ACENTDFB-ABU

AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY
AHMADU BELLO UNIVERSITY, ZARIA

FINANCIAL MANAGEMENT MANUAL

FINANCE OFFICE
Third Edition
9/11/2026



A. INTRODUCTION

The establishment of Ahmadu Bello University (ABU) began in 1961 following the recommendation of the Ashby Commission on "Post-School Certificate and Higher Education in Nigeria". A Law establishing a Provisional Council for the University was passed by the Legislature of Northern Nigeria in April while the Council itself was constituted in November, 1961, under the Chairmanship of the Hon. Shettima Kashim, CBE, who later became Sir Kashim Ibrahim KCMG, CBE. Sir Norman Stanley Alexander, a New Zealander and a Professor of Physics at the University College, Ibadan, was appointed the First Principal, later Vice-Chancellor, of the University in July and he assumed office in November, 1961.

Ahmadu Bello University began full operation in 1962, on the cites of these educational institutions: the defunct Nigerian College of Arts, Science and Technology, founded in 1955; the Clerical Training Centre, Kongo, founded in 1957; the Samaru Agricultural Research Station, established in Â 1924, and the Shika Livestock Farm, started in 1928. The University was named after SirAhmadu Bello (1901-1966), "the Sardauna of Sokoto" and the Premier of Northern Nigeria. As the first Chancellor of the University, Sir Ahmadu Bello performed its Opening Ceremony on the 4th of October, 1962. In 1975, the University was taken over by the Federal Government through a Decree (the Ahmadu Bello University [Transitional] Provisions Decree of 1975), thus becoming a Federal University.

B. BURSARY DEPARTMENT

The Bursary Department of Ahmadu Bello University is the custodian of the University's financial records and manages its resources. Its primary purpose is to manage the financial resources of the University through the efficient application of accounting principles, practices and procedures.

C. AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPIC AL DISEASES AND FORENSIC BIOTECHNOLOGY (ACENTDFB)

The African Centre of Excellence on Neglected Tropical Diseases and Forensic Biotechnology, Ahmadu Bello University, Zaria, Nigeria is one of the fifteen Centres of excellence recently approved (2013) for World Bank funding under the auspices of the Association of African Universities. The Centre which is anchored in the Centre for Biotechnology Research and Training (for the research and capacity training) and the Department of Biochemistry of the University (for the award of the degrees and certificates), has five other departments in the University involved - Biological Sciences,

with little modifications peculiar to the nature of the Centre's operation
Microbiology, Pharmaceutics and Pharmaceutical Microbiology, Veterinary Pathology, Veterinary Parasitology and Entomology, and Veterinary Public Health & Preventive Medicine.

The Centre of Excellence runs three postgraduate degree programmes, namely Postgraduate diploma in Forensic Biotechnology, and MSc. and PhD degrees in Biotechnology. A full complement of senior academics drawn from the host and collaborating institutions, are available for quality teaching and supervision to ensure graduates of international standards.
The Centre of excellence provides opportunities for research students to carry out internship or laboratory works in some of the collaborating institutions.

D. ACCOUNTING PROCEDURES ADOPTED BY THE CENTRE

The accounting procedures of the centre is a replica of the Bursary department's procedures and process which is contained in the department's Accounting manual of operations suitable for accounting for donor agency related funds.

E. STAFFING

I. Management Team

1. The Center Leader who is the head of the center
2. The Deputy center leader
3. The Project Coordinator
4. The Monitoring and evaluation officer
5. The Finance Officer
6. The Procurement officer
7. The Safeguard officer
8. The Communication officer
9. The Director CBRT
10. The Head of department, Biochemistry
11. The Internal Auditor
12. The Administrative Officer
13. Biobank Manager

Ii. Other Staff

1. Assistant Secretary
2. Store Officer
3. ICT Officer
4. Accountant
5. Receptionist

The Centre leader is empowered by the VC to approve any expenditure for the Naira component not exceeding the sum of N4,000,000.00 only. Any expenditure over and above the stated figure, the centre leader has to seek for the approval of the Vice Chancellor before such payment is processed. Upon recommendation of the management members.

