) Progress Report Forms.

- (v) Progress photographs showing branding in line with TETFund's specification.
- (vi) Consultants' Final Certificates (where applicable)
- (vii) Evidence of Inscriptions on the projects.
- (viii) Stores Receipt Vouchers (SRVS).
- (xi) Payment Vouchers (PVS)
- (x) Payment receipts
- (xi) Current Bank Statement (showing Lodgments& Withdrawals)
- (xii) Financial Returns on Projects (Form No. TETF/DF/IAU/FR/01)
- (xiii) Expenditure on Projects Form (Form No. TETF/DE/IAU/FR/02)

Academic Staff Training & Development

In addition to complying with the conditions and requirements stated in the templates, TETF/FPM/SDI.P/FORM and TETF/DPM/NED CAL (please find attached in the appendix). The following should be noted:-

- The amount of funds for staff training and development to be held by TETFund and disbursed on your recommendation.
- The amount is for academic staff training and development
- The funds shall be used for:
 - (a) Sponsorship of academic staff for postgraduate training within and outside Nigeria.
 - (b) Academic staff development through sponsorship for short-term doctoral research (i.e. bench work for PhD candidates in pure and applied science for access to state-of-the-art facilities) for lecturers already pursuing their doctoral degree courses in Nigeria.

Priority shall be given to Science Education and Instructional Systems Designing, Sciences, Technology and Engineering-based courses and programmes (aligning with the zonal considerations – see templates TETF/FPM/SDI.P/FORM and TETF/DPM/NED.CAL attached)

- The list of nominated academic staff should be forwarded to TEFTUND using TETF/NOM/SDT/FORM BAS (see TETF/FPM/SDI.P/FORM for vetting and reconciliation).

Research Fund

In addition to complying with the criteria stated in checklist for document 5 (please find attached in the appendix) templates TETF/DPM/SDI.P/FORM and TETF/DPM/NED.CAL the following should be noted:

- The research fund is to be held by TETFund and disbursed based on the vetted submission of each institution.
- The research funds will be central and competitive within the beneficiary institution. Minutes of the relevant Committee (Research Committee/Board shall be forwarded to TETFund along with your recommendation.
- Selection shall be merit based, on individual or group proposals.
- TETFund should be acknowledged as the sponsor of the research in a footnote in the first page of a paper/monograph or as appropriate in a book/report.
- Proposals accepted by the institution shall be forwarded to the TETFund for vetting and reconciliation, stating:
 - a. The type of research (include a copy of the accepted proposal)
 - b. Whether individual or group (indicate the number of academic staff involved and their disciplinary backgrounds)
 - c. Step-by-step implementation plan and the amount required for each step, based on which the funds will be disbursed and programme monitored.

Publication of Journals

The funds allocated should be used to establish or support the publication of a maximum of two (2) central and multi-disciplinary (as against Faculty or Departmental) scholarly journals. In submitting proposals for release of funds, the institution is required to forward the following:

- Back copies of the last 3 editions of the journal (where it exists) or an artist impression of the cover page (if it is being established).
- Composition of the Editorial Board.
- Editorial policy, frequency (annual, quarterly, etc), copyright and other details (usually contained under "notes to Contributors").

- Evidence of registration of title with the National Library of Nigeria as an international serial (i.e. ISSN).

Please note that;

- TETFund should be appropriately acknowledged in all editions of the journal.
- 3 copies of each TETFund-funded edition should be forwarded to TETFund for record purposes.

Publication of Manuscripts into Books

It is obvious that many academic staff has well-researched manuscripts of books but cannot publish for lack of funds. Consequently, provision is hereby made to address this challenge. The guidelines for accessing funds under this intervention are as follows;

- i. Manuscripts must be of sound quality, containing original ideas in the Author's main area of specialization;
- ii Manuscripts must be peer reviewed;
- iii Manuscripts must be published by a reputable publisher. This is in order to discourage self-publication;
- iv Manuscripts must use ISBN issued by the National Library of Nigeria;
- v. Implementation plan indicating commencement and expected date of completion must be provided;
- vi Cost estimates of manuscript development and production must be provided;
- vii Manuscripts must be approved by the relevant Committee of the University supported by Minutes of the Committee's meeting;
- viii All submissions must be endorsed by the Vice Chancellor; and
- ix Manuscripts of the book, accompanied by evidence of compliance with items ii – vi above, must be forwarded to TETFund before the request is processed.

Conference Attendance

The allocation for Conference should be shared in the ratio of 70:30 exclusively between the academic and non-academic staff respectively. **However, Principal Officers of institutions are excluded from using this facility.**

The following conditions are mandatory for accessing the funds:

- Institutions/Staff must present letters of invitation as evidence of announcement of the Conference and Conference fees must be clearly indicated on flyers.
- The Funds allocated should be used to support staff to attend short Conferences in relevant disciplines.
- Conference attendance should be planned in such a way that the total number of staff to attend local or international conferences should be identified and the costs involved specified before approval is granted by the TETFund.
- Proposals for sponsorship of conference attendance should be made on the condition that staffs are selected for the programme in turns/batches to ensure equity and fairness.

Entrepreneurship Centre

The following guidelines must be adhered to in the establishment of Entrepreneurship Centre:

- Construction of a separate building or renovation of existing ones that will accommodate at least 50 students and personnel at a given time.
- The building structure must be practically completed and functional within the amount allocated for the Centre.
- The Centre should have a variety of trades/professional skills and facilities.
- Course evaluation and evidence of collaboration with other professional bodies and individuals must also be ensured.
- Provision must be made for capacity building, training, manuals and teachers/instructors guide.

CHAPTER TWO

2.0 INTRODUCTION

The objective of this chapter is to ensure that disbursements to beneficiary institutions for TETFund projects are:

- (a) Received by the beneficiary institutions on time
- (b) Transferred into the TETFund project bank account of the Beneficiary Institutions.
- (c) Distributed to and recorded in the Cash Book according to the projects/purpose of the fund.
- (d) Balance of each sub-Head are easily identified
- (e) E-payment rules are followed as stipulated in the extant rules and regulation.

The following points must be noted in the operation of TETFund project funds.

Each beneficiary Institution is expected to open a dedicated bank account solely for TETFund projects to be separated from other accounts of the Institution. (e.g. university of Ilorin/TETFund project Accounts)

Equally, the details of the bank account should be forwarded to the TETFund office, such as the name of the Bank Account Number, sort Code. With the introduction of E-payment any of the tranche released are transferred to the beneficiary Institution account and the Desk officer is expected to obtain details of the purpose of the amount transferred to the account.

Email address of the Desk officer must be forwarded to the TETFund office for any important information to be passed and especially forwarding the details of the purpose(s) of the fund released. The Desk officer is expected to check his/her mail every two day for any information that might be sent from TETFund office.

The Desk officer should obtain credit advice from the bank in respect of the allocation credit to the account for the purpose of raising receipt voucher for posting into the cash book.

Allocations of fund to beneficiary institutions are communicated directly in writing and published on TETFund website for the information of beneficiary institution and the public at large.

Under no circumstances should any transfer meant for beneficiary institutions be paid into an individual name bank account without TETFund project account inclusive.

In case the credit advices are sent by post to the accounting officer, he shall forward same to the Account Department/Bursary. The advice is immediately entered into the credit advice received register.

The Desk Office is expected to promptly enter the credit advice into the cash book with receipt voucher of which the credit advice shall be the supporting document.

TYPE OF BOOK/DOCUMENT TO BE KEPT

- (i) Cash Book
- (ii) Control/Vote Book
- (iii) Payment Voucher Register
- (iv) Procurement Planning Committee Minutes
- (v) Tender Board Minutes
- (vi) Bank mandates file
- (vii) Bank Statement file
- (viii) Bank Reconciliation Statement File
- (ix) Payment Voucher File
- (x) Credit Advice File
- (xi) Contract/Project Register

CASH BOOK

It is mandatory that cash book must be maintained to record the transaction of the allocation for the TETFund Projects.

- Separate Cash Book for banking transaction on TETFund projects are kept by beneficiary institution distinctly from other cash books maintained by the institution.
- All transactions through the dedicated TETFund Project Bank Account are captured in the TETFund project Cash Book

- All payment entries into the TETFund Project Cash Book are made from duly approved Payment Vouchers.
- All entries into the TETFund Project Cash Book are coded according to their various TETFund Projects Accounting Codes.
- All entries into the TETFund Project Cash Book are summarized and analyzed into the respective projects for posting into various project accounts in the project Ledger at the end of the month (or are captured simultaneously, real time, in various project accounts in the Project Ledger, in case of computerized accounting systems).
- Upon receipt of credit advice, disbursement received from the Fund are promptly debited into the dedicated TETFund cash Book and these should also be analyzed under the various project headings according to the Project Account Codes to which they relate.
- Where counterpart funds are involved, the institution is required to pay certain percentage of the total cost of the project. In that case, the accounting officer shall communicate to the Bursar the approved amount to be transferred to the TETFund project bank account.
- The Desk Officer shall ensure that the counterpart funds are lodged or transferred into the dedicated TETFund Project Bank Account and appropriate debit entries made in the TETFund project Cash Book. These should also be analyzed into the respective projects according to the Project Account Codes to which they relate.
- The Desk Officer shall ensure that all duly approved payment vouchers for which mandates have been duly issued and signed by the authorized signatories are credited into the TETFund Project Cash Book and are properly analyzed into the respective projects according to the project Account codes to which they relate.
- The Desk Officer shall ensure that all entries into the TETFund Project Cash book are balanced, ruled off and summarized monthly under each project before being posted into the respective project account in the Project ledger.
- The Desk Officer shall sign the cash book at the end of every month. He shall append his signature as a certification of the correctness of the entries and balance. The cash book will be supported by a balance statement as shown below:

Opening balance i.e the closing balance	₦
The previous month)	xxxxxxx
Add: Total receipts for the month.....	xxxxxxx
Deduct: Total payments for the month.....	xxxxxxx
Closing balance.....	xxxxxxx

Specimen of the Cash Book

SPECIMEN OF DEBIT SIDE OF THE CASH BOOK

DATE	RECEIPT / CREDIT ADVICE NO.	DESCRIPTION	AMOUNT

SPECIMEN OF CREDIT SIDE OF THE CASH BOOK

DATE	PV. NO.	PROJECT CODE	BANK MANDATE NO.	PAYEE	DESCRIPTION	AMOUNT

It is compulsory for the Desk Officer to update the Cash Book once the allocation is received. In cases where credit advice is not given, photocopy of the Bank Statement and the page where the allocation sent are reflected, should be used to raise the receipt voucher to update the cash Book.

Under the description you can just write "From TETFund" and record the amount

The date recorded or the date of payment should be stated. The payment voucher should be serial and the project code or the sub-head on the payment voucher should be indicated on the Cash Book.

- The Bank mandate number must be stated on the cash Book and the name on the mandate should correspond with the payee.
- The purpose of the payment which is the description should - be clearly stated.
- The net amount paid should be stated on the amount column.

Bank Mandates Schedule and E-payment Procedure

In September 2008, the Federal Government of Nigeria directed that as from 1st January, 2009 all forms of payment from all Government funds will be effected through the Banks electronically. The statement was consequently supported with Federal Treasury Circular Ref. No. TRY/A8&B8/2008 dated 22nd October 2008 issued by the Accountant-General of the Federation

Commencing from 1st January, 2009, all organs of Government, Ministries, departments and Agencies shall stop using cheques to make payment to contractors.

Contractors of Government must indicate their bank account's particulars with commercial Banks on the invoice submitted for payment under their corporate seal. Mandates containing details of payment shall be issued to Banks Instructing them to pay into the contractor's designated bank Accounts the net proceeds of the contract sum. In addition, for the existing monthly financial returns, every organization of Government MDAS must forward copies of mandates issued to the office of the accountant-General of the Federation. Henceforth all employees of the Federal Government of Nigeria must each open an account with a commercial bank in to which all payment due to him/her must be paid. On no account should central pay officers (CPO) collect cash from the bank for the purpose of disbursement to any Government Officer.

Definition of E-Payment

E- Payment is an electronic payment which is the application of electronic means in the financial interaction between the customer(s) and the bank(s).

E-payment is a subset of E-Governance which is any fund of non – cash payment that does not involve a paper cheque. It is the application of electronic process in the settlement of financial transactions between Government and Businesses through the use of computer system and communication facilities without manual interventions. It entails a cashless, online, real time banking system which eliminates the use of cheque books and bank cheques. When it comes to payment options, electronic payment is most convenient. You don't have to write a cheque, swipe a credit card or handle any paper money: all you have to do is enter some information into your web browser and click your mouse.

Data Required to Effect Payment

Information in the mandate schedule forwarded to the Bank should contain the following:

- Unique Mandate Number
- Payment voucher Number
- Beneficiaries Number
- Bank Account Number
- Date
- Name of the Bank
- Sort Code
- Amount (in figure & Words)
- Purpose of payment
- Names & Thumb print of the signatories.

FORMAT OF BANK MANDATE SCHEDULE

EPT/NO.OH/2010/0001

Date.....

The Manager

Eco Bank PLC

Olu Areme

Ogun State

Please credit the account(s) of the under listed beneficiaries and debit our Account Number WXY2000123456 accordingly.

S/N	PV NO.	BENEFICIARY	BANK	SORT CODE	ACCOUNT NUMBER	AMOUNT	PURPOSE OF PAYMENT

Total.....

Authorized signatory..... Authorized Signatory.....

Name..... Thumb print..... Name.....Thumb Print.....

Note: The payment voucher number's may be excluded when forwarding to the Bank but after it has been stamped received the payment voucher number can then be indicated. However, for transparency sake, the payment voucher should be indicate before passing to the Bank.

