

Changes to Financial Procedure Rules

| Current Section | Comments: |
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| 1. General | This introduction section has not changed |
| 2. Financial Admin | Paragraph 2.4 regarding the Accounts and Audit Regulations is incorrect and has been deleted at the request of Brian Parsons |
| 3. Annual Estimates | This section has been sub-divided into "Medium Term Financial Strategy" and "Annual Estimates" some paragraphs have been moved (3.4 & 3.5 to section 4) (3.11 appears to be a false paragraph, the heading has been deleted as it re-occurred in section 6) |
| 4. Treasury Management | This section has been moved to become section 5 and incorporates much of sections 6 & 7. |
| 5. Authority for Incurring Expenditure | This section has been moved to become section 4 as it flows better from 3.Estimates. The objective remains consistent however some of the wording has been changed to better reflect e-procurement and similar current and future issues. A new supplementary estimate rule has been created for emergency situations. |
| 6. Capital Finance & Borrowing | Now part of the new section 5 on Treasury Management |
| 7. Investments | Now part of the new section 5 on Treasury Management |
| 8. Accounting Procedures | Becomes section 6 |
| 9. Internal Audit | Updated by the Chief Internal Auditor, also becomes section 7 |
| 10. Placing of Contracts | Becomes section 8 and is slightly amended to account for new initiatives. Major amendments expected once the new contract procedure rules are available. |
| 11. Financial Limits | Goes to section 24 – at the end. |
| 12. Central Purchasing | Becomes section 9. Fixed term supply contracts. Wording amended to reflect current situation agreed with Property and Procurement Manager |
| 13. Payment by Certificate | Becomes section 11. Major amendments expected once the new contract procedure rules are available. |
| 14. Variations to Contracts | Becomes section 12. Major amendments expected once the new contract procedure rules are available. |

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| 15. Payment of Invoices | Becomes section 10. Amended to account for new initiatives and best practice elsewhere. |
| 16. Collection, Receipt and Banking of Income. | Becomes section 13. |
| 17. Writing Off Debts | Becomes section 14. |
| 18. Banking Arrangements and Control of Cheques. | Becomes section 15. Added items relating to authorisation and control of BACS process. Add items relating to control of card collection accounts. |
| NEW: | New section 16 relating to control of Credit Cards. |
| 19. Petty Cash Imprest & Cash Floats | Becomes section 17. |
| 20. Establishment, Salaries & Wages | Becomes section 18. |
| 21. Travelling & Subsistence | Becomes section 19. |
| 22. Insurances | Becomes section 20. |
| 23. Stores | Becomes section 21. |
| 24. Property | Becomes section 22. |
| 25. Information Technology | Becomes section 23. |
| NEW: | New section 24 relating to the financial rules regarding Partnerships. |
| Financial Limits Appendix | Limits have been increased by inflation and rounded to suitable values. |