

Part 4G-1

Financial Regulations

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Schedule of Financial Authority to Officers

1. Introduction

- 1.1. The Scheme of Delegation sets out the powers and duties delegated by Members.
- 1.2. This Schedule provides further detail and approved financial limits on the decisions made by Cabinet and that delegated to the Corporate Leadership Team (CLT) and Directors (Directors and Assistant Directors) and sits within the context of the wider Constitution and Scheme of Delegation.
- 1.3. Changes to the limits/values contained within this schedule may only be made with the approval of the s.151/Chief Finance Officer and Cabinet Member with responsibility for Finance and as permitted within the overall Scheme of Delegation.
- 1.4. For those items marked, the relevant CLT member has discretion to designate appropriate authorised officers to act on their behalf. In all cases the CLT member remains accountable for the effective operation of the financial authorities and must:
 - (a) Maintain an electronic record of authorised Officers.
 - (b) Ensure that an appropriate segregation of duties is in operation, e.g. between ordering and paying for goods, between claiming and approving expenses.
 - (c) Ensure compliance with the financial limits in this schedule and any additional financial restrictions and limitations imposed by the Procurement Code (e.g. limits relating to waivers, extensions and variations) and HR policies (e.g. limits relating to overtime, allowances, honoraria and expenses).

Virements (Revenue)			
	Description	Authoriser	Level
1	Individual Revenue Virements Reallocation of budgets within overall spending limits and approved budget.	The Cabinet	To approve virements in excess of £500k (key decision) Notes <ul style="list-style-type: none"> • based on the gross expenditure or gross income separately • supporting document – formal report to cabinet with finance comments (key decision report) • Officers to ensure that where a new planned activity is recommended to Cabinet for approval as a key decision, that the appropriate approval is sought for the resulting virement.
2		Relevant CLT Member	To approve virements within own Directorates or between Directorates in excess of £100k and up to £500k Notes <ul style="list-style-type: none"> • based on the gross expenditure or gross income separately • These should be done in consultation with the relevant Cabinet Member (s). • supporting documentation – COD signed by CLT Member (s) with approved finance comments <p>To approve any net nil temporary virements in relation to one off external funding received for projects, where all costs are fully funded.</p> Notes <ul style="list-style-type: none"> • where net nil impact on budget position • supporting documentation – COD signed by CLT Member (s) with approved finance comments.
3		Budget Manager	To approve virements within own service area or between service areas up to £100k Notes <ul style="list-style-type: none"> • based on the gross expenditure or gross income separately • These should be with agreement between the impacted budget holders • These should be done in consultation with the relevant CLT Member(s) • supporting documentation– email agreement between “receiving & “giving” budget holders (in consultation with both CLT Members if between directorates).

Virements (Revenue)			
	Description	Authoriser	Level
4	Individual Revenue Virements Virements in relation to restructures or technical finance reasons that do not have an impact on service delivery or overall budget limit	Relevant CLT Member	To approve virements any net nil temporary virements in relation to approved restructures. Notes <ul style="list-style-type: none"> • where net nil impact on budget position • supporting documentation – COD signed by CLT Member (s) with approved finance comments.

Virements (Capital)			
	Description	Authoriser	Level
5	Individual Capital Virements Reallocation of budgets within overall spending limits and approved budget.	The Cabinet	To approve virements in excess of £1m (key decision). Notes <ul style="list-style-type: none"> • based on the gross and individual value of virements between individual programmes/schemes • Officers to ensure that all requests for cabinet approval have been discussed and agreed for formal recommendation to Cabinet by the Capital Strategy Board • Officers to ensure that where a new planned activity is recommended to Cabinet for approval as a key decision, that the appropriate approval is sought for the resulting virement. • supporting document – formal report to cabinet with finance comments (key decision report)
6		Relevant CLT Member	To approve virements within own Directorates or between Directorates capital programme in excess of £100k and up to £1m. Notes <ul style="list-style-type: none"> • Based on the gross and individual value of virements between individual programmes/schemes • Officers to ensure for all virements in excess of £250k <ul style="list-style-type: none"> ○ have been discussed and agreed by Capital Strategy Board ○ consultation with the Cabinet Member with responsibility for Finance. • supporting documentation – COD signed by CLT Member (s) with approved finance comments.
7		Budget Manager	To approve virements within own or between different service areas capital programme up to £100k. Notes <ul style="list-style-type: none"> • Based on the gross and individual value of virements between individual programmes/schemes • These should be with agreement between the impacted budget holders • These should be done in consultation with the relevant CLT Member(s)