Benefits of the E-payment

- It eliminates unacceptable delay in the payment to government contractors
- It fast tract the process of implementation of Government activities and remove unnecessary bottlenecks and abuses in the use of cheque and cash
- It facilitates audit trails of all payments to the relevant Bank Account of individuals or companies that paid or received the funds.
- It is convenient for the customer
- Status of all payments can be monitored on-line real time via Internet Banking.
- It enhances transparency and accountability.
- A starting point towards achieving a cashless society.

Use of Operational Account

This is a Bank account opened on behalf of the agency for its departmental imprest. The Staff responsible for managing the account are introduced by the Agency to the bank authorizing such officer as signatory to the account for office use. The account is domicile in the name of the Agency/the name of the nominated signatory. The office has a total control on the account and can call for its statement at her discretion.

In case of any eventuality, the office writes to the bank for further directives in the interest of the public.

Challenges of E-Payment

- Severe delay in the payment of fund to beneficiaries including salaries of staff which in some cases due to wrong account numbers and sort codes leading to lack of clarity of account number to be credited.
- Overpayment of salaries and other payment due to mistake of imputing one account number in two names. e.g . The same Bank, the same surname but different initials. Example Olubumi I.O. and Olubumi O.Y. Ecobank, Account number of Olubumi I.O is used for Olubum O.Y. since the account number is the same, Olubumi I.O. will receive the amount
- Inadequate information on bank statements for reconciliation purposes, due to the bulk amount on the mandate debited instead of individual amount as listed on the mandate schedule. The bank should be communicated in writing not henceforth debiting your account with the bulk amount rather than individual names on the mandate, might result to withdraw of your funds from the Bank.
- Delay or lack of feedback from banks on status of transactions which the MDAs believed that payment has been effected.
- Non- availability of branch of banks in rural areas.

Bank Reconciliation Statement

- It is compulsory for the Desk officer to prepare bank reconciliation statement of the TETFund project account .i.e. reconciling the cash book balance with the Bank balance at the end of each month.
- Unapplied mandates after six months should be written back in the cash book.

Note: Unapplied mandates are those names on the mandate schedules to the bank that were not paid due to one certain reason.

- Charges on the bank statement made by the bank are checked for authenticity and accuracy, before being posted to the TETFund Project Cash Book.
- Discrepancies in the bank statement are taken up in writing to the bank and effectively followed up until reversed by the Bank with an advice to that effect.
- Prompt action are always taken to obtain bank advices to confirm the various entries in the bank statement as the effectiveness of bank reconciliation statement lies in the prompt clearance of outstanding items. Such advices should be filed and a copy attached to the entry.

Practical Approach to Reconciling the Bank Statement with TETFund Project Cash Book balance.

- The Desk officer should ensure that Bank statement is collected from the bank within the first five working days after the month end.
- Cross check that the opening balance on the current bank statement agrees with the closing balance in the previous month's statement. The two must agree or the difference taken up with the bank
- In case the bank statement contain transactions that split over after the 30th of the month, a red biro should be used to rule exactly the last working date of the month he intent to carry out the Bank reconciliation. This action will prevent him/her not to pick transactions on the bank statement after the end of the month.
- The un-cleared items in the last month reconciliation schedules should be treated first.
The schedules are:-
 - Schedule "A" - **Unapplied mandate or unrepresented cheques.**
Lists out the unapplied items from the mandate that have not been paid.

- Schedule "B" - **Credit in Bank not in cash book:** These are direct payment made either by the student or other person that the teller had not been presented for official receipt and record in the Cash Book.
- Schedule "C" – **Un-credited Lodgment:** These are lodgment made to the bank which does not reflect in the Bank statement. Date of lodgment should be noted, because most of the lodgments are automatic, where it is not so, investigation must be made.
- Schedule "D" - **Debit in Bank not in Cash Book;** Generally any amount debited into the bank statement without the acknowledgement of the Agency need to be investigated. Though COT is one of the items in these categories, the correctness of the C.O.T still need to be confirmed.
 - All the items in the schedule must be ticked into the current Bank statement and extract out others that have not been reflected in each schedule.
 - Debit entries in the bank statement are ticked against the credit entries in the TETFund Project Cash Book.
 - Credit entries in the bank statement are ticked against the debit entries in the TETFund Project Cash Book.
 - The un-ticked debit and credit entries in the bank statement and unticked debit and credit entries in the TETFund Project Cash Book are listed out into the schedule each belongs or fall into e.g Unapplied items in the mandate that have been credited in the TETFund Project Cash Book which has not been paid by the Bank will fall into schedule "A" unapplied mandates. (Former Un-presented cheques).

Format of Schedule A – D

Schedule 'A' Unapplied Mandates

DATE	MANDATE NO	DESCRIPTION	AMOUNT ₦	REMARKS
2/3/2010	CAP/Uni/Ilorin/2/2010	Olusola A.A.	230,000	
2/3/2010	CAP/Uni/Ilorin/2/2010	Ajayi S.A.	40,000	
		Total	270,000.00	

Schedule 'B' Credit In Bank Not In Cash Book

DATE	TELLER NO.	DESCRIPTION	AMOUNT ₦	REMARKS
5/7/2010	74750	A.O. AJAYI	5000.00	
10/7/2010	74789	G.O. Ogunsola	5000.00	
15/7/2010	Transfer from TETFund	1 st Tranche	5,000.000.00	
		Total	5,510,000	

Schedule 'C' Unaccredited Lodgment

DATE	RECEIPT NO.	DESCRIPTION	AMOUNT ₦
4/7/2010	47470	E.O. Mary	50,000.00
8/7/2010	47480	B. Gbenga	100,000.00
		Total	150,000.00

Schedule 'D' Debit in Bank not in Cash book

DATE	MANDATE NO.	DECRPTION	AMOUNT ₦
20/7/2010	Transfer	F.O. Banni	500,000.00
21/7/2010	Charges	COT	5,000.00
23/7/2010	"	B.O. Sola	100,000.00
24/7/2010	"	VAT	5,000.00
25/7/2010	"	Cheque Book Charges	10,000.00
		Total	₦615,000.00

- The list of un-ticked debit entries in the bank statement shall consist of the following:-
 - (a) Charges in the bank statement not taken up in the TETFund Project Cash Book
 - (b) Wrong debit entries by the bank (if any), to be taken up in writing till reversed by the bank. E.g. cheque books charges cannot be, as there has not been any cheque in use in the era of E-payment. Cheques book charges are wrong debit.
- The list of un-ticked credit entries in the bank statement shall consist the following:-
 - (a) Direct transfer from TETFund for which the beneficiary is yet to receive an advice
 - (b) Direct payment of school fee which the student had not presented the teller at Bursary for official receipt.
 - (c) Wrong credit entries by the bank
- The list of un-ticked debit entries in the TETFund project Cash Book shall include:
 - (a) Lodgments made into the bank but which were not reflected in the bank statement.
- The list of un-ticked credit entries in the TETFund project Cash Book would also include:
 - (a) Unapplied mandate i.e these names in the mandate that were not yet paid by the bank or returns mandates.

PREPARING BANK RECONCILIATION STATEMENT

Bank reconciliation statement will be prepared as follows:

UNIVERSITY OF AJAOKUTA

Bank Reconciliation Statement for the month of February, 2010

₦		₦
Balance as per Tetfund Project Cash Book		xxxxxxx
Add Un- applied mandates Schedule 'A'		xxxxxxx
Add Credit in Bank not in CB Schedule 'B'		xxxxxxx
Less Uncredited lodgment Schedule 'C'	(xxxxxxx)	xxxxxxxxx
Less Debit in Bank not in CB Schedule 'D'		(xxxxxxxxx)
Balance as per Bank Statement		(xxxxxxxxx)

The balance must agree with the bank statement for the month

MONTHLY BANK SCHEDULE MANDATES

The Desk Officer shall maintain a monthly bank schedule mandate file in respect of e-payment made during the month. All mandates issued must be recorded into the TETFund Project Cash Book.

CHEQUE RECEIVED/CREDIT ADVICE REGISTER

It is still possible to collect cheque in one way or the other, as such there is need to maintain this register and credit advice register to record all the credit received from the bank. The desk officer shall enter the particular of the cheques received for lodgment.

The Entries in the Register shall be made as follows:-

S/No.	Date Issued	Name of Drawer	Cheque Number	Amount	Date collected

CHAPTER THREE

3.0 EXPENDITURE CONTROL AND DOCUMENTATION

Introduction

The aim of this chapter is to ensure that:-

- (i) Payments out of dedicated TETFund Project Accounts of beneficiary Institutions are payments duly authorized for the purposes of executing TETFund Projects.
- (ii) Funds meant for TETFund projects are not diverted under any guise, for purposes other than that for which they were duly disbursed by TETFund, based on the beneficiary Institutions proposals duly approved by the Board of Trustees of the TETFund in accordance with the TETFund Act.
- (iii) TETFund Project funds are exclusively used in pursuant of execution of approved TETFund Projects and are properly accounted for by the beneficiary Institutions in line with Public Sector Accounting, the Federal Procurement Act 2007, and extant Circulars.

EXPENDITURE CONTROL:

- Payments on account of TETFund projects in beneficiary institutions shall be made on the authority of the Accounting Officers of the respective institutions, who shall ensure that such payments are necessarily and exclusively incurred in pursuant of the execution of the TETFund projects in their institutions.
- Payments on all TETFund projects/project accounts must be domiciled in the bursary department, accounts department or the department responsible for payment of the beneficiary institution's normal operations. While separate books are maintained, approval procedure must not deviate from the institutions normal approval procedure approved by the authority of the institution for its day to day operations, observing normal approval limits and signature categories.
Example: If 2 or 3 signatories are responsible for certain levels of expenditure for the normal operation of the institutions, then that should apply to the TETFund project account operations.

- Where the Accounting Officer delegates this responsibility to any other official of the institution, the Accounting Officer is primarily responsible for the conduct of such an official in the proper discharge of such duties.
- The Accounting Officer shall also ensure that only competent officers are authorized to sign payment vouchers for payments on TETFund project account.
- The signature of the Accounting Officer or of someone delegated by him/her certifies the accuracy of every detail on the voucher. He shall therefore be held responsible that the services specified have been duly performed; the prices charged are either according to contracts or approved scales, or fair and reasonable according to local rates. Ensure authority has been obtained as quoted, the computations and castings have been verified and are arithmetically correct, the persons named in the vouchers are those entitled to receive payment, and stores purchased have been duly taken charge or correctly issued for immediate consumption if they are expendable, in line with extant regulation.
- Where a contract involves supplies of goods or work done, there will be attached to the voucher a certificate that the payments are in accordance with terms of the contract agreement.
 - (a) That as regards supplies, the articles have been received in the store by issuance of SRV or GRN
 - (b) In the case of work, a completion certificate must be issued by a competent authority e.g. Engineer (Surveyor/Architect etc.)
- In the case of payment on account, no money will be claimed other than the cost of work certified to have been performed but where payments are to be made in advance, Advance Payment Guarantee must be obtained by the contractor from a reputable bank. Advance payment shall be for a maximum of 15% of total contract value.
- If a deduction is made from the amount payable on a contract in respect of a penalty or fine, it is only the net sum that will be paid and charged to the TETFund Project Account.

PAYMENT PROCEDURES

- All payments must be made with duly approved Payment Vouchers made out in favour of the person or persons to whom the money is actually due. Under no circumstances should E-payment schedule issued without a payment voucher.
- In the case of payment for a duly approved contract for construction, the following documents should be attached to the payment voucher:
 - (a) Contractor's invoice for payment or a letter of request on the firm's letterhead.
 - (b) Award letter and Contract agreement
 - (c) Valuation certificate for work done duly certified by the officer in charge of works or the supervising engineer.
 - (d) Minutes of Tender's Board or Tenders Committee whichever is applicable.
- In the case of Supplies and Services, the payment Voucher must be supported with relevant documents such as;
 - (a) Local Purchase Orders/Jobs orders
 - (b) Supplier's Invoice
 - (c) Approval for payment from the Accounting Officer.
 - (d) Stores documents such as signed way bill(s) and Stores Received Vouchers, etc.
- The Officer controlling expenditure shall check:
 - (a) In the case of supplies, the supplier's invoice against the documents received from stores i.e signed waybill, copy of job Order/LPO, duly signed store received voucher, and also the accuracy of the casting on each of the documents.
 - (b) In the case of contracts for construction works, the certificate of valuation, contractor's invoice, award letter, contract agreement and approval for payment from the Accounting Officer.
 - (c) If found correct the officer controlling expenditure will pass the documents to the Officer raising payment voucher.

- (d) Once the voucher is raised, it is entered into the Vote book, passed for checking and payments after the Officer in charge of the vote has signed the payment voucher and stamped all the documents "ENTERED IN THE VOTE BOOK" as contained in section 407 of the Financial Regulations.
- (e) In case of 15% mobilization is to be paid, there must be guarantee Bond from the bank. The Bond should be unconditional. The procurement officer and the Legal unit should read the bond very well to ensure that it is Unconditional Bond. i.e the Bond should cover the amount advance and should be until the amount has been fully recovered.

The following particulars, as may be applicable, must be given on the vouchers:

- (a) Reference to contracts and details of any previous payment(s) under such contracts;
- (b) The contract sum must be indicated when part payment is being paid
- (c) Only the originals of LPO, Invoice and other documents must be used to support vouchers.
- (d) Separate vouchers shall be raised for separate payment items and for different services.
- (e) Vouchers shall be made out either in ink, ball pens or shall be typed or written. **On no account shall vouchers be written in pencil or in an erasable ink.** All copies must be legible and the totals must be written both in figures and words.
- (f) No erasure of any kind, whether in typescript or manuscript or the use of correcting fluid shall be allowed. Alterations to the amount of a voucher whether in words or figure are not allowed. A new voucher must be prepared where necessary. Any other alteration must be supported by the full signature of the officer certifying the voucher, or if the alteration is in the receipt, of the payee.

