

**CHANGES TO FINANCIAL REGULATIONS**

	<b>Original Paragraph</b>	<b>Revised Paragraph</b>	<b>Reason for change</b>
<b>2.4</b>	All new schemes, prior to inclusion in the capital programme, must first have been considered as part of the Service and Financial Planning process and the Corporate Capital Review Group. This must include details of the objectives of the scheme, the resources required, the timescale and the revenue implications.	All new schemes, prior to inclusion in the capital programme, must first have been considered as part of the Service and Financial Planning process. <i>The draft Capital Strategy is considered by Executive and Scrutiny in January for the following financial year (April-March) and the Final Strategy in February. General Fund Capital schemes will be reviewed by the Leaders Services Priority Group prior to inclusion in the Final Capital Strategy approved at the February Council. The information provided must include details of the objectives of the scheme, the resources required, the timescale and the revenue implications. HRA Capital schemes are reviewed as part of the HRA Business Plan.</i>	Procedure changed for approving capital schemes in 2014.
<b>2.5</b>	Any proposal to amend a project beyond its current policy or include a new project in the capital programme must be considered by the Council in accordance with the Budget and Policy Framework. Amendments to an existing project solely involving budgetary change which is being met from the virement process can be approved in accordance with Section 6 of these Regulations. Supplementary capital estimates from the Capital Programme Contingency Sum must be sought from <b>The Executive</b> where sufficient budgetary provision is not available.	<b>New General Fund schemes which are required after the budget has been set annually in February must complete a Capital Bid form to be included with the next quarterly update report or in a separate committee report if required sooner. The capital programme is reported July (quarter four), September (quarter one), November (quarter two), March (quarter three). The Executive can only approve new schemes up to the value delegated by Council which is currently £250,000 for General Fund schemes and £250,000 for HRA schemes. Schemes which exceed that threshold must be approved by Council.</b>	Procedure changed for approving capital schemes in 2014.
<b>2.6-2.7</b>	The inclusion of a scheme in the approved Capital Programme shall constitute authority to incur expenditure with the exception of schemes of a	Contracts for works or goods and services (by formal tender) relating to a budget within the approved Capital Strategy (as approved in accordance with the Budget and Policy Framework) and equal to or less than	To give clarity to officers and allow for delegation for the signing of contracts when the amount is within the approved

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	<p>budgeted value exceeding £250,000 which shall be specifically reported to <b>The Executive</b> for approval to progress.</p> <p>However, when the in year capital programme exceeds the resources available at the 1 April of that year, 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 sort and the funding for the scheme is identified.</p>	<p>the budgeted amount, can be authorised without report to the Executive or Council if the Assistant Director (Finance) confirms the Strategy is adequately funded for the contract period, based on the following thresholds:</p> <ul style="list-style-type: none"> <li>• <i>Less than £1Million-signed off by Director</i></li> <li>• <i>More than £1Million and less than £2Million signed off by Director and in consultation with the portfolio holder</i></li> <li>• <i>More than £2Million- Executive approval</i></li> </ul> <p><i>NB: All contracts over £250,000 constitute a key decision and are required to go on the Forward Plan with 28 days notice.</i></p> <p><i>2.7 If contracts for works or goods and services relating to a budget within the approved Capital Strategy, exceed the value of budgetary provision, the contract for goods and services can be authorised if the Assistant Director (Finance) confirms the Strategy is adequately funded for the contract period, based on the following thresholds:</i></p> <ul style="list-style-type: none"> <li>• <i>Less than £25,000 per annum reported in the next quarterly monitoring update</i></li> <li>• <i>More than £25,000 per annum and does not exceed the sum delegated to the Executive to approve for that year, (for the year 2015/16 that sum is £250,000 (see also paragraph 2.5), requires reporting to Executive before the contract is signed.</i></li> <li>• <i>More than £25,000 per annum and does exceed the sum delegated to the Executive to approve requires reporting to both Executive and Council.</i></li> </ul>	<p>estimates.</p>
<b>3.7</b>	New paragraph	For contract for works or goods and services (by formal tender) relating to a budget <b>within</b> the approved	To give clarity to officers and allow for delegation for the