Virements (Capital)			
	Description	Authoriser	Level
			<ul style="list-style-type: none"> supporting documentation– email agreement between “receiving & “giving” budget holders (in consultation with both CLT Members if between directorates).
8	Individual Capital Virements New capital schemes funded from current funding envelope or external funding with no additional revenue costs or with revenue costs that can be managed through approved funding limits.	The Cabinet	<p>To approve virements in excess of £1m (key decision).</p> <p>Notes</p> <ul style="list-style-type: none"> Based on the gross and individual value of new scheme Officers to ensure that all requests for cabinet approval have been discussed and agreed for formal recommendation to Cabinet by the Capital Strategy Board. Officers to ensure that where a new planned activity is recommended to Cabinet for approval as a key decision, that the appropriate approval is sought for the resulting virement. supporting document – formal report to cabinet with finance comments (key decision report).
9		Relevant CLT Member	<p>To approve virements below £1m.</p> <p>Notes</p> <ul style="list-style-type: none"> Based on the gross and individual value of new scheme Officers to ensure that before approval all virements in excess of £250k <ul style="list-style-type: none"> have been discussed and agreed by Capital Strategy Board consultation with Cabinet Member with responsibility for Finance supporting documentation – COD signed by CLT Member (s) with approved finance comments.
10	Individual Capital Virements New capital schemes a) capital scheme funded with additional revenue costs that cannot be managed through current year funding limits.	The Cabinet	<p>To review and recommend to Borough Council for formal approval.</p> <p>Notes</p> <ul style="list-style-type: none"> Any value or nature of programme/project To be captured during MTFS and budget setting framework and approval process where possible Officers to ensure that all requests for cabinet approval have been discussed and agreed for formal recommendation to Cabinet by the Capital Strategy Board. supporting documentation – Council report.

Virements (Capital)			
	Description	Authoriser	Level
	b) Funded from new borrowing.		
11	Capital Contingency	s.151/Chief Finance Officer	<p>To approve virements from corporate capital contingency up to £1m.</p> <p>Notes</p> <ul style="list-style-type: none"> Contingency balance to be built into capital programme during budget setting (approved by Borough Council) Cabinet to delegate decision making on its application to s.151/Chief Finance Officer Capital contingency used for in year changes to programme e.g. fund minor costs changes to already agreed capital projects Officers to ensure that all requests for drawing from the capital contingency have been discussed and agreed by the Capital Strategy Board supporting documentation – COD signed by CLT Member (s) with approved finance comments.
12	Capital rephasing	s.151/Chief Finance Officer	<p>To approve any rephasing of capital programme from one year into a future year.</p> <p>Notes</p> <ul style="list-style-type: none"> Following review and challenge by Capital Strategy Board where net nil impact on overall funding of programme These should be done in consultation with the relevant Cabinet Member (s). To be reported to cabinet as part of regular financial monitoring reports supporting documentation – COD signed by CLT Member (s) with approved finance comments.
13	Capital financing	s.151/Chief Finance Officer	To approve the application and drawing of financing in line with overall strategies approved by Cabinet and Council.

Income			
	Description	Authoriser	Level.
14	Debt Write offs Individual debtor account write offs (note this is the cumulative sum of individual debts/invoices per debtors account i.e. not individual invoices)	The Cabinet	To approve write offs in excess of £500k (key decision). Notes <ul style="list-style-type: none"> The s.151/Chief Finance Officer shall maintain a record of all such write-offs showing attempted recovery action taken and the justification for non-recovery For the above, supporting information to be provided by relevant team (s) Supporting document - formal report to cabinet with finance comments (key decision report) & signed debt write off schedule by the Cabinet Member with responsibility for Finance (for audit purposes).
15		s.151/Chief Finance Officer	Amounts between £100k and £500k in agreement with Cabinet Member with responsibility for Finance Amounts up to £100k, with no further consultation. Notes <ul style="list-style-type: none"> The s.151/Chief Finance Officer shall maintain a record of all such write-offs showing attempted recovery action taken and the justification for non-recovery For the above, supporting information to be provided by relevant team (s) Supporting document – <ul style="list-style-type: none"> COD signed by s.151/Chief Finance Officer Signed debt write off schedule by the Cabinet Member with responsibility for Finance for those £100k to £500k and by s.151/Chief Finance Officer for those below £100k (for audit purposes).
16	Charges Council charges for services or goods it provides.	The Cabinet	Any new fee introduced for any new service to be approved by Cabinet and noted by Borough Council. Notes <ul style="list-style-type: none"> Officers need to ensure that these have been reviewed by Finance and are supported by the relevant Cabinet Member. supporting document – Cabinet Report (key decision), recommendations / minutes to be noted at Borough Council meeting.