- (g) Officer controlling payment vouchers in respect of TETFund projects accounts shall maintain a payment voucher register, as shown below:

S/No.	Date	PV. No	Description	Amount	Signature

- (h) Only originals of payment vouchers shall be signed in full in ink or ball pens by the certifying officer and the payee. Copies shall be initialed or stamped.
- (i) All payment vouchers must be passed to the Internal Auditor for vetting to ensure that all the requirements for payment have been met before being stamped "Checked and passed for payment on TETFund Project Account" with the signature of the Internal Auditor.
- (j) The Bursar may not make payment against a voucher unless the following conditions have been satisfied:
- (i) It is certified for payment by the officer who is authorized to do so.
 - (ii) It is stamped "Checked and passed for payment on TETFund Project Account", and is duly signed to that effect by the Internal Auditor in the appropriate place on the voucher.
 - (iii) It is not more than three months since the voucher was signed by the officer controlling expenditure.
 - (iv) It is accompanied by a certificate that the voucher has been entered in the Vote Book & signed by the officer controlling the vote.
- (k) Payments shall be made only to the persons named in the vouchers or their properly authorized representatives. Paying officers must satisfy themselves that the person claiming the payment is the person authorized to receive the amount and it is the duty of the beneficiary

institution's authorized representative to furnish proof of identity required.

- (l) Payments to firms shall be made only by E-payment transfer in favour of the firm. For the purposes of payment the firms shall forward the bank details, Account Number, Bank Name sort code to the Institution.
- (m) When a payment to a firm is in doubt due to loss of relevant documents e.g. payment voucher and investigation has revealed no payment had been made to the firm, the payee shall be made to issue a certificate of indemnity to indemnify the beneficiary institution/against double payment at a later date.
- (n) All payments to the public should be made by E-payment transfer to the beneficiary's Account.
- (o) Immediately after payment is made, the paying officer shall stamp the original voucher and all copies, all invoices, or other supporting documents "PAID".
- (p) Where a payment voucher is reported lost, prompt investigation shall be made. If a loss or fraud has occurred, action will be taken in accordance with **Chapter 25** of the Financial Regulations. Where the Accounting Officer is satisfied that no loss or fraud has taken place he will submit a report on the circumstances of the loss of the voucher to the Trustees of the Fund. The report will be accompanied by a copy of the voucher with following the certificate thereon signed by the authorizing officer that:

I am the officer:

*(a) who signed the original voucher

*(b) now controlling TETFund Project Fund

And I certify that to the best of my knowledge and belief this is the true copy of the original voucher and that no fraud has been perpetrated. The Trustees will consider the circumstances of the case and rule whether the copy voucher is admissible to support the accounts.

* Whichever is inapplicable to be deleted.

- (q) Receipts given on payment vouchers are liable to stamp duty in accordance with the stamp duties ordinance (Stamp Duties Act CAP 411).

Payment Voucher Register

Payment Voucher Register must be maintained to control the payment voucher numbering in respect of TETFund Project Account.

Note also that it is possible to have the same payment voucher number with that of the Project Cash Book.

Format of Payment Voucher Register

Date	PV No.	Description	Amount	Signature
-------------	---------------	--------------------	---------------	------------------

Payment Voucher

A payment voucher is documentary evidence used to discharge obligation through disbursement of money. It is the evidence that the obligation for services rendered has been discharged. This evidence is available for future reference, accounting and auditing purposes. The specimen of the payment voucher is in Appendix 'A'.

Procedure for the Preparation of Vouchers

- There must be an instruction from the appropriate officer in the form of minutes before a payment voucher can be raised. There must be a request for any payment directed to the approving officer that would authorize the payment.
- The officer must ensure that the requests made are correctly chargeable to the TETFund Project Vote from which it is to be paid.
- Ensure that funds are actually available to meet the expenditure and where the payment is an advance, ensure the rule guiding the type of the advance is followed and to ensure that the recipient is qualified for such payment.
- When all the above have been confirmed, the voucher can then be raised on appropriate payment voucher.

- The voucher should be allocated a number through the payment voucher register.
- The voucher should be entered into the Vote Book or Control Ledger.
- The voucher certificate should then be signed by officers that participated in the preparation of the voucher, under Certification on the payment voucher.
- The voucher is then forwarded to the checking Section which is solely responsible for the checking and passing of payment voucher under a covering voucher schedule prepared in a serial order from where it will be passed to the Internal Audit Section, if found to be in order.
- The Internal Audit will carry out its own exercise on the vouchers, by cancelling all the attached documents to avoid re-use and forward same through a schedule to the Central Pay Office for payment
- The voucher would then be entered in the TETFund Project Cash Book where payment voucher will be allocated if is different from the department number allocated initially.
- Bank mandate will be issued where the particulars on the voucher will be entered such as; The name of the beneficiary, Name of the Bank, Account Number Branch, Sort Code Amount and purpose of the payment.
- After the mandates have been signed and thumb printed this will be forwarded to the bank for payment to the various Account Numbers indicated on the mandates.
- The mandate number and date will be indicated on the payment voucher for easy reference.
- The mandates are serially filed monthly.

Cash Advances

There are two major type of Advance in Public Service:

- (a) Personal Advance
- (b) Advance Non Personal

- (a) Personal Advance are cash loans granted to individual officers in the employment of the Federal Government of Nigeria. The advance is personal to the officer and is to be repaid to chest by the officer, example of such advance are Rent Advance, Salary advance motor vehicle Advance, Housing loan. There are laid down rules and procedures in granting each of the personal Advances.
- (b) Advance Non Personal. This is type of advance granted to an officer in his capacity to enable him carry out some programme on behalf of Government.

Advance non-personal is also divided into two parts ***Cash Advance** to purchase items for the Agency ***Cash Advance** to carry out a programme on behalf of the Agency.

- Cash Advance to purchase items for the organization should not exceed ₦200, 000. 00 any amount exceed the ₦200, 000. 00 should be contracted out Circular No. TRY/A2 & B2/2009 OAGF/CAP/026/V dated 24th March 2009 paragraph 3
- Cash Advance to carryout programme on behalf of the Agency such a retreat in another state for two or three days, According to FR 1402(iii) in the disbursement of the funds Advance non personal for project/special programme, the leader of the project/special programme shall be the Accounting officer and shall approve all payments, while an Accountant of an appropriate grade shall attached to each project/special program and have responsibility for the disbursements as well as retirements of the Non-Personal Advances.
- The voucher relating to advance must indicate Name/Designations of officer, the nature of the advance, the terms of recovery and the purpose of the Advance.
- There must be advance Account records maintained in all Agency to record advances granted and all the retirement/recoveries made.
- In line with FR 1404 (iii) the officer responsible for the advances account record must examined such records each month and bring to the notice of the Accounting officer any item which are overdue for retirement or settlement.

Cash Advance Retirement

All Cash Advances should be retired through Journal vouchers. Retirement must be in writing given details of how the advance collected are spent with the receipt mark an Annexure to the report.

The initial memo requesting for the Advance should be attached to the retirement particulars to ensure that the purpose of the Advance is complied with.

Please note that submission cash receipt only has not made you retired the advance.

Remember an application was made when the Advance was granted, therefore there must also be a memo stating how the amount granted was expended with receipts attached as annexure.

Vote Control Mechanism

It is made mandatory for all agencies to monitor the expenditure pattern of his agency with reference to the amount provided in the Estimate/Budget of the agency. The Agency is expected to keep a departmental vote Book posted up to date in such form as will clearly show in respect of each sub head. In some cases instead of Departmental Vote Book as being used in core ministry, a control ledger can also be maintained to serve the same purpose of monitoring the expenditure pattern according to the amount in the estimate submitted and approved.

The purpose is to ensure that all areas in which provision is made in the budgetary taken care off.

For example a sum of ₦200,000.00 was made for examination and examination only come toward the end of the semester as such the ₦200,000.00 must not be spent on any other expenses.

Assuming that ₦300,000.00 provision was made for Hotel Accommodation which has been exhausted, any voucher prepare on the subhead Hotel Accommodated will not be paid. The purpose is to ensure that commitments and expenditures in respect of TETFund projects are incurred within the approved limit.

Format of control Ledger

			Amount Committed		
Vote/Code 00135			Date	LPO/	Amount
Vote/Name Examination				Contract No	
Amount Allocated: N200,000.00					
Date: 3/3/2010					
Date	P.V	Particulars	Payment	Total	Balance
			Amount Committed		
Vote/Code 00135			Date	LPO/	Amount
Vote/Name: Hotel Accommodation				Contract No	
Amount Allocated: N300,000.00					
Date:3/3/2010					
Date	P.V	Particulars	Payment	Total	Balance

Vote Control Mechanism in a Manually Environment

At the beginning of each quarter after the allocation committee must have earmarked a certain amount, the amount shall be recorded in each vote sub-head in the vote control ledger with an index for easy reference.

It is advisable that immediately the approval is given by the Chief Executive before the commencement of preparation of payment voucher, the Vote Control officer should indicate whether the vote can accommodate the approved amount if not, this must be made known.

Vote Control Mechanism in the Computer Based Environment

There must have been a programme in the system that once either the name of the vote is typed or the vote code, the ledger will come out indicates if vote is available or not. After the voucher have been prepared it will be recorded and get the balance.

In addition the programme should be able to give report at the end of the month for the balances on each vote code for management.

CHAPTER FOUR

PROCUREMENT PROCEDURE IN PUBLIC SECTOR IN LINE WITH PROCUREMENT ACT 2007

INTRODUCTION

All contracts relating to TETFund project must comply with the Federal Government's due process procedures as stipulated in the Procurement Act 2007.

Government contracts are made in accordance with the ordinary law of contract through offer by one party and acceptance by the other.

The only distinction between a Government contract and that of private sector is that every citizen is given opportunity to apply for the job since it is a public fund to be disbursed. In accordance with section 15 of the Public procurement Act (PPA) 2007.

The Public Procurement Act 2007 provides detailed requirements and guidelines for the procurement of goods, works and services in the public sector.

AWARD OF CONTRACT PROCEDURE

CORE OBJECTIVES AND FUNDAMENTAL PRINCIPLE OF PROCUREMENT

There are four core objectives of procurement.

- Economy and Efficiency
- Competition – Providing a level playing ground for all strata of bidders
- Value for money
- Transparency

FUNDAMENTAL PRINCIPLES OF PROCUREMENT

Procurement must be based only on:

- Procurement plans supported by prior budgetary appropriation
- Obtaining a certificate of "No objection" to contract award (where necessary)
- Open competitive bidding except otherwise allowed
- Transparent Evaluation
- Value for money

Note: Subject to the prior review thresholds as may be set by the Bureau, any procurement purported to be awarded without a "Certificate of 'No objection' to Contract Award" duly issued by the Bureau shall be null and void.

PROCUREMENT PLANNING COMMITTEE

In compliance with Section 21(i) of the Procurement Act 2007, each procuring entity shall establish a procuring planning committee which shall consist of:

- The Accounting Officer as the Chairman
- Procurement Unit – to serve as Secretary (Secretariat)
- The Department directly in requirement of the procurement
- The Finance and Account Department of the procuring entity
- Planning, Research and Statistical unit of the procuring entity
- A technical personnel of the procuring entity with expertise in the subject matter for each particular procurement
- The Legal Unit of the procuring entity.

FUNCTIONS OF PROCUREMENT PLANNING COMMITTEE

The following functions must be carried out by the procurement planning committee before a certificate of "No objection" is issued:

- Preparing the needs assessment and evaluation.
- Identifying the goods, works or service required by each procuring unit.
- Carryout appropriate market and statistical survey to prepare cost implications of proposed procurement.
- Aggregating its requirement to obtain economy of scale and reduce procurement cost.
- Integrating its procurement expenditure into its yearly budget.
- It is the responsibility of the Chief Executive to ensure that the above steps are followed before it is forwarded to the Tender Board.
- Subject to the prior review thresholds as may be set by the Bureau, any procurement purported to be awarded without a "Certificates of No Objection" and the contract award duly signed by the procurement planning committee of the MDAS or Bureau for contract above the limit of MDA should be null and void.

RECORDS TO BE KEPT BY MDA

Section 16(12 - 13) of the Procurement Act 2007 mandates every procuring entity to maintain both file and electronic records of all procurement proceedings made within each financial year. The procurement records shall be maintained for a period of ten years from the date of the award.

Copies of all procurement records shall be transmitted to the Bureau not later than 3 months after the end of the financial year and shall show:-

- Information identifying the procuring entity and the contractors
- The dates of the contract awarded.
- The value of the contract.
- The detailed records of the procurement proceedings.

PROVISION OF THE ACT AGAINST OVER – INVOICING, EXCHANGE RATE AND SUPPLY OF FAKE PRODUCTS

- Notwithstanding that due process is followed, the Bureau may refuse to issue a "Certificate of No Objection" to contract award on the ground that the price is excessive.
- The values in procurement documents shall be stated in Nigerian currency and where stated in a foreign currency shall be converted to Nigerian currency using the exchange rate of CBN valued on the day of opening a tender or bid
- Section 16 (28) - All procurement contracts shall contain warranties for durability of goods, exercise of requisite skills in service provision and use of genuine materials and inputs in execution.

