

**MOI UNIVERSITY  
AFRICAN CLUSTER CENTRE**



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Moi University African Cluster Centre (MU ACC Project)  
Office of the Directorate/Project Leader  
22<sup>nd</sup> February 2022.

Dear Sir/Madam

Leonard Muri

**FINANCIAL MANAGEMENT TRAINING WORKSHOP INVITATION LETTER**

The above workshop has been scheduled to take place between 24<sup>th</sup>-25<sup>th</sup> February at Acacia Premium Hotel in Kisumu. The main objective of the Training will be to train project Spokesperson's, Research Principal Investigators and Mu Acc Board Members on Financial Management Guidelines, Procedures and Standards relating to Projects and also help address challenges that have been faced while executing projects activities.

The Mu Acc project has been in operation since October 2019 having been awarded funding from University of Bayreuth (UBT), Germany for initial period of 7 years up to 2025 renewable subject to satisfactory Financial and Technical Performance. The donor guidelines on the execution of project activities are specified under M.O.U between M.U and University of Bayreuth (UBT), Germany. Among Some Approved Project Expenditures that will form the topical issues for the training include:

- 1) **Research Trips Expenses** (please include all costs for field trips, i.e. fuel, air travel, car rentals, accommodation, subsistence/per diem, etc.)
  - 2) **Research Assistants Payments** (please include listing of names with recipients' signatures as proof of receipt of payment)
  - 3) **Hosting Meetings** (all costs associated with meeting, i.e. hall rental, speaker honorariums, catering for participants etc.)
  - 4) **Workshops Expenses** (please include here all costs in connection with a workshop, such as fees for speakers/honoraria/per diems, room and equipment rental, catering for workshop participants, etc.)
  - 5) **Incidentals in the Field** (= stationary, consumables, supplies, etc.)
  - 6) **Project Equipment** (such as digital recorders, cameras, software, USB sticks etc.)
  - 7) **Books/Literature Publication Expenses**
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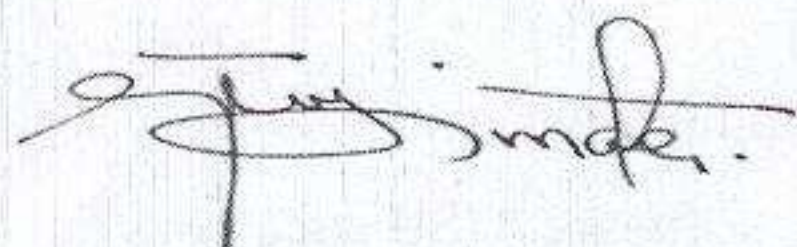
- 8) **Miscellaneous Expenses** (such as costs for translators/transcribers/interviewers/field work assistants and all other miscellaneous expenses, that do not fit in any of the above categories, such as bank charges/commission charges etc.

**Workshop Topical Issues and Facilitators**

1. Contributions/Opportunities of Projects towards Overall Success of the University  
**(DVC Finance)**
2. Moi University Financial Regulations relating to Projects: Addressing; The Projects Guidelines Vs Moi University Guidelines conflict **(CFO)**
3. Emerging trends and Budgeting of projects funds in compliance to acceptable Accounting Standards **(Julius Cheboriot)**
4. Accounting of Projects Funds (Per diems, Communication allowance, Payments of online presenters, Research Assistants, Hire of Venue, Accommodation, Transport etc.)-**Charles Butaki/Wilson Chumba**
5. Preparations of Financial reports of projects (Quarterly, Annually) -**Peter Limo**
6. Cash management of Projects Funds (Projects Income and Expenditures) -**Anastacia Kerich**
7. Procurement of Projects Assets (Process, Timelines and Guidelines) -**Wilson Bett**
8. Auditing standards Relating to Projects Funds -**Amon Sawe.**

This is therefore to request your to **30 minutes presentation** on the above topical issues to be presented during the workshop. Transport will be provided and you are requested to be at Sirikwa Parking for Departure on **24th Thursday, 2022 at 6:30Am.** Our Contacts Persons for the Workshop logistical issues are Project Administrator (**Mr. Kibii-0722-382-659**) and Project Accountant( **Mr. Barno-0723-444-747**) . Feel most welcomed.

Sincerely,



*Prof. Peter Simatei, PhD*

*Director, Moi African Cluster Centre.*