Income			
17		The Cabinet	<p>Any fee revision to an existing fee or existing type of fee, no financial limits/thresholds</p> <p>Notes</p> <ul style="list-style-type: none">• Officers need to ensure that these have been reviewed by Finance and are supported by the relevant Cabinet Member.• Supporting document - formal Cabinet Report

Expenditure																		
	Description	Authoriser	Level															
18	Approving placement of individual orders (commitments) with suppliers/contractors	Cabinet	Approval of Annual Procurement Plan (APP) listing all procurements in excess of £75k Notes <ul style="list-style-type: none"> Officers should ensure that the APP captures all procurements in excess of £75k. 															
19	(including both revenue and capital spend)	Officers	<table border="1"> <thead> <tr> <th></th> <th>ATC</th> <th>ATA</th> </tr> </thead> <tbody> <tr> <td>Above £150k</td> <td>Directors</td> <td>CLT Member</td> </tr> <tr> <td>£75k – £150k</td> <td>Head of Service</td> <td>Directors</td> </tr> <tr> <td>Up to £75k</td> <td>Budget Manager</td> <td>Head of Service</td> </tr> </tbody> </table> <p>ATA – authority to award ATC – authority to commence</p> <p>Notes</p> <ul style="list-style-type: none"> Officer to ensure appropriate line management are aware of procurements being authorised Approvals to be in line with that already approved in the APP The amount should reflect whole contract cost including any contract extension periods 		ATC	ATA	Above £150k	Directors	CLT Member	£75k – £150k	Head of Service	Directors	Up to £75k	Budget Manager	Head of Service			
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20	Authorisation of payment of invoices		<table border="1"> <thead> <tr> <th>Limit</th> <th>System Flag</th> <th>Approver</th> </tr> </thead> <tbody> <tr> <td>Above £75k</td> <td>Unlimited</td> <td>CLT Member</td> </tr> <tr> <td>£5k - £75k</td> <td>High</td> <td>Directors</td> </tr> <tr> <td>Up to £5k</td> <td>Medium</td> <td>Head of Service</td> </tr> <tr> <td>PO raiser</td> <td>Low</td> <td>Budget Manager</td> </tr> </tbody> </table>	Limit	System Flag	Approver	Above £75k	Unlimited	CLT Member	£5k - £75k	High	Directors	Up to £5k	Medium	Head of Service	PO raiser	Low	Budget Manager
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21	Procurement Card Payments	Head of Service	To approve any new budget holder procurement card.															
22		Officer	Individual card limit should not exceed £5k and spend should be within that permissible by budget holder (HOS) Exceptions to be authorised by s.151/Chief Finance Officer.															

Expenditure			
	Description	Authoriser	Level
23	Approval of Compensation (employee and non -employee) payments	General Purposes Committee	<p>Decisions to be formally made by a General Purposes Committee</p> <p>Notes</p> <ul style="list-style-type: none"> • All decisions need to be costed and funding identified • Any decisions with pension implications must first seek the advice and approval of the s.151/Chief Finance Officer. • All decisions with a monetary impact must be notified in writing to the s.151/Chief Finance Officer.
24	Approval of new permanent or temporary staff	Head of Service	<p>Approve any new appointments subject to:-</p> <ul style="list-style-type: none"> • Finance approval of budget availability • HR approval of establishment post
25	Petty Cash	Budget Manager	Permitted to authorise payments from petty cash / imprest balance up to agreed monthly control sum as set by the s.151/Chief Finance Officer
26	Emergency Spend	s.151/Chief Finance Officer	<p>Can authorise spend up to £500k in consultation with Leader and / or the Cabinet Member with responsibility for Finance</p> <p>Note</p> <ul style="list-style-type: none"> • This must be reported at the next Cabinet meeting If the spend exceeds £500k.