TENDERS BOARD

There are two major Tender Boards:

- i. Parastatal, Agency or Corporation Tenders Board and
- ii. Ministerial Tender Board or Extra-ministerial Tenders Board

COMPOSITION OF TENDER BOARD:

Ministry:	Permanent Secretary	-	Chairman
	All Directors in the Ministry		
	Head of procurement	-	Secretary
Parastatals:	Chief Executive	-	Chairman
	All Heads-of-Departments		
	Head of Procurement	-	Secretary

TENDER PROCESS

OPEN COMPETITIVE BIDDING: All procurements of goods and works by all procuring entities shall be conducted by open competitive bidding.

Invitation to bid may either be by way of national competitive bidding or international competitive bidding depending on the thresholds.

REQUEST FOR QUOTATION: A procuring entity may carryout procurement by requesting for quotations from suppliers or contractors where the value of the goods or works to be procured does not exceed ₦ 2.5Million, a sum that shall be set in the procurement regulation.

Generally, quotations shall be obtained from at least 3 **unrelated** contractors or suppliers.

DIRECT PROCURMENT:A procuring entity may carry out any emergency procurement where goods, works or services are only available from a particular supplier or contractor or in instances where a particular supplier or contractor has exclusive rights to certain goods and service where no reasonable alternative or substitute exist.

SUBMISSION OF PROPOSAL: Every invitation to an open competitive bid shall:

- In the case of goods and works under International Competitive Bidding, the invitation for bids shall be advertised in at least two national newspapers and one relevant internationally recognized publication, any official website of the procuring entity and the Bureau as well as the procurement journal not less than six weeks before the deadline for submission of the bids for the goods and works.
- In the case of goods and works valued under National Competitive Bidding, the invitation for bids shall be advertised on the notice board of the procuring entity, any

official web sites of the procuring entity, at least two national newspapers, and in the procurement journal not less than six weeks before the deadline for submission of the bids for the goods and works.

PROCUREMENT METHODS AND THRESHOLDS OF APPLICATION

With Reference to the Federal Circular Ref. No.SGF/OP/1/5.3/VIII/57 dated 11th March, 2009; Federal Government has approved revised thresholds for Goods, Works, Consultancy and Non-Consultancy Services.

Goods (N)	Works (N)	Consultant Services (N)	Non-Consultant Services (N)	Procurement/Selection Method and Prequalification
N100 Million and above	N1 Billion and above	Not applicable	N100 Million and above	International/National competitive bidding
N2.5 Million and above but less than N100 Million	N2.5 Million and above But less than N1 Billion	Not applicable	N2.5 Million but less than N100 Million	National competitive Bidding
Less than N2.5 Million	Less than N2.5 million	Not applicable	Less than N2.5 Million	Shopping (Market Survey)
Less than N0.25 Million	Less than N0.25 million	Less than N0.25 million	Less than N0.25 million	Single source/Direct contracting (minor value procurements)
N100 Million and above	N300 Million and above	Not applicable	N100 Million and above	Prequalification
Not applicable	Not applicable	N25 Million and above	Not applicable	Quality and Cost Based

Not applicable	Not applicable	Less than N25 Million	Not applicable	Consultant Qualification
Not applicable	Not applicable	Less than N25 Million	Not applicable	Least Cost

Approving Authority

Goods	Works	Consultant Services	Non-Consultant Services	Approving Authority
N100 Million and above	N1 Billion and above	N100 Million and above	N100 Million and above	BPP issues "No Objection" to award/FEC approves
N5 Million and above but Less than N100 Million	N10 Million and above But less than N1 billion	N5 Million and above but less than N100 Million	N5 Million and above but less than N100 Million	Ministerial Tenders Board
N2.5 Million and above but less than N50 million	N5 Million and above but less than N250 Million	N2.5 Million but less than N50 Million	N2.5 Million and above but less than N50 Million	Parastatal Tenders Board
Less than N5 Million	Less than N10 Million	Less than N5 Million	Less than N5 Million	Account Officer: Permanent Secretary
Less than N2.5 Million	Less than N5 Million	Less than N2.5 Million	Less than N2.5 Million	Accounting Officer: Director General Officer/CEO

NB -There is a special application to the Federal Ministry of Petroleum of Expenditure related to the Nigerian National Petroleum Corporation (NNPC).

Requirements for contract Payment in MDAS

All payments in respect of capital and recurrent contracts shall be supported by the following documents.

- (a) Evidence of availability of funds as provided for in the current year's budget and quarterly warrant or authority to incur expenditure.
- (b) "Certificate of No objection" to award the contract issued by the Bureau of Public Procurement where necessary.
- (c) Evidence of approval of the Tenders.

Payment of Mobilization Fees

In addition, application for funds by the contractor or supplier for advance payment or mobilization fees of not more than 15% of the contract value where applicable, shall be supported with Bank guarantee or insurance bond issued by an institution acceptable to the procuring MDA.

Interim Performance Certificate

Subject to the contract agreement, no further payment shall be made after the mobilization fees without the Interim Performance Certificate issued in accordance with the Contract Agreement. This serves as evidence that the Contractor has performed the obligation under the contract up to a level stipulated in the certificate but not meaning completion.

LIMITATION ON THE USE OF CASH ADVANCE FOR PROCUREMENT

Reference to the Federal Treasury Circular number TRY/A2&B2/2009 OAGF/CAD/026/V dated 24th March 2009 Paragraph – 3 "All Accounting officer and officers controlling expenditure are to ensure that all Local procurement or stores and services costing above N200,000 shall be made only through award of contract.

Tender Process

A memorandum should be presented to the Tender Board. The memorandum should contain the following information in order to enable the Tender Board make an informed decision:

- (a) Title of the memorandum

- (b) Purpose of the memorandum
- (c) Evidence that all aspects of internal preparation for project have been carried out.

Implementation readiness has been completed. Principally:-

- ❖ Project dossier containing summary details on project objectives and scope.
- ❖ Specification of all items of works.
- ❖ Bill of Quantities
- ❖ Project design
- ❖ Schedule of basic rates where relevant
- (d) Implementation schedule and execution relevant
- (e) Responsibility for supervision and how capacity building is being addressed for sustainable operations and management (O. & M).
- (f) Cost of the project and financial provision available from previous allocations and current budget.
- (g) Terms of payment to be used.

Advertisement for Award of Contract-Invitation for Pre-Qualification

The Advert should indicate the following information:

- Name and Address of the organization requesting for tender.
- A brief description of the objective and technical specification of the project.
- The qualification and category of the contractors expected to tender.
- The invitation for pre-qualification reference Number – this will eventually become the contract Number.
- The date by which documents must be returned. (A minimum of 6 weeks should be allowed).
- The place and time the pre-qualification document should be returned and opened.
- Pre-qualification requirements.

Technical Bid Evaluation Committee

The Technical Evaluation Committee shall evaluate the Technical Bids submitted by the prospective contractors based on the requirements stipulated in the advertisement.

Invitation to Submit Financial Bid

After Technical Bid, evaluation committee had worked on them, the short listed firm will be invited to submit Financial Bid. In that case, all the pre-qualified bidders will be issued with a standard Bidding Document to enable them bid for the contract. A period of 6 (six) weeks from the date of invitation to bid shall be allowed for the submission.

Letter of Award/Contract Agreement

Letter of award will be given to the most responsive evaluated bidder and he is expected to accept the award and sign a contract agreement where all details will be stated.

Payment Guidelines

- Mobilization Fee: Mobilization fee should not be more than 15% of the contract sum.
- Performance Bank Bond: There should be a bond to cover the 15% mobilization fee paid. Maximum of (5) work completion valuation certificate: The total contract sum should not be paid more than five installments including the mobilization fee which should be deducted en bloc from the second payment.
- Interest on delayed payments: Interest is expected to be paid to the contractor if there is a delay in settling his claim of more than 60 days from the date of submission of his invoice/valuation certificate and authenticated by the relevant ministry, provided this clause is inserted in the contract agreement.
- The project manager is required to submit a technical and financial progress report to enable the accounting officer effectively assesses the value for money to be released.

SUMMARY OF GUIDELINES FOR AWARD OF CONTRACT

Tenders for awards of contracts must have been advertised in at least 2 national newspapers, the Federal Tenders journal, website of the processing entity and the criteria for contractors to qualify clearly stated. Where the contract value does not require advert in the papers, placement of advert on the institutions official notice board will suffice i.e contracts not exceeding N2.5 million.

Bids should be received in sealed envelopes and opened in the presence of all bidding contractors with signed attendance register and representatives of NGO's bidders.

Tenders should be subjected to technical and financial analysis to determine the most suitable bidders.

Minutes of the tender's board meeting where the contract was awarded should be taken.

Letter of Award and complete contract agreement accompanied with the Bill of Quantity must be appropriately executed as well as any condition contained in the standard Bidding Document.

Store Management

The aim of this section is to ensure that:

- (i) Stocks of items procured with TETFund intervention funds are physically received into store and such receipts are properly recorded.
- (ii) All items procured with TETFund intervention funds are properly marked with TETFund Insignia.
- (iii) Issuance of stocks out of the stores are properly documented and properly recorded.
- (iv) Usage of stocks of items procured with TETFund intervention funds are for the purpose for which they are intended.

Stores Procedures

- (i) Procurement of stock items with TETFund intervention fund shall be by issuance of Local Purchase Order (LPO) or letter of award issued by the beneficiary institution, following the due process of competitive tendering.

- (ii) The LPO/letter of award shall specify the quantity, physical description, quality prescription, unit cost and the amount of each of the items.
- (iii) Supply of the stock items by the supplier shall be accompanied with:
 - (a) Way bill – specifying the order number, physical description, and quality prescribed and quantity delivered.
 - (b) Copy of the LPO. Or letter of award.
- (iv) The stores Officer shall check the items supplied with the supplier's Way Bill and the copy LPO to ensure that they agree in every material detail – quantities and quality.
- (v) The stores officer shall receive the goods into store by signing the supplier's way bill and raising Stores Received Vouchers (SRV) dully signed by him/her, anticipating actual receipt of the items into the Store.
- (v) The Internal Audit shall witness receipts into stores of the items supplied and sign on the Stores Received Vouchers certifying the correctness of the entries on the Stores Received Vouchers.
- (vi) The Stores Officer shall ensure that all the stock items received are marked with TETFund Insignia either by Direct Engagement, Printing, Rubber Stamping Painting, Aluminum or Steel Tablets.
- (vii) The stores officer shall send the following documents to the Bursary/Accounts Departments for processing of payment to the supplier:
 - (a.) Supplier's Way Bill
 - (b.) Original LPO or letter of award.
 - (c.) Duly signed Stores Received Voucher (SRV).
- (viii) The stores officer shall then enter the receipt of the stocks into the TETFund Bin Card (Please see format below). It is the responsibility of the Store Accountant or Management Accountant depending the nomenclature of the officer who will record the receipt into the Store Ledger.
- (ix) The stores officer, on issuance of the stock or any part thereof, which shall be by way of duly approved Stores Requisition Voucher, shall update the Bin Card and forward copy of the SIV to the Store accountant to update his ledger.

Store Ledger Accounting

- (i) Every beneficiary institution shall maintain a TETFund Stores Ledger for the purpose of accounting for items procured with TETFund intervention fund.
- (ii) The format of TETFund Stores Ledger and Bin Card is on the next page
- (iii) On receipt of stock from supplier, the store officer should issue a Store Receipt Voucher, enter all the items in the SRV as listed in the waybill and give duplicate copy to the Contractor while the triplicate is forwarded to the store ledger Accountant. The quadruplicate should be retained in the booklet. The original SRV, way bill, letter of award are then forwarded to the Accounting Officer for approval for payment to the Bursary department.

Note: That the SRV contain four copies.

Specimen of Store Ledger

Product.....	Maximum Stock.....
Ledger Folio.....	Re-order level
Pack	Unit of Issue.....

Specimen of Bin Card

Product.....	Maximum Stock.....
Ledger Folio.....	Re-order level
Pack	Unit of Issue.....

Date Issued/Received	SIV/SRV	Movement	Quantity			
			Received	Issued	Balance	Signature

Specimen of Store Receipt Voucher

No	Date
To the Store Keeper	

Articles	Denomination of Quantity	Quantity to be received	Value		
			₹	K	Ledger Folio

I hereby certify that the above mentioned store items have been received.

Date Signature/Name

- (iv) On issuance of stocks with a duly approved Store Requisition Voucher, the store officer should enter in Blue or Black ink;
 - (a) The date of issue,
 - (b) The receiving department,
 - (c) The Store Issued Voucher No,
 - (d) The quantity issued (under the Issue column),

In the TETFund Stores Ledger and the Bin Card respectively and compute the balance (under the Balance column).

- (v) The Internal Audit Department or any other unit responsible for monitoring internal control procedures in the beneficiary institution shall periodically conduct stock count, when the physical stocks are checked against the balances in the TETFund Stores Ledger and the TETFund Bin Card for accuracy and completeness. Such checks shall be endorsed on the pages of the Stores Ledger and on the Bin Card, as evidence of such checks.
- (vi) Discrepancies should be promptly noted and investigated for necessary corrective actions in line with the procedures for handling such discrepancies in such institutions and in accordance with the Financial Regulations of the Federal Government.
- (vii) **Store Requisition Voucher**

Quantities should be written both in words and figure and each type of articles required will be given an item number. Therefore, to prevent unauthorized addition, a line will be drawn immediately below the last entry. All issues should be supported with Store Issue Vouchers.

TETFund Stock Code:

- (i) Beneficiary institutions shall apply the following codes for TETFund stock items, to aid proper accounting.
- (ii) All Books and Exercise Books purchased with the TETFund: TETFund/BK/07' meaning:
 - a. TETFund - Tertiary Education Trust Fund
 - b. BK - Books or Exercise Books
 - c. 07 - Purchased with the 2007 TETFund Intervention fund.

