

APPENDIX B CHANGES TO FINANCIAL REGULATIONS

	Original Paragraph	Revised Paragraph	Reason for change
2.6 (part) changed to 2.7	...or schemes funded by capital receipts where the in year capital programme exceeds the resources available at the 1 April of that year.	However, when the in year capital programme exceeds the resources available at the 1 April of that year, <i>any scheme partly or wholly funded from capital receipts may not commence unless identified in the capital programme as a Priority A scheme. All other schemes partly/wholly funded from capital receipts must not be implemented unless specific Executive approval is agreed and the funding for the scheme is identified.</i>	To bring the financial regulations in line with the prioritisation of capital schemes included within the Capital Strategy. This is as a result of low levels of capital receipts available to fund the programme.
6.3 (part)	When the virement is as a result of a rationalisation of the Council's financial system codes, the authorisation level will up to £250,000 Accountancy Manager and over £250,000, the Head of Finance. This would include setting up new cost centres as a result of restructures and changes to staff reports	When the virement is as a result of a rationalisation of the Council's financial system codes, the authorisation level will up to £250,000 Accountancy Manager and over £250,000, the Head of Finance. This would include setting up new cost centres as a result of restructures, <i>reviewing and rationalising subjective codes</i> and changes to staff reports	To clarify the use of virement for technical reasons.
8.4	Stevenage Borough Council's Executive will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, an annual report after its close and an in year monitoring report as part of the quarterly monitoring reports	Stevenage Borough Council's Executive will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, an annual report after its close and an in year monitoring report. The Strategy will be updated and reported more frequently if the Council financial	Updated to include reference to approval by Full Council

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	(revenue expenditure). The Strategy will be updated and reported more frequently if the Council financial circumstances change e.g. need to borrow or best practice recommends.	circumstances change e.g. need to borrow or best practice recommends. The Executive will receive updates on the Council's investments as part of the quarterly monitoring reports (revenue expenditure). <i>The reports require approval by Full Council.</i>	
13.2	The Executive is responsible for approving the Council's Risk Management Strategy and for reviewing the overall effectiveness of the strategy.	The Executive is responsible for approving <i>fundamental (or significant) changes to the Risk Management Strategy</i> and ensuring the overall effectiveness of the strategy. <i>The Executive has delegated authority for ongoing consideration of risk to the Council's Audit Committee.</i>	Internal Audit Action, to reflect that Executive is responsible for fundamental changes to the risk management Strategy.
18.7-18.8	Disposal of Assets- Items which are obsolete or surplus to requirements can be sold or disposed of on the authorisation of Strategic Directors if the estimated loss on disposal is no more than £10,000. Where the loss is estimated to exceed the £10,000 threshold, approval of Executive or following consultation with the relevant Portfolio holder must be obtained. Items that have been leased to the Council should not be disposed of unless full written consent has been obtained from	Disposal of Assets- <i>Disposal of assets should be carried out in accordance with the Council's Contract Standing Orders section 7.2. Items which are obsolete or surplus to requirements, excluding land or buildings, over the cost of £500 (at the time of purchase) can be sold or disposed of on completion of an asset disposal form found on the staff intranet under staff info/procurement with approval by a SMB member or Head of Service providing the estimated loss on disposal is no more than £10,000. Where the loss is estimated to exceed the £10,000 threshold, approval of Executive or</i>	This change was to bring the FR's in line with changes to CSO's and to deal with minor sales.

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	<p>the lessor.</p> <p>18.8 Surplus or obsolete stock with an estimated sale value of less than £10,000 can be sold subject to the Head of Service demonstrating that the interests of the Council have been considered. Surplus or obsolete stock with an estimated sale value of £10,000 or more must be sold through public auction or competitive tender if anticipated to exceed £10,000. Other methods may be used if the Strategic Director and the Strategic Director (Resources) believe another method would be in the best interest of the Council. All disposals should be notified to the Strategic Director (Resources) so that the Capital Asset register can be probably maintained.</p>	<p>following consultation with the relevant Portfolio holder must be obtained. Items that have been leased to the Council should not be disposed of unless full written consent has been obtained from the lessor.</p> <p>18.8 <i>Surplus or obsolete stock / assets with an estimated sale value of less than £75,000 can be sold or disposed of through the methods of disposal outlined under CSO 7.2.3 and 7.2.4, subject to the Head of Service demonstrating that the interests of the Council have been considered. Surplus or obsolete stock / assets with an estimated sale value of £75,001 or more must be sold via competitive tender inviting bids in line with CSO 7.2.4 and 7.2.5 or sale by public auction. Other methods may be used if the Strategic Director and the Strategic Director (Resources) believe another method would be in the best interest of the Council. All disposals should be notified to the Strategic Director (Resources) so that the Capital Asset register can be probably maintained. All vehicles (non-leased) must be disposed of through sale by public auction or by quotations from a reputable dealer.</i></p>	

