





KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

FINANCE OFFICE QUALITY OBJECTIVES

KNP/QO/FO/04

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>

FINANCE OFFICE

QUALITY OBJECTIVES FOR THE FY 2021-2022

SNO	Objective	Who will be responsible?	What will be done?	When will it be completed?	What resources will be required?	How will the results be monitored and evaluated?
	<i>State a measurable quality objective addressing any of the dimensions of quality product/ service</i>	<i>Give the title of the person to ensure that the quality objective is achieved (the process owner)</i>	<i>State activities to be undertaken to ensure that the quality objective is achieved</i>	<i>For every activity in column 3 indicate when it will be completed</i>	<i>Indicate the resources required to undertake the activities in column 3</i>	<i>Indicate how results will be monitored and evaluated that you've met the quality objective</i>
1.	To reduce incidences of failing to adhere to 100% budget implementation as approved by June 2022	Finance officer	<ul style="list-style-type: none"> • To allow participative budgeting processes with the head of departments. • To ensure the availability of revenue in time for spending. • Monitoring the budget implementation periodically. 	<ul style="list-style-type: none"> • Before the start of the every financial year all H.O.D.s to present their budget to the F.O by 1st week of May in every financial year. • To assess the revenue collections on quarterly basis • Quarterly asses the budgeted payments and review conformity • Annually for overall budget review and variance analysis. 	<ul style="list-style-type: none"> • Personnel • Computers • Stationery • Approved budget • Procurement plan 	Review of variance analysis

2.	To increase A.I.A annually by 5% by 30 th June 2022	Finance officer	Increase revenue from hire of facilities. Increase farm revenue.	30 th June 2022	Finances, personnel, farm inputs and equipments	Review of variance analysis.
3.	To maintain timely payments to suppliers by 30 th June 2022	Finance officer	Payment for the suppliers whose invoices have been surrendered by the procurement upon reconciling.	30 th June 2022	Invoices and contract certificates from procurement	Evidence of payment vouchers for the invoices surrendered one week earlier from 30 th June 2022.

PREPARED BY: Head of Finance.

APPROVED BY: The principal

DATE: 25th October 2021