- (iii) All Laboratory Consumables purchased with the TETFund fund: TETFund/LC/07' meaning:
 - (a) TETFund - Tertiary Education Trust Fund
 - (b) LC - Laboratory Consumables
 - (c) 07 - Purchased with the 2007 TETFund Intervention fund.

Sources of Receipts of Store Items

- (i) Local Purchase Order (LPO)
- (ii) Transfer from other Stores
- (iii) Conversion and Manufacture
- (iv) BY Contract Award
- (v) Returned Store
- (vi) Excess taken on charge
- (vii) Any Other Source.

Responsibilities of the Store Officers

- (a) Checking, handling and storage of store items received
- (b) Issue of store items supported by authorized vouchers and ensure that such issues are checked and properly packed
- (c) Observing First-in-first-out (FIFO) so that items of old stock are issued before the new stock.
- (d) Issue of store receipt voucher for all store received into the store
- (e) Maintain the prescribed stock level as regard minimum and maximum limit (re-order level)
- (f) Avoidance of waste of stores and irregular issues.
- (g) Ensuring that the store room is clean and properly ventilated.
- (h) Report when the store room is not in good condition.
- (i) Ensure adequate security for the store item in respect of strong burglary proof and fire extinguisher.
- (j) He is solely responsible for the keys and no delegation of duties of locking up is permitted.

Checking of Stores

- (a) Carry out physical survey of the store items and let the store-keeper sign the survey sheet.
- (b) A test comparison of the ledger balances with the physical and the Tally Cards balances.
- (c) A test verification of the ledger entries with receipt and issue vouchers
- (d) An examination of the condition of the stock and manner of storage
- (e) A scrutiny of the books and register in use, which should be up to date and the relevant vouchers properly filed.
- (f) An examination of security measures in the store premises including adequate firefighting appliances which should be provided and maintained in a serviceable condition.
- (g) Checking to confirm physical existence of the highly marketable items which can be easily removed.
- (h) Any surplus found after the checking should be taken on charge by issuing of SRV to cover the items in excess and the SRV should be taken away by the Auditor or Checker.
- (i) Any deficit should be made good together with any necessary recommendations.

Fixed Asset Accounting/Register

The objective of this Section is to ensure that Fixed Assets acquired by beneficiary Institutions with TETFund Intervention funds are physically available and easily identifiable within the premises of the beneficiary Institutions. It is mandatory for every beneficiary Institution to maintain TETFund Fixed Asset Register to record all the Fixed Asset purchased with TETFund Intervention funds for every year of such Intervention.

The records of the Fixed Assets in the beneficiary Institution's TETFund fixed Assets Register shall agree with the fixed assets physically on ground both in number and description.

Physical Numbering and Identification

Fixed assets purchased with TETFund Intervention funds are not only to be marked with the TETFund Insignia, they are also to be specially numbered as follows for easy identification:-

- (i) All Building' constructed or purchased with the TETFund intervention funds are to be marked e.g. TETFund/BD/01/2009 "meaning".
 - (a) TETFund – Tertiary Education Trust Fund
 - (b) BD – Building
 - (c) 01/09 – Fixed Asset Register Number of the Building constructed or purchased with the 2009 TETFund Invention fund.
- (ii) All Motor Vehicles (MV) purchased with TETFund are to be marked e.g. TETFund/MV/01/09.
- (iii) All Laboratory Equipment (LE) purchased with the TETFund are to be marked e.g. TETFund/LE/01/2009.
- (iv) All Computer Equipment (CE) purchased with TETFund fund are to be marked e.g. TETFund/CE/01/2009.
- (v) All Furniture's and Fitting (FF) purchased with the TETFund are to be marked e.g. TETFund/FF/01/2009.
- (vi) All Library Books and Equipment (LBE) purchased with the TETFund funds are to be marked e.g. TETFund/LBE/01/2009.
- (vii) All Technical and Vocational Equipment (TVE) purchased with TETFund funds are to be marked e.g. TETFund TVE/01/2009.

TETFund Fixed Asset Register

The TETFund Fixed Asset Register should be grouped into seven, each group with separate pages with Index for easy identification.

- (a) **Building** – To record all buildings constructed or purchased with TETFund Intervention Fund.

Format of Asset Register

S/No	Asset No	Date Acquired	Asset Description	Cost ₦	Supplier	Rate of Dep.	Location
1.	TETFund/BD/01/2009	2009	Lecture Hall I	12,000,000.00	AB Ojo Son	2%	Main Camps
2.	TETFund BD/02/2010	2010	Mechanical Workshop	18,000,000.00	Abiola Ltd	2%	Main Camps

- (b) **Motor Vehicles** – To record all motor vehicles purchased with TETFund Intervention fund

Format of Asset Register

S/No.	Asset No	Date Acquired	Asset Description	Cost ₦	Supplier	Rate of Dep.	Location
1.	TETFund/MV/01/2009	3/7/2009	Camry 2005 FG815/A53	5,000,000.00	Bruce Ltd Motor	25%	VC
2.	TETFund MV/02/2010	30/6/2010	Toyota Corolla 2006 FG 070/AB3	4,000,000.00	Bike Motor	25%	Pool

- (c) **Laboratory Equipment** – to record all laboratory equipment purchased with TETFund Intervention fund.

Format of Asset Register

S/No.	Asset No	Date Acquired	Asset Description	Cost ₦	Supplier	Rate of Dep.	Location

- (d) **Computer Equipment-** To record all computers equipment purchased with TETFund Intervention fund.
- (e) **Furniture and Fittings** – To record all furniture and fitting purchased with TETFund Intervention fund if the furniture’s had been numbered.
- (f) **Library Books and Equipment** – To record all library books and Equipment purchased with TETFund Intervention funds.
- (g) **Technical Vocational Equipment** –To record all Technical and Vocational Equipment purchased with TETFund Intervention Funds.

Fixed Asset Schedule

A separate fixed Asset Schedule should be prepared to be consolidated with other Asset of the Institution in the Final Account of the Institution.

Fixed Asset Schedule Format

S/N o	Asset	Rate %	Initial Cost/ Valuation	Addition During the Year	Disposal	Total Cost/ Valuation	Depreciati on Brought Forward	Depreciati on for the Year	Accumulati on Depreciati on On Asset Disposed	Aggregate Depreciation	Net Book Value
1	Building										
2	Motor Vehicle										
3	Laboratory Equipment										
4	Computer Equipment										
5	Furnitureand Fittings										
6	Library Books and Equipment										
7	Technical Vocational Equipment										

CHAPTER FIVE

Project Management Techniques

- (a) It is mandatory for all beneficiary Institutions to maintain project files for each TETFund project which shall contain all documents relating to the project from the proposal stage the award of contracts to the final completion.
- (b) Expenditures on various TETFund Intervention Projects are accurately captured in each project account to aid beneficiary institutions accurate and timely reporting on the projects.
- (c) Project reconciliation with the respective project funds in the beneficiary Institution's possession are done accurately and without delay.

Project File

There is need to maintain a project file for the entire projects approved for the institution. It should be noted that a project file is different from contract file because the project file contains all issues concerning the project. This includes the award of all the contractors working on the Project e.g. plumbing contract, Electrical Project etc.

A contract file is concerned with the contractor's file.

In case the project is awarded to a contractor, the project file can also serve as Contract file but must bear the two names. e.g. Building Project/Contractors A. B. Odumosu & Sons. The particulars of the contractor must be in the file.

The following documents should always be made available in the Project file: -

- Correspondence between the Institution and TETFund requesting the project monies
- Allocation letter from TETFund Board of Trustees.
- Copy of proposal to the TETFund Board of Trustees with plans and drawing etc.
- Original project approved letter from TETFund.
- Tender documents before the contract is awarded which includes:
 - a) A copy of Newspaper advert for tender
 - b) Tender analysis report showing names of shortlisted contractors for each project.
- Contract agreement with the contractors and all correspondences to and from the contractor on the project.
- Copies of credit advices or covering letters for all the disbursements received in respect of the project

- Suppliers invoices received in respect of the project
- Suppliers waybill, store received vouchers, store issue vouchers etc. in respect of all the items received into the store or issued out of the store in respect to the project.
- Payment vouchers with the entire supporting document in respect to the project.
- Copies of all bank schedule mandates issued for the payment to contractors and any other person in respect to the project.
- Certificate issued from the commencement to the final completion of the project.
- Advance Payment Guarantee for all advance payment made on the project.

Contract files

Contractor file contains all correspondence between the contractor and the Institution. The purpose of contractor file is to enable the Institution when the need arises to review the Individual contractor files without mistaking contract A for contract B.

The first page of the file should be the registration form giving the full details about the contractor. The registration form may even be collected free. Other important documents in the file among others are:-

- Letter of award.
- Advance payment Guarantee in case there is mobilization fee to be paid
- Contract Agreement with the contractors and all correspondence to and from the contractors.
- Bill of Quantity or Scope of work
- Completion certificate/good Received, Received Note or SRV.
- Certificates of work done for purpose of payments from the commencement to the final
- Bank details of the contractor.
- Copy of Tender Board minutes concerning the contract
- Tender document before the contract was awarded.
- Receives a copy of Newspaper advert for tender and Tender analysis report showing names of shortlisted Contractors
- Payment voucher paid in respect to the contract
- Copy of the Bank schedule mandates issued for the payment to the contractors.

Project Ledger

It is important for all institutions to maintain project ledger for all projects to monitor the progress of payment.

The project ledger can be maintained manually but it is advisable to be computerized where the name on the ledger will be used as a search key.

The officer in charge of control should also be designated to handle the Project file

After the preparation of the payment voucher before passing to the cash office, it should be forwarded to the schedule officer for recording.

Generally, any contract that involved part payment, project ledger must be maintained for such contract for monitoring purposes.

Format of Project Ledger

Project Title:					File No.	
Contractor: Account						
Code						
Project cost:						
Variation:						
Date	PV No.	Bank	Amount	%of Payment	Balance	Remarks

Benefit of Project Ledger

- It eliminates over payment on a project or contract
- Monitoring the progress of payment is possible
- Indication of percentage of payment made to date will make evaluation easier.

Storage and Security of Project files

Storage of file in Public Service is very vital and must be taken serious

All project/contract file must be numbered and all correspondence emanating from the file must have the file number for easy reference.

The reference letter number should have the file number and the page.

The project files shall be kept in fire-proof cabinets for safekeeping and shall be made available to TETFund auditors/Inspectors on demand.

5.6 TETFund Projects Reconciliation Statement

It is mandatory that every institution should prepare quarterly project reconciliation statement to be submitted to TETFund. For the purposes of reconciliation, all the projects must be alphabetically numbered e.g. A, B, C,D.

To avoid inaccurate statement all posting into the Cash Book must be up to date corresponding with the Cash Book balance.

CHAPTER SIX

VAT & WHT Computation and VAT Exempted Items

Introduction

- (i) Financial Regulation 234 makes it mandatory for accounting officers of all the Government MDAs to ensure that dual roles of making deductions for value added Tax (VAT) and Withholding Tax (WHT) dues on supplies and services, contracts are remitted to the relevant tax authorities.
- (ii) Any loss of government revenue through direct payment of VAT and WHT to contractor or failure to provide for VAT & WHT due and remitting same to relevant tax authorities shall be recovered from the statutory allocation of the defaulting ministry/Extra-Ministerial office and other arms of government.
- (iii) Accounting officers who fail to provide for and remit VAT & WHT due on vatable supplies and services shall be sanctioned under the applicable VAT Act No. 102 of 1993 which may include fines and imprisonment.

Value Added Tax (VAT)

- (i) Value Added Tax is imposed by law on all goods and services except those specifically exempted.
- (ii) All organization that deal in vatable goods and services are required by law to register with the Federal Inland Revenue Service VAT Section. VAT registration Forms are obtainable from the FIRS. The form is completed by the organization and returned for registration. On the basis of this, a VAT registration Certificate showing the Organization" VAT Registration Number is issued by the FIRS of the Organization to enable it operate VAT and consequently act as its Collecting agent.
- (iii) Beneficiary institutions are expected to register as VAT Collecting Agents for VAT deducted from payments for vatable goods and services and to make monthly remittance through the designated banks of all VAT collected in the form in Appendix----- within 21 days after the month end.
- (iv) The current rate of VAT is 5%. It is the organization buying the Goods and services that are responsible for the payment not the contractor.

In view of the above, the letter of award and the LPO should be clearly stated by making provision for the VAT when computing the contract sum by either saying that the contract sum includes all taxes and when the contractor is submitting his bid, provision of 5% VAT should be added to arrive at the total sum, otherwise the total amount will be treated to be inclusive of all taxes.

Withholding Tax (WHT)

- Withholding Tax (WHT) is the amount withheld from contractors in advance of their income tax payment and is recoverable from Income tax. This amount would have been lost through evasion and or avoidance of Tax.
- It should be noted that, whereas VAT is built into the total contract cost, WHT is not. This is clearly forbidden by tax regulation as it is to be borne by the contractor from the contract proceed.
- Beneficiary Institutions are expected to charge WHT and remit same to FIRS in the case of Limited Liability companies and SBIR (States Board of Internal Revenue) in case of others using the form in Appendix.
- Receipts collected from the FIRS and SBIR on behalf of the contractors are subsequently released to the contractors for the claims against their Income Tax liabilities when making their income tax returns.

Payment of VAT & WHT .