Approval of expenditure in USD/EUR/GBP is only done by the VC upon request by the CL on behalf of the beneficiary

F. BOOKS OF ACCOUNT

The centre maintain conventional books of account, such as;

1. Cash Books
2. Vote books
3. Cash advance ledger
4. Fixed assets register
5. Ledger accounts
6. Bank statements
7. Bank reconciliation statements
8. Standard Journal Vouchers (SJVs)
9. Store receipt and issue vouchers

G. BANK ACCOUNTS MAINTAINED BY THE CENTRE

The centre maintains the following bank accounts:

1. UBA PLC USD (Dollar) Account
2. UBA PLC Naira Account
3. UBA PLC Euro Account
4. UBA PLC Pounds Account
5. CBN Naira Operational Account
6. CBN Naira sustainability Account &
7. CBN USD Account

H. AUTOMATION OF ACCOUNTING SYSTEM

The Centre operates Flexible Accounting Software, a customized Accounting software designed specifically to handle World Bank funding. However, with the termination of the funding, the software is no longer in use as the contract agreement between the Centre through the NUC and the software vendor has expired. The Centre currently uses Excel for recording all its financial transactions.Currently, the Centre is making arrangements to obtain an appropriate financial software.

I. BUDGETARY SYSTEM

The centre prepares a budget for the subsequent financial year in a pre-designed form approved by the Word Bank called Work Plan. It is the responsibility of the CL and Finance Officer to prepare a Work Plan and send it to the Bank via NUC. Upon approval by the bank, the centre will strictly

adhere to the approved budget when spending; any expenditure outside the approved work plan will be considered as ineligible expenditure by the bank. At present, the Centre has adopted the University system of budget preparation, collation, presentation, implementation and review for uniformity and transparency.

J. ACCOUNTING FOR REVENUE/RECEIPTS

1. Funds are received from the World Bank through the National University Commission (NUC) upon achieving a Disbursement Linked Result (DLR) by the centre. In the case of other grants, funds are received directly into the centre's main account and the Finance officer notifies the Centre Leader.
2. The NUC upon receipt of such funds, credit the USD account of the Centre and notify the Centre accordingly.
3. Money credited into the USD/EUR/GBP account can only be accessed via approval by the VC who is the approving officer upon request by the CL.
4. Signatories to the accounts (both USD/EUR/GBP and Naira) are:
    a. The Centre Leader (Signatory A)
    b. The Project Coordinator/ Deputy Centre Leader (Signatory A)
    c. The Bursar (Signatory B)
    d. The Project Finance Officer (Signatory B)
5. When the centre achieved DLR, and the figure was communicated, the finance office will debit the World Bank account code and credit the centre's account with the achieved amount.
6. When money is received into the account, the office will debit the designated bank account code and credit the World Bank account code with the received amount using standard journal voucher (SJV).
7. The amount will be recorded in the debited column of the cash book and eventually recorded in the account ledger.

K. ACCOUNTING FOR EXPENDITURE

1. Approval for naira is by the CL for expenditure less than or equal to N4,000,000 while for USD/EUR/GBP, and naira expenditure greater than N4,000,000 is by the VC
2. Request must be accompanied by supporting documents
3. Approvals are forwarded to the Finance office for Payment Voucher (PV) processing
4. The approved figure will be committed into the vote book for control purpose
5. As for cash advance, the amount will be recorded against the Beneficiary's name in the cash advance ledger.
6. The payment voucher will be recorded in the payment voucher register.
7. The PV will be taken to the Internal audit unit for pre-payment auditing
8. Upon clearance by the audit unit, the finance office will prepare a schedule of payment signed by the CL and the Finance officer for onward submission to the University's cash office for upload into the CBN payment Platform. Whereas, for commercial banks, signed mandates are being presented for payments.
9. When uploaded and reviewed by the Bursar or Centre's Finance officer, the Centre leader or the Project Coordinator will do the final authorization, thereby the payment is consummated.
10. For any commitments in the form of Contracts, LPO's, Job orders or award letters the amount involved will be ear-marked in the vote book, until settlement.

