

Page Number	Rule Reference	Section	Description
Page 8	2.10	Financial Status	Formal review of Financial and Contract rules by S151 Officer every 5 years.
Page 10	A3.2	Financial Management	Preparation of draft Statement of Accounts by 30th June following financial year end to which they relate. Draft Accounts be be signed as approved by Section 151 Officer by this date.
Page 10	A3.2	Financial Management	Approval by Audit Committee of audited Statement of Accounts by 30th September following financial year end to which they relate. Audited Statements to be signed by Section 151 Officer and by approving Committee Chair by this date.
Page 10	A3.2	Financial Management	Final Statement of Accounts and external auditor's certificate, opinion or report to be published by 30th September following financial year end to which they relate.
Page 15	A12	Financial Management	Directors or Heads of Services to obtain Section 151 Officer approval for matters likely to affect council's finances materially, defined as in excess of £10,000.
Page 17	B2.1	Budget Planning and Preparation	Full Council responsible for the approval and adoption of its annual budget in February of each year prior to the start of the next financial year.
Page 18	B4.1	Budget Planning and Preparation	Medium Term Financial Strategy to be prepared and reported on a minimum 4 year basis, for consideration by Cabinet and approval by Full Council in February of each year prior to the start of the next financial year.
Page 19	B4.2	Budget Monitoring	Budget monitoring reports to be submitted to Cabinet on a minimum quarterly basis
Page 19	B4.2	Budget Monitoring	Budget Monitoring reports to Cabinet to reflect significant variances to income and expenditure budgets, defined as in excess of £10,000.
Page 20	B7.3	Capital Expenditure	"de minimus" level of £10,000 set for classification of capital expenditure, below which all expenditure is classed as revenue expenditure.
Page 20	B7.8	Capital Expenditure	New capital schemes in year to be approved:- Amounts not exceeding £100,000 - by Cabinet Amounts in excess of £100,000 - by Council
Page 20	B7.9	Capital Expenditure	Asset Management plan and Capital Strategy to be reported to Cabinet by designated Director or Head of Service every 3 years.

Page Number	Rule Reference	Section	Description
Page 22	B10.2	Carry forwards	Carry forward of any budget underspend needed in next financial year can be approved by Section 151 Officer, if needed for same purpose as intended. All other carry forwards, including underspend that has been carried forward in previous financial years, to be approved by Council.
Page 24	C2.1	Scheme of Virements	Variations to approved virement limits to be approved by Council.
Page 24	C3.1	Scheme of Virements	Budget variations within a Service to be approved by Service Manager or Budget Holder, in consultation with GO Shared Services.
Page 25	C4.2.1	Revenue budget Virements	Amounts not in excess of £10,000 - approval by relevant Director(s) or Head of Service(s). Section 151 Officer to be informed. Amounts in excess of £10,000, not in excess of £25,000 - approval by relevant Director(s) or Head of Service(s) and the Section 151 Officer. Cabinet member to be informed
Page 25	C4.2.1	Revenue budget Virements	Amounts in excess of £25,000, not in excess of £50,000 - approval of Cabinet Member, in consultation with Section 151 Officer Amounts in excess of £50,000, not in excess of £100,000 - approval of Cabinet Amounts in excess of £100,000 - approval of Council
Page 25	C4.2.2	Capital budget Virements	Capital Budget Virements not in excess of £50,000 -approval of relevant Director(s) or Head of Service(s), with agreement of Section 151 Officer. Cabinet Member(s) to be informed. Amounts in excess of £50,000, not in excess of £100,000 - approval of Cabinet Amounts in excess of £100,000 - approval of Council
Page 34	E8.2 E8.3	Ex-Gratia / Maladministration Compensation Payments	Amounts not in excess of £5,000 - approval by Section 151 Officer and Director and/or Monitoring Officer Amounts in excess of £5,000, not in excess of £50,000 - approval by Cabinet Member
Page 34	E8.3 E8.3	Ex-Gratia / Maladministration Compensation Payments	Amounts in excess of £50,000, not in excess of £100,000 - approval by Cabinet Amounts in excess of £100,000 - approval by Council