- It is the responsibility of the Accounting officer to obtain the Tax Identification Number (TIN) of the contractor for easy remittance of any deduction made from each contractor.
- The VAT & WHT are scheduled along with the bank mandate schedule so that as the contractor is receiving his or her money, the relevant Tax Authorities are also being credited with the amount deducted.
- The entries of the payment vouchers in respect of payment to the contractor and the VAT & WHT are made together.
- Details of deduction are presented to relevant tax authorities for the issuance of bonafide receipts for the tax remitted.

- The receipts with which the Contractors were paid in case of VAT are kept in the file while that of WHT are distributed to the various contractors.

VAT Exempted Items

There are some VAT exempted items such as Educational Materials,
Hospital Materials,

It is important to note this during computation.

CHAPTER SEVEN

Expected Financial Returns & Reports

This section is to set out the reports expected from beneficiary Institutions by the Board of TETFund to ensure that:

- TETFund is updated regularly on the state of its projects in beneficiary institutions.
- TETFund can verify authenticity of all project expenditure before making further disbursements.
- TETFund can initiate timely corrective measures to ensure more effective impact of the interventions.

Financial Returns

The following reports are to be submitted for each disbursement.

- **Summary Report**

This report gives the summary of the financial position of each intervention project in the beneficiary Institution. The specimen of the form is in appendix

- **Expenditure Returns**

This is a report of the breakdown of expenditures in each project account. It also serves as a schedule of financial returns as it provides details of amounts paid to contractors on the project. Copies of payment vouchers must be attached to the returns.

- **Bank Reconciliation Statement**

Bank Reconciliation Statement is also accompanied with bank statements for the months under review. This can also include all the schedules to ascertain the accuracy of the balance in the project account as reported.

- **Funds/Project Reconciliation Returns**

This is to enable TETFund confirm that schedule of all remittances to the beneficiary institutions were received and properly accounted for.

- **AST&D , Conference Attendance, Research and Teaching practice**

This is a report showing details of utilization of funds disbursed for AST&D and other Education Support Projects before qualifying for for the subsequent years' disbursement.

- **VAT & WHT Returns**

- Schedule of VAT & WHT deductions made in the quarter and the amount remitted to the relevant tax authorities with copies of bonafide receipt issued by the Tax Authority
- Schedule of balances outstanding on VAT and WHT payable accounts.

In addition, project fund balances are timely presented by the amount of available funds in the beneficiary institution's bank account.

Satisfactory rendition of Financial Returns is a pre-requisite for the issuance of Audit Clearance certificate which must accompany the processing of 2nd and Final Tranche (see Appendix 2&3)

Fixed Assets Register:

A Fixed Assets Register is to be maintained specifically for all TETFund Intervention Projects

This Full list of fixed Assets acquired from year to year with the Funds and contains:

- Date acquired
- Cost
- Location

Audit and Monitoring documents

Beneficiary Institutions should ensure that proper documentation of all transaction under the TETFund intervention returns are maintained and adequate books and records of accounts as required of them in this manual are kept and made available to TETFund Auditors and/or monitoring teams on demand

CHAPTER EIGHT
MISCELLANEOUS PROVISIONS
(From Financial Regulations Act 2009)

Emerging issues in 2009 Financial Regulation and Expectation of Auditor-General for the Federation on Receipts and Disbursement of Public Fund. This chapter is dedicated to remind account officers of their responsibilities.

Introduction

The objective of this chapter is to acquaint the reader and the account officers of the new provisions in the 2009 Financial regulation that were not in the previous addition and to highlight some of the expectations of the Auditor-General for the Federation to avoid appearance at the Public Account committee.

Financial Regulation is one of the Financial Authorities which are the legal Instruments empowered to guide all public officers in carrying out government financial transactions; such financial transactions include the receipt, custody and accounting for government revenue; the procurement, custody and utilization of government revenues, assets, and disbursement of funds are one of the government major concern. Thus Consolidated Revenue Fund (CRF), Development Fund and the Contingencies Fund FR 101.

The Duties of Auditor-General

The Auditor-General shall carry out the following statutory functions: -

- (a) Financial Audit in accordance with extant laws in order to determine whether government accounts have been satisfactorily and conscientiously kept.
- (b) Appropriation Audit - To ensure that funds are expended as appropriated by the National Assembly.
- (c) Financial Control Audit: To ensure that laid down procedures are being observed in tendering, contracts and store – keeping with a view to preventing waste, pilferage and extravagance.

- (d) Value for money (performance) audit- To ascertain the level of economy, efficiency and effectiveness derived from government projects and programmes.

Accounting Officers Special Responsibilities Under The Procurement Act 2007

All Accounting officers of Ministries Extra Ministerial offices and other arms of Government are hereby charged with the following responsibilities

- (a) Preside over the activities of their Tender Boards for the proper planning and evaluation of tenders and execution of procurements.
- (b) Ensure that adequate appropriation is available for procurements in their annual budget.
- (c) Integrate their entity' procurement expenditure into its yearly budget
- (d) Ensure the establishment of a procurement Planning Committee over whose activities they shall preside
- (e) Constitute a procurement evaluation committee for the efficient evaluation of tenders.
- (f) Constitute a procurement committee
- (g) Render annual returns of procurement records to the Bureau of Public Procurement.
- (h) Liaise with the Bureau of Public Procurements to ensure the implementation of its regulations
- (i) Ensure compliance with the provision of the Public Procurement act by their organizations, failing which they shall be personally liable for any breach of contravention thereof, whether or not such breach or contravention was caused by them in person their subordinates or any person to whom they may have delegated their responsibilities (FR 113).

Responsibilities of Political Heads and Directives by them

- (a) The Political Head of a Ministry shall be the Minister while that of a Parastatal, Extra-Ministerial office and other Arms of Government shall be the chairman of the parastatal or Extra-Ministerial office and other Agencies of Government or as defined in the extant laws that govern their operations.
- (b) Any directive to the Accounting Officer by a Political Head having financial implications on the Ministry, Agency or Parastatal shall be in writing.
- (c) Should the implementation of a directive from a Political Head result in an unauthorized expenditure and/or contravene extant rules and regulations, the Accounting Officer shall be responsible for such an unauthorized expenditure unless a report had been made by the Accounting Officer to the Head of Service, in the case of Ministries/Extra-Ministerial office or to the Minister.

In the case of Parastatals, below shall be adhered.

- (d) It shall be the responsibility of the Political Head to supervise and control the activities of his Ministry, Agency and/or Parastatal.
- (e) The Political Head shall exercise the responsibilities for supervision and control of the activities of his Ministry/Extra-Ministerial office and other arms of government as follows:-
 - Endorsing the annual budget proposals of his Ministry/Extra-Ministerial office and other Agencies of Government to the Budget office,
 - Ensuring the implementation of the political programmes of Government as they relate to his Ministry/Extra-Ministerial office and other arms of Government
 - Ensuring compliance with the extant rules and regulations and policies of the Executive Arm of Government (Fr 116 – 118 refers)

General Duties of Public Officers

Any Accounting officer, sub-Accounting officer and other offices having monetary or financial responsibilities directly connected with or arising from his official duties must in adhere to the following requirements as may be applicable to his particular duties:-

- See that the proper system of account as prescribed by or under the authority of the Accountant-General is established and maintained.
- Produce when required by the Accountant-General or his representative, all Cash, Stamp, Securities, account books and vouchers in his charge and
- within twenty one days reply to formal queries or any other enquiries addressed to him by the Accountant-General and Auditor-General giving fully the particulars or information required.
- Disciplinary action will be taken against defaulting officers in accordance with the provisions of the codification of offences and sanction in chapter 31. In this connection, it is essential that an officer of sufficient seniority is assigned the duty of ensuring that all formal queries are replied to in accordance with these regulations (FR. 123 refers).

Advice on Accounting Matters

Accounting Officers shall refer to the office of the Accountant-General for the advise on any matter affecting the accounts of their Ministries or Extra-Ministerial office and other Arms of Government which is not provided for in these Regulations. Any departure from these Regulations will only be permitted with the concurrence of the Accountant-General (FR. 127 refers)

General Receipt Treasury Book 6

Except where receipt or license book are specially printed for particular purposes, or where receipting machines are used. General receipts (Treasury Book 6) shall be used by all sub-Accounting officer. The original receipts shall be completed in bull pen, and double sided carbon paper shall be used to make the duplicate and triplicate copies. The original shall be handed or delivered to the payer by the officer who issued the receipt. The duplicate receipt supported with completed treasury forms 15 or 15A shall

be used as cash book voucher and the triplicate receipt shall be retained in the book. (FR. 206 refer)

- For the purposes of accountability, revenue received monthly as Federal Government Independent Revenue by Ministries/Federal Pay Offices shall be reflected in the monthly transcript and supported by Bank mandate schedule to the Sub-Treasurer of the Federation. (FR 209 refers).
- Each Ministry and other arm of government shall maintain a separate bank account for Revenue from the Central Bank of Nigeria or any other designated bank by the Accountant-General. The balance of the account shall be transferred to the Consolidated Revenue Fund. (CRF).
- On no account shall any withdrawal be made from the revenue account other than for the purpose of transfer to the consolidate Account.
- Accounting officers of the Ministries/Extra-Ministerial officers and other Arms of Government who earn revenue in foreign currencies are to ensure that such revenue is paid to the Central Bank of Nigeria without exemption. (FR 213 refer).
- Accounting officer shall expressly authorize otherwise at all stations where there is a bank in which the Government revenue account is kept, collectively shall be paid into the credit of the government account at the bank, the relevant bank credit slip supported by completed Treasury form 15 in duplicate being tendered to the sub-Accounting officer in lieu of cash at the earliest possible time (FR 219 refers).
- Interest earned on bank account must be properly classified to the appropriate revenue head of account and paid to the Consolidate Revenue Fund. (FR 222 refer).
- If at any time a public officer sustain loss of Revenue due to negligence, he shall be liable to be surcharged for the amount involved. (FR 232 refers)
- All remittance such as Bank notes, cheques, bank draft etc received through post or by hand shall be passed to the Director Finance & Account who will send them to Head of Account. This shall be immediately entered or cause to be so entered

under the supervision of the Head of Account into a paper money Register. Receipt shall be issued on the paper money received.

- It is mandatory for the accounting officer to ensure full compliance with the bank roles of making provision for the Value Added Tax (VAT) and withholding Tax (WHT) due on supply and services contract and actual remittance of same. (FR.)

Authority for Expenditure

- The annual Estimates and Appropriation Act are instruments used to limit and arrange the disbursement of the funds of the Federal government. No expenditure may be incurred except in the authority of a warrant issued by the Minister of Finance. No expenditure may be incurred by any officer on any services, whether or not included in the estimates, until he has received an authority to do so in accordance with one of the following provisions in these rules and regulation. Any officer controlling a vote or part thereof who incurred expenditure without such authority does so on his sole responsibility and will consequently be held peculiarly responsible for his actions (FR 301 refers)
- It is the duty of every officer controlling a vote to monitor the expenditure pattern of his Ministry with reference to the amounts provided in the Estimates. He shall keep a departmental Vote Book or control mechanism that will clearly show:-
 - The amount sanctioned in the Estimates
 - Amount of additional and provision
 - Any reduction of the provision. (FR. 402 refers)

Lapse of Authorities

- The authority for recurrent expenditure conveyed by any of the warrant lapses at the end of the financial year to which it relates. Any unspent balance required for the completion of a service must be provided for in the estimates of the year in which the sum will actually be expended.
- In the case of capital expenditure, any amount conveyed by any of the warrants which has not been cash-backed from the Consolidated Revenue Fund Account (CRF) automatically lapses at the end of the Financial year.

- Any balance in the Capital Current Account (CCA) at the end of the Financial year which has not been cash backed into the Capital Account of the spending Ministry/Agency shall lapse by 31st March of the following year.
- Any amount Cash-backed into the account of the spending Ministry/Agency shall not lapse but shall be utilized for the purpose stated in the warrant. (FR 413 refers)

Payment Due to Contractors but not Paid

Without prejudice to FR 312 in respect of supplementary expenditure warrant. Any fund due to Contractors whose project has been provided for in the annual budget and the "certificate of no objection" to awarded contract has been obtained, shall be entitled to payment.

Pursuant to above, the Accountant-General shall determine the level of such amounts due but which could not be paid due to lack of funds at the end of the financial year and seek approval of the Honourable Ministry of Finance for a revote through supplementary appropriation in the subsequent year. (FR 416 refers).

Expenditure shall strictly be classified in accordance with the estimates and votes, it must be applied only to the purpose for which the money is provided. Expenditure incorrectly charged to a vote shall be disallowed. (FR 417).

The classification of a voucher shall not be charged arbitrarily by a checking officer. An alteration to the classification of a voucher shall only be effected by the officer controlling expenditure who will amend his vote book accordingly. (FR 421 refers).

All instrument of commitment. Indent, LPO, Job order and signed contract must be entered into the vote book as liabilities (FR 422 refers).

Payment shall be made only to the persons named in the vouchers or their properly authorized representatives. Paying officers must satisfy themselves that the person claiming the payment is the person authorized to receive the amount. (FR 613 refers).

When payments are to be made to legal representatives, authorities such as Powers of Attorney, letter of Administration etc. shall be presented to the sub-Accounting officer for inspection and a certificate showing that they have been seen should be appended to the voucher. If possible, the authority itself should be attached to the voucher. The only exception to this rule is that provided by section 64 of the Administrator-General ordinance (Administrator-General Act Cap 473) governing payment to the legal personal representative of a deceased person when the amount of the estate does not exceed N2000.00. (FR 615 refers).

Honour certificate – when it is impracticable to obtain receipts for petty disbursements, a certificate to that effect must be given on the face of the voucher signed by the payee (FR 617 refers).