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		<p>General Fund or HRA revenue budgets (as approved in accordance with the Budget and Policy Framework) and <b>equal to or less than the budgeted amount</b>, authorisation for contracts should be based on the following thresholds:</p> <ul style="list-style-type: none"> <li>• Less than £1Million-signed off by Director</li> <li>• More than £1Million and less than £2Million signed off by Director in consultation with the portfolio holder</li> <li>• More than £2Million- Executive approval</li> </ul> <p>NB: All contracts over £250,000 constitute a key decision and are required to go on the Forward Plan with 28 days notice.</p>	<p>signing of contracts when the amount is within the approved estimates</p>
<p><b>4.3</b></p>	<p>Supplementary Estimate shall only be requested from <b>The Executive</b> where expenditure will be incurred that cannot be accounted within a budget head by way of virement. In this context, any reduction to income shall be deemed to be expenditure, except where it relates to seasonal or periodic variations which are not anticipated to affect the annual budgeted figure.</p>	<p>A Supplementary Estimate shall only be requested from The Executive where expenditure or a reduction in income will be incurred that cannot be accounted within a budget head by way of virement. <i>A request for additional financial resources must be clearly identified in Committee reports and whether they are on-going or a one off. Additional budgets can also be approved as part of the quarterly monitoring reports (subject to the supplementary limit not being exceeded) to the Executive in the following months;</i></p> <ul style="list-style-type: none"> <li>• <i>September (quarter one),</i></li> <li>• <i>November (quarter two)</i></li> <li>• <i>March (quarter three).</i></li> <li>• <i>July (quarter four)</i></li> </ul>	<p>Clarification around approval process</p>
<p><b>4.5</b></p>	<p>New paragraph</p>	<p><i>Key decisions which are taken as an officer delegated decision which contain supplementary estimates should be published within two days of the decision of being taken. Prior to the report being signed by the relevant officer the Assistant Director (Finance) must have been consulted to determine whether the in-year supplementary limit has been breached which would mean that the decision would require approval by</i></p>	<p>Clarification around approval process</p>

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		<i>Full Council.</i>	
<b>16.3</b>	Cash reimbursement shall be limited to minor items of expenditure not exceeding £30 (or any other limit specified by the Strategic Director (Resources)). Payments and claims shall <u>not</u> be divided to avoid this limit. All individual claims over the £30 limit must not be reimbursed through the Petty Cash account, but should be reimbursed on a monthly basis through the Payroll / Members Expenses system.	Cash reimbursement shall be limited to minor items of expenditure not exceeding £30 (or any other limit specified by the Assistant Director (Finance)). Payments and claims shall not be divided to avoid this limit. All individual claims over the £30 limit that relate to travel and subsistence, must not be reimbursed through the Petty Cash account, but should be reimbursed on a monthly basis through the Payroll / Members Expenses system. <i>All other claims exceeding the £30 limit shall be paid through the normal weekly BACS payment run, except in exceptional circumstances as agreed by the Assistant Director (Finance).</i>	Clarification around the process
<b>17.3</b>	Claims from Officers for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be made on a form specified by the Strategic Director (Resources) and shall be submitted within 3 months of journeys claimed. Periods in excess of 3 months shall be paid at the discretion of the Strategic Director (Resources). Managers must ensure that all claims are complete before authorising e.g. mileometer readings.	Claims from Officers for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be made on a form specified by the Assistant Director (Finance) and shall be submitted within 3 months of journeys claimed. <i>Periods in excess of 3 months shall be paid at the discretion of the Assistant Director (Finance) and only one late claim relating to a period of over 3 months previous shall be allowed in a 2 year period. The Exchequer section will maintain a register of late payments, to be submitted annually to the Assistant Director (Finance). Managers must ensure that all claims are complete and in line with Council policy, before authorising.</i>	Clarification around the process
<b>17.7</b>	Officers using rail travel shall obtain a travel warrant from the Strategic Director (Resources) prior to their journey. The Council will only provide rail warrants and reimburse rail travel from Stevenage or from the nearest town to the employees place of work if different. Exception will be	Officers using rail travel shall obtain a travel warrant from the Assistant Director (Finance) prior to their journey, <i>unless rail tickets can be obtained from a cheaper source in advance of travel.</i> The Council will only provide rail warrants and reimburse rail travel from Stevenage or from the nearest town to the employees place of work if different. Exception will be made if travel is made on a different rail route other	Clarification around the process