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		<p><i>18.9 All disposals must comply as applicable with the Waste Electrical & Electronic Equipment Directive and Health & Safety legislation. All Council and personal data must be removed from any IT or recording equipment prior to their disposal.</i></p> <p><i>18.10 Where small items of equipment with a value of less than £500 (at the time of purchase) such as keyboards are scrapped, they must be recorded on a list held by each relevant Head of Service and signed off at year end. The list must be passed to Treasury and Capital in Accountancy at year end.</i></p>	
19.7	<p>Every Officer who receives monies on behalf of the Council shall pay the monies to the Strategic Director (Resources), who shall then arrange for it to be banked. All income collected shall be paid over promptly, intact and without deduction, and shall not be used for expenditure, floats or petty cash. Cash collected shall, under no circumstances, be replaced with a personal cheque.</p>	<p>Every Officer who receives monies on behalf of the Council shall pay the monies to the Strategic Director (Resources), who shall then arrange for it to be banked. <i>All cash over £50 received at Daneshill House, by an officer of the Council must be banked via the Council's ATM, currently located in the Customer Services Centre (CSC). This must be done on the day the cash is received or if the CSC is closed the next working day.</i></p>	<p>These changes have been included in the FR's as a result of the loss of the cashiers cash bag and the failure to bank Stevenage Day cheques promptly, (Internal Audit report).</p>

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		<p><i>All cheques received at Daneshill House should be banked/sent to the Council's Cashiering service the next available working day.</i></p> <p>Cash collected shall, under no circumstances, be replaced with a personal cheque. All income collected shall be paid over promptly, intact and without deduction, and shall not be used for expenditure, floats or petty cash. <i>Cheques received at satellite sites should be sent to the council's cashing service in line with procedures agreed with the Head of Finance.</i></p>	
19.10	<p>Whenever possible payment in advance shall be obtained for the supply of goods and services. Where payment in advance has not been obtained, each Strategic Director shall be responsible for ensuring that a sundry debtors invoice is promptly raised</p>	<p>Payment in advance shall be obtained for the supply of goods and services. <i>The only variance to this may be</i></p> <ul style="list-style-type: none"> • <i>due to contractual arrangements</i> • <i>the invoice is based on the supply of variable goods and services</i> • <i>if agreed with the Head of Finance.</i> <p>Each Strategic Director shall be responsible for ensuring that a sundry debtors invoice is promptly raised.</p>	<p>To clarify instances when invoices may not be raised in advance.</p>
19.11	<p>The Strategic Director (Resources), in conjunction with the relevant Strategic</p>	<p>The Strategic Director (Resources), in conjunction with the relevant Strategic Director,</p>	<p>Reference to private individuals has been deleted, invoices for tenancy</p>

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	<p>Director, shall determine those goods or services where sundry debtors may be raised. Unless agreed by the Strategic Director (Resources), private individuals shall not be able to pay by debtor invoice.</p>	<p>shall determine those goods or services where sundry debtors may be raised.</p>	<p>deposits, abandon vehicles for example, require invoices to be raised for private individuals. Paragraph 19.10 has been changed to clarify when debtor invoice can be raised.</p>
	<p>The Strategic Director (Resources) shall fix a limit (currently £10) below which sundry debtor accounts will not be raised, and in such cases alternative collection methods shall be employed.</p>	<p>The Strategic Director (Resources) shall fix a limit (currently £10) below which sundry debtor accounts will not be raised, and in such cases alternative collection methods shall be employed, <i>where possible</i>.</p>	<p>This to allow exceptions if no other payment method is possible.</p>