Certificate of Indemnify – when a payment to a firm is in doubt due to loss of relevant documents, e.g payment voucher and an initial investigation has revealed that no payment had been previously made to the firm, the payee shall be made to issue a Certificate of Indemnity to indemnify the Federal Government against double payment should an earlier payment be established at a later date. (FR 618)

Stamp duty – Receipts given on payment vouchers are liable to stamp duty in accordance with the Stamp Duties Ordinance (Stamp Duties Act Cap. 411). Any receipt amount given for payment for goods and services if the amount is N1000.00 or over a stamp of N50.00 is required in respect of each signature acknowledging an amount. (FR. 620 refers).

Authority for opening of Bank Account:

- No official bank account shall be opened unless authorized by the Accountant-General. Each approved account shall be maintained under an official designation.
- Each establishment shall be allowed to operate only three (3) bank accounts as follows: Salary account, Overhead Cost Account and Revenue Account.

- No other bank account shall be allowed without the express approval of the Accountant-General
- No ministry shall be allowed to operate any bank account in the outstation office without approval of the Accountant-General.
- No multiplicity of bank accounts shall be allowed beyond the three account listed above.
- Every organization shall submit a return of their bank accounts half early to the Accountant-General giving details of all bank accounts maintained, the name of the bank, account member, designation and branch name and rank of the signatories to the account. (FR 701 refers).

Making of Payment – On no account should payment be made for services not yet performed or for goods not yet supplied. (FR 708 refers)

- **Right of Access** – The Accountant-General and Auditor-General or their representatives have the right of access to records of all bank accounts of all ministries, extra-ministerial offices and other arms of government and are entitled to any information they may require in connection with such accounts. (FR 709 refers).
- **Idle Funds** – Idle funds in the accounts of mission abroad may be invested in revenue short term deposits but with the prior approval of the Accountant-General
 - Where such idle funds are invested, the accrued interests received thereof shall be classified to the appropriate revenue head and sub-head and remitted to the Treasury.
 - Proper investment records shall be maintained by the mission Agency concerned. The Accountant-General and Auditor-General shall be informed when the bank deposit or the Investment is made. (FR 711 refers).

Private money in Government Bank – Personal money shall in no circumstances be paid into a government bank account, nor shall any public money be paid into a private bank account. Any officers who pays public money into a privates account is deemed to have done so with fraudulent intention (FR 713 refers).

Bank charges- No government organization or agency shall place government funds in any Commercial Bank that will charge any commission on transactions. All officer shall ensure that monthly statements of the bank accounts are obtained regularly and to confirm that no commission on turnover COT is being charged.

Note: No agency shall PLACE government funds in any commercial bank that will charge any COT i.e. Where bulk money is place in the bank not when he collect revenue on behalf of the Agency or other services. (FR 734 refers).

Investment of Idle Funds – Idle funds in the Bank Account of MDAs shall only be invested in Treasury bill in accordance with extant circulars' (FR 739 refers).

- Imprest – On no account shall personal Advance be used to disguise of special imprest, in the procurement of stores which is governed by provision of chapter 23 (FR 1004 b ii).
- Frequency of obtaining reimbursement – The frequency of obtaining reimbursement of any standing imprest shall be limited to once in a quarter but where the need arise, should not be more than twice in the quarter. (FR 1011 ii).
- Custody of bonds and Agreement - Bonds and Agreement particularly those which safeguard the financial interest of government should be kept in a strong-room or safe. (FR 1123 refers).
- Money received by post- Every office of which money or articles or documents of value are received through the post must be provided with
- A padlocked post office mail bag in which all letters from the post office shall be delivered. The key of the padlock shall be kept by the officer in charge of the post office and the mail bag opened in his presence.
- A register is to be kept by the officer. (FR 1129).

Printing of Treasury Receipt - Receipt and license books printing order must be placed by Accountant-General with the Nigerian Security Printing Minting Company (NSPMC) for the supply of Treasury Book 6 & 6A. Every issue made by the NSPMC to the Accountant-General shall be accompanied by a Receipt Book Issue Note (RBIN). The NSPMC shall furnish the Auditor-General with a copy of each issue note. On no account may revenue earning receipt and license book or fixed ticket booklets be obtained from any printer other than the Nigerian Security Printing Minting company (NSPMC) or any printing authorized by the Accountant-General of the Federation. (FR 1203 refers)

- Auditor-General copy of RBIN – Every issue of a receipt book or books shall be accompanied by a Receipt Book Issue Note which will be serially numbered and printed in quadruplicate. A copy is forwarded to Auditor-General for the Federation (FR 1206 refer)
- Transfer of Receipt Book – Receipt and Invoice book will not be transferred between sub-accounting officers. (FR 1213)

Handing Over Certificate – when one officer hands over to another officer, certificates signed by both officers are required in respect of all receipt or license book or forms on charge. The certificates should be supported by detailed list showing the quantity and serial numbers of each type of book, and the officer taking over should sign below the last entries in the stock Register (FR 1226)

Personal Advances which are cash loans to individual officers in the employment of the Federal Government of Nigeria may only be granted on the authority of Financial Regulation and Public Service Rules. Applications for Non- Personal Advance must state the reason for the Advance, the method of retirement and the person to be held responsible for clearing the advance (FR 1401-1402 refers)

Pension Scheme – contributions by the employer and deductions from employees' salaries shall be centralized and deducted at source before monthly allocations of personnel costs are released upon receipt of the warrant from the Minister of Finance. Contribution by the employees will be based on the basic salary in addition to transport and housing allowance (FR 1901)

- The amount to be deducted as government's share from the salary of each officer as follows: civilian staff – 7.5% of basic and allowance. The Military

has opted out from the scheme. Government contribution to civilian staff is also 7.5% of basic salary and allowance.

- Exempted officers – all employees who are entitled to retirement benefit before 1st July 2004 and those who have three (3) or less years to retire from the service.
- Judicial Officers appointed to the Supreme Court or Court of Appeal and other judicial officers appointed to any other court, as per section 291 of the 1999 constitution of the Federal Republic of Nigeria (FR 1903)

Accounting for the contribution – the contributions from both the employers and employee shall be accounted for in the following manner.

- ❖ National Pension commission (NPC) will open Retirement Saving Account (RSA) for each employee and credit both the collections and interest earned to the account (FR 1904)
- ❖ All accounting officers shall ensure that a subsidiary Account pension unit is created in their ministries/Extra ministerial offices and other Arms of Government. The section shall function independently of the main subsidiary accounts section of the ministries/extra ministerial offices and other arms of Government (FR 1905)
- ❖ On receipt of monthly personnel cost warrants from the budget office, the Director of Finance and Accounts shall ensure the issuance of treasury receipt. Book 6 in respect of the gross amount in the warrant, while a nominal payment voucher is raised to account for the deduction at source. Both the treasury receipt voucher and payment voucher should be classified to cash transfer code 2000 series (FR 1907).
- ❖ Actual deduction of 7.5 % contribution as the case may be from the personnel emolument shall be effected during the pay rolling process. The Director of Finance and Accounts shall ensure the raising of nominal TF 15 and TF1 on payment basis which shall be classified to each Ministries /Extra-Ministerial offices (FR 1908)
- ❖ A separate subsidiary cash book shall be maintained in respect of all TF 15 and TF 1. The monthly total shall be transferred to the main salary cash books. Any variance should immediately be reconciled before transfer to the main cash book (FR 1909)

- ❖ The Director of Finance and Accounts shall ensure that actual monthly deductions as reflected in the cash book agree with the sum deducted at source. Any variance should be reconciled and communicated to the budget office of the Federation for necessary adjustment (FR 1910)
- ❖ Original copies of all TF15 supported with schedules of contributors on a given pay point shall be forwarded to pension sub-accounts section for posting and updating the individual ledger amount of all employees.
- ❖ All ledger accounts shall be kept in strong room or fireproof cabinets when not in use.
- ❖ Where the system is computerized, individual ledger account shall be maintained in the system and produced when necessary (FR 1911 refers)
- ❖ The subsidiary pension Accounts Section shall prepare quarterly reports stating the cumulative contribution of all employees. Copies of this report shall be distributed as follows;
 - (i) The accounting officer
 - (ii) Accountant-General
 - (iii) Auditor General
 - (iv) The Budget Office
 - (v) The National Pension commission
 - (vi) The Pension Administrator. (FR1912)
- ❖ On the transfer of an officer, from one ministry/extra ministerial office to other arms of government and forwarded along with a certified true copy of his ledger card to his new ministry/extra-ministerial office and other arms of government.
 - On the receipt of the LPC and the certified true copy of ledger card, the pension sub-accounts section of his new ministry/extra-ministerial office and other arm of government shall open a new ledger card using the closing balance on the certified true copy as his opening balance for the transferred employee.
 - The Budget office and the Pension Fund Administrator shall be duly informed of the transfer (FR 1913)
- ❖ On the death, retirement or termination of appointment of an officer, a last pay certificate shall be prepared and forwarded to the Pension Fund Administrator with

copies to the Budget office, Accountant-General, Auditor- General and pension Commission. (Fr 1914)

Government Vehicles Control

- The accounting officer shall be responsible for ensuring that there are effective controls in the use of government vehicles. For this purpose, he will ensure that the following records are maintained:-
 - (a) Vehicle control register
 - (b) Requisition approval for journey
 - (c) Vehicle log Book (Gen 59)
 - (d) Vehicle maintenance register.

Official transport is to be used on all occasions to facilitate government business but shall not be used for private journeys (FR 2001-2002).

Attachment of Vehicle to a Driver

- As much as possible, a particular vehicle should be attached to a particular driver over a period to facilitate accountability for the movement and general condition of the vehicle. The existing practice whereby any driver has access to any vehicle in the pool – system is inimical to good care and proper maintenance and should be avoided (FR 2004 refers)
- Fueling of Car - MDAs shall enter into reasonable agreement with petrol dealers for supply of fuel on a monthly credit basis. As much as possible, cash purchases should be limited to touring duties and emergency cases where supply is immediately available from the regular supplies (FR 2005 refers)
- Accidents to Government vehicles (FR 2011 2019)

Depreciation for write-off – For the purpose of arriving at the estimated value(s) of stores motor vehicles, plants and equipment, the following guidelines are provided – For motor vehicle with engine capacity of 2000cl and below as well as construction vehicles over 7 tonnes:

- Under 1 year old -20% reduction on original cost
- Between 1 & 2 years old – 40% reduction on original cost
- Between 2 & 3 year old - 60% reduction on original cost

- Between 3 & 4 year old – 80% reduction on original cost
- Between 4 & 5 year old - 85% reduction on original cost
- Between 5 & 6 year old -90% reduction on original cost
- Between 6 & above old -95% reduction on original cost
- In case of a vehicle rendered unserviceable as a result of accident or whose working life has come to premature and for other reasons, arrangement should be made within two months of such accident or where Police investigation is involved, immediately after such investigation to have the vehicle inspected and certified as such by an Engineer or technical expert such as mentioned in above. who should also produce a valuation report for the guidance of the Board of survey
- For plants and equipment, an engineer's estimated value of the asset at the time of the write-off or disposal shall be obtained.
- For general stores, the estimated value shall be furnished by a stock verifier
- In an overseas motor vehicle can be written off at depreciation rates prevailing in the host country. (FR 2622 refers)

Tender Consideration – No contract work involving construction shall be considered by Tender Board unless:-

- The land has been acquired and the topographical map and soil test (except where it is certified by the Architect that it is not necessary) has been approved by the appropriate authority. The documents relating to the land, the survey map, the soil test report or certificates of exemption by the architect should form part of contract document to be presented to the Tender Board.
- The design of the building, road etc. relating to above is broken down into
 - (i) Architectural design
 - (ii) Structural design
 - (iii) Electrical design
 - (iv) Mechanical design
 - (v) Bill of Quantities
- Technical details of the project shall be made available to the procurement planning committee for proper costing.

- Tenderers shall be requested to purchase the designs for a non-refundable fee the amount of which shall be determined from time to time (FR 2925 refers)

Audit Queries – Any Accounting officer or public officer who fails to give satisfactory explanations to the audit queries within the stipulated time as indicted in the provision of this chapter of the Regulation shall be sanctioned accordingly as provided for in this chapter (FR 3101 refers)

A public officer on receipt of a query from the Auditor-General for a poor quality work carried out by a contractors etc, has 42 days to get the contractor to rectify the abnormalities or get refund for the amount over paid as a result of the poor job and other anomalies, if the query remains unanswered after the time limit, the officer(s) that certified the job for payment or commit the anomalies should be demoted in rank while the contractors blacklisted and reported to the EFCC for persecution

Expectation of Auditor-General for the Federation from all the MDAs

Auditor-General expectation is that all MDA's comply with the rules and regulation without exemption.

The areas that are pronounced are:

- (i) Non-preparation of audited Account and non-replying to audit observations. In line with chapter 31 of the Financial Regulation 2009 edition, auditor-General has now been mandated to report any of the MDA's to EFCC or ICPC.
- (ii) Non-retirement of cash Advance whereas the extent regulation stipulate immediately the assignment is collected the retirement should be rendered.
- (iii) Operation Account is being operated as personal account whereas it is not. The operational Account Name should include the name of the organization e.g. S.O. Olu/Ministry of Power: In case any thing happens to S.O. Olu. The name of the signatory can be change at any time.