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	<p>made if travel is made on a different rail route other than Stevenage and the station used is of equal cost or less than travelling from Stevenage. Any additional cost should be paid by the officer.</p>	<p>than Stevenage and the station used is of equal cost or less than travelling from Stevenage. <i>Any additional travel cost over and above the cost of the train ticket should be paid by the officer including car parking fees if the employee choses to travel from a station other than Stevenage.</i></p>	
<p><b>20</b></p>	<p>A debt, which is properly due to the Council and deemed irrecoverable, shall only be written off as follows:</p> <p><b>(a.)</b> Debts of less than £5,000 with the approval of the Strategic Director (Resources) or his appointed nominee.</p> <p><b>(b)</b> Debts of £5,001 and less than £10,001 with the approval of the Strategic Director (Resources) or his appointed nominee and the Resources Portfolio Holder</p> <p><b>(c.)</b> Debts of £10,001 or more with the approval of <b>The Executive</b>. For the purposes of these Regulations the value of debts shall be determined by reference to the <u>debtor</u> as opposed to individual debts. Where the value of several debts for one individual or organisation exceeds £10,001 the approval of <b>The Executive</b> shall be obtained.</p> <p><b>(d.)</b> These regulations apply to debts including, Council Tax and Housing Benefit, with the exception of Business Rates.</p>	<p><b>20.4</b> A debt, which is properly due to the Council and deemed irrecoverable, shall only be written off as follows:</p> <p><b>(a.)</b> Debts of less than £5,000 with the approval of the Assistant Director (Finance) or their appointed nominee.</p> <p><b>(b)</b> Debts of £5,001 and less than £10,001 with the approval of the Assistant Director (Finance) or their appointed nominee and the Resources Portfolio Holder</p> <p><b>(c.)</b> Debts of £10,001 or more with the approval of <b>The Executive</b>. For the purposes of these Regulations the value of debts shall be determined by reference to the <u>debtor</u> as opposed to individual debts. Where the value of several debts for one individual or organisation exceeds £10,001 the approval of <b>The Executive</b> shall be obtained.</p> <p><b>(d.)</b> These regulations apply to debts including, Council Tax and Housing Benefit, with the exception of debts relating to <i>Business Rates where the debt is not collectable as a result of a business going into liquidation or receivership</i>.</p>	<p>The change for NDR debt reflects that Business Rates are retained locally and write off's impact on the Council's net yield.</p>

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25.2	<p>Before an order is raised an internal requisition must be completed and approved by an authorised Officer with the relevant financial delegation. For stationery items ordered online from the Council's official stationery supplier, a printed copy of the order must be signed by the authorised officer in place of the internal requisition.</p>	<p>25.2 Before an order is raised an internal requisition must be completed and approved by an authorised officer with the relevant financial delegation. <i>All stationery items that are stocked by the Council's official stationery supplier must be ordered from the official supplier (details are available from Exchequer Services).</i></p>	<p>Clarification around the process</p>
25.18	<p>Invoices are to be paid in accordance with the terms stated by the supplier and the appropriate performance indicator. The normal weekly payment system is to be used but in extreme cases invoices can be paid on an urgent basis (the same day). Examples of acceptable reasons for an urgent payment are where delay would cause hardship to individuals where the payment is in respect of a refund on a rent or benefit account, where essential services will be suspended if payment is delayed or any other reason agreed by the Strategic Director (Resources). In all cases the certifying officer shall document the reason for urgency on, or attached to, the invoice.</p>	<p>Invoices are to be paid in accordance <i>with normal terms of payment and are paid weekly via BACS; this may be varied in exceptional circumstances as agreed by the Assistant Director (Finance). Some examples of exceptional circumstances are where delay would cause hardship to individuals where the payment is in respect of a refund on a rent or benefit account or where essential services will be suspended if payment is delayed or any other reason agreed by the Assistant Director (Finance).</i> In all cases the certifying officer shall document the reason for urgency on, or attached to, the invoice</p>	<p>Clarification around the process</p>