Page Number	Rule Reference	Section	Description
Page 35	F2.1	Acquisition of land and property	Amounts not exceeding £500,000 (for Social Housing) and £250,000 (for other land and property) - delegated approval by Cabinet . Acquisitions in excess of these amounts to be approved by Council.
Page 36	F5.2	Disposal of surplus equipment	Head of Property Services (or Delegated Officer) authority for sale of surplus equipment:- Estimated residual value not in excess of £5,000 - in consultation with the Section 151 Officer. Estimated residual value in excess of £5,000, not in excess of £10,000 - in consultation with the Section 151 Officer. Cabinet Member to be informed Estimated residual value in excess of £10,000 - in consultation with the Section 151 Officer. Cabinet to be informed
Page 37	F6.3	Disposal of Land	Monitoring Officer (or delegated Officer) has authority to disposal of land and easements not exceeding £50,000 and easements not exceeding £25,000 per annum, in consultation with the relevant Cabinet Member and Ward Member(s), subject to their non-objection.
Page 38	F7.1	Assets	Asset Register to be maintained to record all fixed assets with a value in excess of £10,000.
Page 39	F8.1	Assets	Directors or Heads of Service to maintain an inventory of all moveable assets in their service area(s) with a value in excess of £500.
Page 39	F9.2	Assets	ICT Director or Head of Service to maintain an inventory of all ICT equipment with a value in excess of £250.
Page 40	F10.6	Stocks and Stores	Discrepancies in stocks and stores in excess of £250 to be reported to the Section 151 Officer and Head of Internal Audit
Page 41	F11.1	Stocks and Stores	Write off or disposal of obsolete stock :- Estimated value not in excess of £250 - by Directors or Heads of Service Estimated value in excess of £250 - by Section 151 Officer
Page 41	F11.2	Stocks and Stores	Maximum amount of £5,000 to be written out of asset records at any one time, to be approved by Section 151 Officer. Individual amounts written out in excess of £5,000 to be approved by Cabinet. If accumulated amounts written off exceed £10,000 during the financial year, a report shall be made to Cabinet by the Section 151 Officer.
Page 41	F12.3	Petty Cash	Payments from Petty cash floats limited to a maximum of £50 per transaction

Page Number	Rule Reference	Section	Description
Page 47	G6.3	Cheque and BACS payments	All computerised cheques drawn and/or BACS payments to be countersigned by another authorised bank signatory, for amounts in excess of £25,000
Page 47	G6.6	Cheque and BACS payments	All manual cheques drawn to be countersigned by another authorised bank signatory, for amounts in excess of £5,000
Page 51	H5.7	Orders for Works, Goods and Services	<p>Directors or Heads of Service to approve individual limits for Officers for the approval of purchase requisitions and official orders, normally assigned within the following levels of authority (but also based on budget amounts):-</p> <p>Amounts not in excess of £10,000 - authorised budget holder</p> <p>Amounts in excess of £10,000, not in excess of £50,000 - authorised budget holder or Manager</p> <p>Amounts in excess of £50,000, not in excess of £100,000 - authorised Manager or Director or Head of Service</p> <p>Amounts in excess of £100,000, not in excess of £250,000 - Director or Head of Service or Section 151 Officer or Deputy Section 151 Officer</p> <p>Amounts in excess of £250,000 - Section 151 Officer or Deputy Section 151 Officer</p>
Page 52	H6.6	Payments	All payment of accounts to be paid within 30 days of receipt by the council.
Page 53	H6.9	Payments	Pre-payment for goods and services, if unavoidable, to be approved by GO Shared Services.
Page 55	H11.3	Journals	Daily report of all journals raised on the finance system to be checked and agreed by a delegated Senior Officer within GO Shared Services.
Page 58	I7.1	Debtors invoices and Credit notes	Invoices raised for amounts less than £5, and all credit notes raised, to be approved by Director of Head of Service
Page 60	I9.1	Bad Debt	<p>Write off of a bad debt by the Section 151 Officer, for an individual amount not in excess of £5,000.</p> <p>All individual amounts in excess of £5,000 to be written off only with the approval of Cabinet or other delegated Committee.</p>
Page 60	I9.4	Bad Debt	The Section 151 Officer can delegate the waiving of Standard off-street car park charge notices to the relevant Director, who shall retain records of reasons and amounts waived. This should be reported to the Section 151 Officer or Cabinet as requested.