L. PROCUREMENT

Any expenditure that exceeds the sum of N200,000.00 will be referred to the procurement unit of the Centre which is guided by the 2007 procurement Act and will be dealt with in the centre's procurement manual.

M. INTERNAL AUDIT UNIT

The internal audit unit of the centre, represents the Internal audit unit of the university. It is headed by a certified accountant who is responsible for:

1. Prepayment/Post auditing.
2. Stock verification and
3. Assessing the internal control of the centre and its viability.
4. He reported the activities of the centre to the Chief Internal Auditor of the University biannually.
5. Periodic reports to the World Bank and the Centre's management.
6. He carries out any investigation when the need arises.

N. FIXED ASSETS REGISTER

The centre owns fixed assets either via procurement process or transfer. Upon receipt of necessary documents and approvals, finance officer process payment and record such assets value in the Fixed assets register. Fixed asset register is a list of all fixed assets presented in a tabular form procured by the centre or donated reflecting:

1. DATE OF ACQ.
2. PV NO.
3. DESCRIPTION
4. QTY
5. UNIT COST (N)
6. TOTAL COST (N)
7. CONTRACTOR
8. LOCATION
9. ID. NUMBER
10. S.R.V. NO.
11. INVOICE NO
12. DEPRECIATION RATE
13. DEPRECIATION FIGURE
14. ACCUMULATED DEPRECIATION
15. NET BOOK VALUE

O. TAX REMITTANCE

The centre remits taxes in form of value added (VAT) or Withholding (WHT). WHT is paid to the tax authority on behalf of contractors using their Tax payer identification numbers (TIN), while the VAT is paid using the University's TIN.

P. CASH ADVANCES RETIREMENTS AND REIMBURSEMENT

Cash advances given to any staff/students must be retired within 14 days after when the assignment is completed. Failure to retire such an advance can lead to prevention of subsequent advances or rather deduction of such an amount from his/her monthly salary will be made. Staff with three unretired advances will not be given further advance.

Reimbursement as a result of out of pocket expenses can only be approved via presentation of sufficient evidence to the CL.

A retirement form has to be filled by any staff in respect of cash advance retirement or claim for reimbursement along with a letter addressed to the Finance Officer with all necessary attachments.

Retirement forms must be cleared by the Internal audit before such advances are removed from staff cash advance ledger.

An unspent amount must be paid back into the Centre's account and receipt will be raised by the finance office upon presentation of evidence, such receipt will form part of cash advance retirement documents.

Q. PETTY CASH SYSTEM

Petty cash is being maintained by the centre to take care of its day to day operating expenses. Any expenditure not exceeding the sum of N30,000.00 can be paid through petty cash. An initial float of N200,000.00 was released and constantly reimbursed upon exhaustion.

The CL approves payment for petty cash, after which a petty cash voucher (PCV) will be filled and the amount paid to the beneficiary in cash.

Request for reimbursement is done by the accountant in a designed request form for reimbursement, attached with the PCVs, cash book and SJV to be sent to the CL for approval.

R. FINAL ACCOUNTS

Preparation of annual, and semi-annual reports in the form of Financial statements and Interim Financial Report (IFR) are sole responsibilities of the Finance Officer.

Financial reports are prepared in accordance with accrual International Public sector Accounting Standards (IPSAS) and Financial Regulations, while IFR was mandated and guided by the World Bank.

The component of the Financial report includes:

a. Corporate/centre information
b. Auditor's opinion
c. Statement of Financial Position,
d. Statement of comprehensive income,
e. Statement of Cash flows,
f. Statement of changes in equity,

g. Notes to the financial statement,

The components of IFR are:

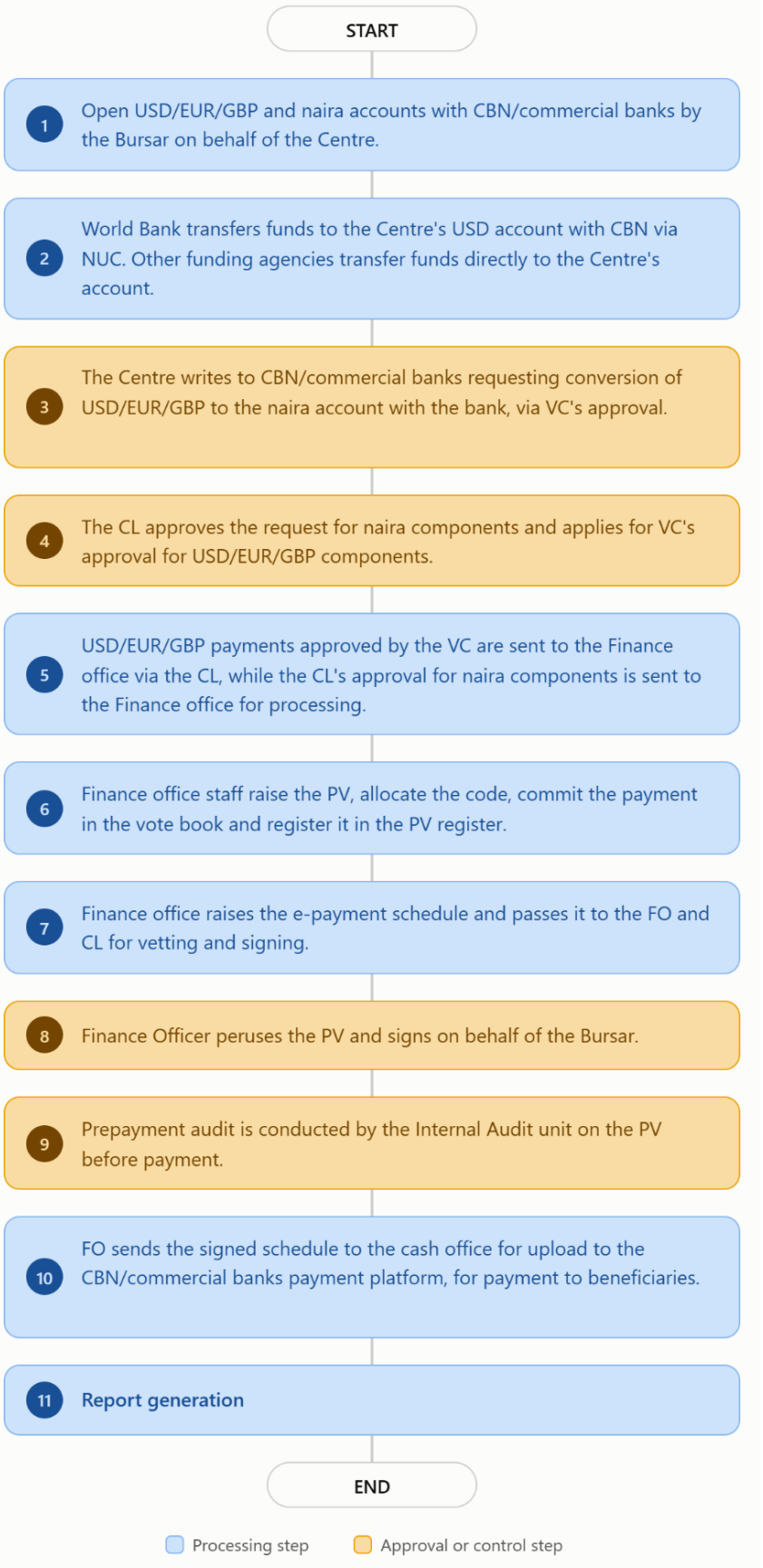
a. Sources and uses of funds,
b. Uses of funds per project implementation plan,
c. Eligible Expenditure Programme,
d. DLI statement, and
e. IFR Annex.

The financial year of the Centre is January to December, The Finance Officer of the Centre is responsible for inviting the External auditor for auditing the financial statement of the centre, such an audit report is sent to the World Bank via NUC, and other funding agencies before 30th June of the subsequent year.

Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology
Ahmadu Bello University, Zaria

Financial Management Manual

Flow chart



Approval Date: November 13, 2026

Signature: 

Name and Status of Approving Officer: Prof Y.K.E. Ibrahim, Centre Leader