APPENDICES

STAFF DEVELOPMENT AND TRAINING INTERVENTION PROJECT

NAME OF INSTITUTION							INSTITUTION PERSONNEL NOMINATION				ACADEMIC	
YEAR OF INTERVENTION												
S/N	NAME OF STAFF	DEPARTMENT	QUALIFICATIONS WITH DATES		NUMBER OF YEARS SPENT IN THE INSTITUTION	PROGRAMME OR COURSE BEING NOMINATED FOR	INSTITUTION WHERE COURSE IS	DURATION OF COURSE	EXPECTED DATE OF COMPLETION FOR THE COURSE	AMOUNT ALLOCATED TO NOMINEE	SIGNATURE OF STAFF	REMARKS/OTHER COMMENT
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
NAME OF HEAD OF INSTITUTION												

STAFF DEVELOPMENT AND TRAINING INTERVENTION PROJECT

NAME OF INSTITUTION							
YEAR OF INTERVENTION		INSTITUTION PERSONNEL DATA FORM				ACADEMIC STAFF	

S/N	NAME OF STAFF	DEPARTMENT	QUALIFICATIONS WITH DATES		CATEGORIES		DATE JOINED INSTITUTION	DURATION OF WORK EXPERIENCE	NUMBER OF YEARS SPENT IN THE INSTITUTION	SIGNATURE OF STAFF
			DEGREES	DATES	SENIOR	JUNIOR				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

NAME OF HEAD OF INSTITUTION						
-----------------------------	--	--	--	--	--	--

CHECK LISTS FOR DOCUMENTATION REQUIRED FROM BENEFICIARY INSTITUTIONS

1. APPROVAL-IN-PRINCIPLE

DOCUMENTATION	
1	COVERING LETTER (SEE NOTES BELOW)
2	EXECUTIVE SUMMARY
3	PROPOSALS
4	DESIGN DRAWINGS/DETAILED PROJECT DESCRIPTION:- (SEE NOTES BELOW)
a	SOIL TEST REPORT
b	TOPOGRAPHICAL LAYOUT OF SITE
c	Architectural Design.
d	Structural Engineering Design.
e	Mechanical Engineering Design.
f	Electrical Engineering Design.
g	Other Design Layout (MASTER PLAN SHOWING PROJECT LOCATION, DESIGN OF FURNITURE, ETC)
h	Photographs of State of Dilapidation (SCANNED & PRINTED IN COLOUR ON A4 PLAIN PAPER)
i	Schedule of dilapidations
j	Inclusion of relevant Practice License and Sealing on Drawings
5	DETAILED COST ESTIMATES AND/OR PRICED BILLS OF QUANTITIES
6	PROFORMA INVOICES
7	MANUFACTURERS CATALOGUES AND DETAILED SPECIFICATIONS
8	PHOTOGRAPHS OF SAMPLES (SCANNED & PRINTED IN COLOUR ON A4 PLAIN PAPER)
9	LETTERS OF APPOINTMENT OF AND ACCEPTANCE FROM CONSULTANTS
10	EVIDENCE OF LODGEMENT OF COUNTERPART FUNDING (WHERE APPLICABLE)

2. FIRST TRANCHE

DOCUMENTATION	
1	COVERING LETTER
2	EXECUTIVE SUMMARY
3	CONFIRMED PROJECT PROPOSALS WITH APPROVED TENDER COST
4	EVIDENCE OF INVITATION OF TETFUND TO WITNESS TENDER OPENING
5	EVIDENCE OF ADVERTISEMENT
6	EVIDENCE OF PREQUALIFICATION OF CONTRACTORS
7	TENDER ANALYSIS REPORT
8	RAW ATTENDANCE OF PARTICIPANTS AT OPENING OF TENDERS
9	MINUTES OF TENDERS BOARD MEETING
10	EVIDENCE OF MINISTERIAL TENDERS BOARD/FEDERAL EXECUTIVE COUNCIL APPROVAL (WHERE APPLICABLE)

PLEASE NOTE:

1. ALL DOCUMENTS MUST BE NEATLY BOUND AND PAGINATED FOR EASE OF REFERENCE AND FILING
2. ALL DESIGN DRAWINGS MUST BE PRESENTED ON A3 PAPER AND NEATLY BOUND
3. ALL DESIGN DRAWINGS AND BILLS OF QUANTITIES MUST BE PREPARED AND ENDORSED BY QUALIFIED PROFESSIONALS
4. THE COVERING LETTER MUST BE ENDORSED BY THE HEAD OF THE INSTITUTION OR HIS APPOINTED REPRESENTATIVE

TERTIARY EDUCATION TRUST FUND PROJECTS MANAGEMENT DEPARTMENT CHECKLIST FOR DOCUMENTS

CHECK LISTS FOR DOCUMENTATION REQUIRED FROM BENEFICIARY INSTITUTIONS

3. SECOND TRANCHE

DOCUMENTATION	
1	COVERING LETTER (SEE NOTES BELOW)
2	EVIDENCE OF ADVANCE PAYMENT BOND (WHERE APPLICABLE)
3	EVIDENCE OF PERFORMANCE BOND (WHERE APPLICABLE)
4	PROGRESS REPORT FORMS
5	PROGRESS REPORT PHOTOGRAPHS (SCANNED & PRINTED IN COLOUR ON A4 PLAIN PAPER)
6	INTERIM PAYMENT CERTIFICATES (WHERE APPLICABLE)
7	STORES RECEIPT VOUCHERS 'SRV'
8	PAYMENT VOUCHERS 'PV'
9	PAYMENT RECEIPTS
10	CURRENT BANK STATEMENT (SHOWING LODGEMENT & WITHDRAWALS)
11	FINANCIAL RETURNS FORMS
12	EXPENDITURE ON PROJECTS FORM
13	BANK RECONCILIATION STATEMENT
14	EVIDENCE OF PROJECT SIGNBOARD TO SPECIFICATION (SEE MEMO ON INSCRIPTIONS)

4. **MONITORING/FINAL TRANCHE**

DOCUMENTATION	
1	COVERING LETTER (REQUEST FOR MONITORING/INSPECTION OF COMPLETED PROJECTS)
2	PROGRESS REPORT FORMS
3	PROGRESS REPORT PHOTOGRAPHS (SCANNED & PRINTED IN COLOUR ON A4 PLAIN PAPER)
4	PRACTICAL COMPLETION CERTIFICATE (WHERE APPLICABLE)
5	EVIDENCE OF INSCRIPTION 'TETFund & PROJECT YEAR' (SEE MEMO ON INSCRIPTIONS)
6	STORES RECEIPT VOUCHERS 'SRV'
7	STORES ISSUE VOUCHER 'SIV' (WHERE APPLICABLE)
8	PAYMENT VOUCHERS 'PV'
9	PAYMENT RECEIPTS
10	CURRENT BANK STATEMENT (SHOWING LODGEMENT & WITHDRAWALS)
11	FINANCIAL RETURNS FORMS
12	EXPENDITURE ON PROJECTS FORM
13	BANK RECONCILIATION STATEMENT

PLEASE NOTE:

1. ALL DOCUMENTS MUST BE NEATLY BOUND AND PAGINATED FOR EASE OF REFERENCE AND FILING
2. THE COVERING LETTER MUST BE ENDORSED BY THE HEAD OF THE INSTITUTION OR HIS APPOINTED REPRESENTATIVE
3. **ALL DOCUMENTS FOR THE 2ND & FINAL TRANCHES MUST BE SUBMITTED IN TWO SETS WITH ONE COPY FOR THE AUDIT UNIT OF THE FUND**

TERTIARY EDUCATION TRUST FUND PROJECTS MANAGEMENT DEPARTMENT CHECKLIST FOR DOCUMENTS 2



BENEFICIARY PROJECT PROGRESS REPORT FORM

Progress Report No..... **YEAR OF INTERVENTION.....**

1. Project Particulars:

- (i) State of the Federation
- (ii) Local Government Area
- (iii) Name of the Institution
- (iv) Name of the Project
- (v) Description of Project
- (vi) Project No.
- (vii) Date of Reporting

2. Costing Information

- (i) Approved Cost Limit of the Project ₦.....
- (ii) Accepted Contract Sum ₦.....
- (iii) Amount paid to date:
 - (a) Building Works ₦.....
 - (b) Electrical/Mechanical Services ₦.....
 - (c) Furniture ₦.....
 - (d) Equipment ₦.....
 - (e) Professional Fees ₦.....
 - (f) Approved Fluctuation by TETF ₦.....
 - (g) Approved Variation by TETF ₦.....
 - (h) VAT ₦.....
 - Total Cost ₦.....

3. Programme of Work

- (i) Date of Commencement
- (ii) Contractual Date of Completion
- (iii) Contract Period
- (iv) Date of Completion
- (v) Approved Extension of Time/Reasons
- (vi) Approximate % of the work completed to date
- (vii) Total Value of Work Executed to date



4. General Remarks on the quality of work executed

.....

.....

.....

5 Attach progress Photographs (scanned and printed on A4 paper all bound in report)

Reporting Officer

Chief Executive



EXPENDITURE ON PROJECTS FORM

NAME OF BENEFICIARY: **YEAR OF INTERVENTION.....**

S/NO.	DATE	NAME OF CONTRACTO	DESCRIPTION OF	PV. NO	CHEQU E NO.	AMOUNT ₦

Signature of Director of Finance.....

Date..... Signature of

Director of Works/PPD/Librarian/Lead Researcher.....

Date..... Signature of

Chief Executive Officer.....

Date.....



FINANCIAL RETURNS ON PROJECTS

TETF/DFI/IAU/FR/01

NAME OF BENEFICIARY..... YEAR OF INTERVENTION.....

S/NO.	DETAILS OF PROJECT	CONTRACT SUM N	AMOUNT ALLOCATED FOR THE PROJECT ₦	AMOUNT RELEASED TO DATE ₦	AMOUNT PAID TO CONTRACTOR TO DATE	% OF COMPLETION	BALANCE TO BE PAID (IF	REMARKS

- **PLEASE USE ADDITIONAL SHEET WHERE NECESSARY**

Signature of Director of Finance..... Date.....

Signature of Director of Works/PPD/Librarian/Lead Researcher..... Date..... Signature

of Chief Executive Officer..... Date.....

29																			
30																			

NAME OF HEAD OF INSTITUTION

SIGNATURE & DATE

STAMP

USE ADDITIONAL SHEETS WHERE APPLICABLE

A1

STAFF DEVELOPMENT AND TRAINING INTERVENTION PROJECT

NAME OF INSTITUTION													
YEAR OF INTERVENTION												ACADEMIC	
S/N	NAME OF STAFF	DEPARTMENT	QUALIFICATIONS WITH DATES		NUMBER OF YEARS SPENT IN THE	PROGRAMME OR COURSE BEING NOMINATED FOR	INSTITUTION WHERE COURSE IS	DURATION OF COURSE	EXPECTED DATE OF COMPLETION FOR THE COURSE	AMOUNT ALLOCATED TO NOMINEE	SIGNATURE OF STAFF	REMARKS/OTHER COMMENTS	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													

NAME OF HEAD OF INSTITUTION

NAME OF INSTITUTION:-

.....

SERIAL NO:

PAYEE:.....

PAYMENT VOUCHER NO:

.....

FILE REF NO:.....

DATE:

.....

Details of Payment	Head	Sub-head	Institution Code	Amount N :
	Gross Total Bill			
	Less VAT			
	WHT			
	Net Amount Payable			

Amount in words _____ Naira _____ Kobo

CERTIFICATION:

I certify that the above amount is correct and was incurred under the authority quoted, that the services have been only performed, that the rate/price charged is according to regulation/contract; that it is fair and reasonable, that the sum of above may be paid from the TETFund.

Prepared by
Payment

Signature of Officer Authorizing

Entered into Vote Book by:.....

For Director of Finance

Checked by.....

Name:

Signature of Officer Controlling Expenditure

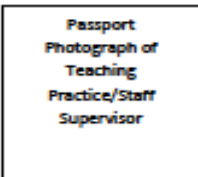
Rank:

e-payment Ref No./Cheque No.....

Date: _____

TETF/ESS/TPS PROFILE FORM.12

TEACHING PRACTICE (T.P)/SUPERVISOR'S PROFILE FORM



1. Institution Affiliation of T.P Supervisor i.e Name of Beneficiary Institution

2. Name of Teaching Practice (T.P) Supervisor:_____

3. Qualification(s) T.P Supervisor:_____

4. Date of 1st of Appointment of T. P Supervisor:_____

5. Duration of Entire Work Experience of T.P Supervisor to Date_____

6. Number of Years Spent in the College/Institution to date by T.P Supervisor_____

7. Official Designation/Status/Rank of T.P Supervisor_____

8. Supervisor's Phone no.:_____ Supervisor's Email Address_____

9. Unit/Department of the T.P Supervisor:_____

10.Date T.P Supervisor joined the College/Institution:_____

11.Number of Student Teachers Under the Supervisor's Supervision:_____No.

12. Attachment to accompany this Form; detailed duly signed and stamped list of **Student teachers** under Supervisor's supervision using TETFund Format/Template provided i.e

Form TETF/ESS/T.P/TSL Form.12= Is the List attached? Yes No

13.Supervision Costs/Breakdown(See Table Below)

Total Supervision Cost	Cost Implication Breakdown–Outline
	i)
	ii)
	iii)
	iv)
	v)
	vi) Others (specify)
	Total =₦

14. Details of official Salary/Pay point of T.P Supervisor (Bank Details):

i)Bank Name & Branch:_____

ii) Account Name:_____

iii) Account No.:_____

iv) Sort Code:_____

15. Signature of T.P Supervisor with Date:_____

About Teaching Practice Coordinator

16. Name of College T.P Programme Coordinator_____

17. Official Rank of College T.P Programme Coordinator_____

18. Unit/Dept. Affiliation of College T.P Programme Coordinator_____

Authorization & Endorsements

19. Signature of College T.P Coordinator with date_____

20. Name of College Provost:_____

21. Signature of Provost with dates & Official Stamp