Assets			
	Description	Authoriser	Level
27	Asset Disposals	The Cabinet	<p>All General Fund and All non-Right to Buy Housing Revenue Account asset disposals where gross value or sales proceeds exceeds £0.5m</p> <p>Notes</p> <ul style="list-style-type: none"> • Officers to ensure that all requests for cabinet approval have been discussed and agreed for formal recommendation to Cabinet by the Capital Strategy Board. • supporting document – formal report to cabinet with finance comments (key decision report).
28		Executive Director for Finance & Resources	<p>Any General Fund and Any non Right to Buy Housing Revenue Account asset disposals where gross value or sales proceeds is less than £0.5m</p> <p>Notes</p> <ul style="list-style-type: none"> • Officers to ensure that all requests have been discussed by the Capital Strategy Board. • COD signed by all relevant Directors including Executive Director for Finance & Resources.
29		Executive Director for Regeneration and Housing	<p>All Housing Revenue Account asset disposals to tenants who are exercising their Right to Buy a dwelling under the Housing Act.</p> <p>Refer to the Articles on the powers of council in relation to Housing Land Transfers.</p>

Reserves			
	Description	Authoriser	Level
30	Reserves (drawing from reserves) Any reserve drawing into revenue account where the funds have previously been earmarked for a given specific purpose to offset one off spend.	s.151/Chief Finance Officer	Any drawings to the revenue account Notes <ul style="list-style-type: none"> Any individual drawings greater than £500k in consultation with Cabinet Member with responsibility for Finance Reflect in outturn report to Cabinet (for information) supporting document– COD signed by s.151/Chief Finance Officer
31	Reserves (drawing from reserves) Any reserve drawing into revenue account where the funds have NOT been earmarked for a specific purpose and required to cover spend.	Cabinet	To review and recommend to Borough Council for approval Notes <ul style="list-style-type: none"> This should be considered and recommended as part of budget setting and / or MTFS approval. Recommendations made based on advice from s.151/Chief Finance Officer Supporting documentation – Borough Council report
32	Reserves (Commitments from reserves) Any commitments to spend from reserve balances which have been set aside for a general earmarked purpose e.g. Fleet Replacement, Environment Fund, Performance Improvement Fund	s.151/Chief Finance Officer	Amounts between £100k and £500k in consultation with Cabinet Member with responsibility for Finance Amounts up to £100k, with no further consultation Notes <ul style="list-style-type: none"> Supporting document – <ul style="list-style-type: none"> COD signed by s.151/Chief Finance Officer Evidence of consultation and approval by Cabinet Member with responsibility for Finance

Reserves			
	Description	Authoriser	Level
33		Cabinet	To approve any commitments in excess of £500k (key decision) Notes <ul style="list-style-type: none"> • supporting document – formal report to cabinet with finance comments (key decision report) • Based on the advice from s.151/Chief Finance Officer.
34	Reserves (contribution to reserves) Any contributions to earmarked reserves from the revenue account - Ringfenced monies with clearly earmarked / restricted purposes.	s.151/Chief Finance Officer	Any contributions to earmarked reserves Notes <ul style="list-style-type: none"> • Any contributions greater than £500k in consultation with Cabinet Member with responsibility for Finance • Reflect in outturn report to Cabinet (for information) • supporting document– COD signed by s.151/Chief Finance Officer
35	Reserves (contribution to reserves) Any contributions to earmarked reserves from the revenue account - Un-ringfenced monies set aside for future spend.	s.151/Chief Finance Officer	Any contributions to earmarked reserves Notes <ul style="list-style-type: none"> • Any contributions greater than £500k in consultation with the Cabinet Member with responsibility for Finance • Reflect in outturn report to Cabinet (for information) • supporting document– COD signed by s.151/Chief Finance Officer.
36	Reserves Movement between earmarked reserves	s.151/Chief Finance Officer	Any value Notes <ul style="list-style-type: none"> • Any individual movements in excess of £500k in consultation with the Cabinet Member with responsibility for Finance • Reflect in outturn report to Cabinet (for information) • supporting document– COD signed by s.151/Chief Finance Officer

Reserves			
	Description	Authoriser	Level
37	Reserves (contribution to reserves) Any permanent ongoing contribution to reserves funded from the revenue account.	Cabinet	To review and recommend to Borough Council for approval Notes <ul style="list-style-type: none"> • This should be considered and recommended as part of budget setting and / or MTFS approval. • Recommendations made based on advice from s.151/Chief Finance Officer • Supporting documentation – Borough Council report

Pension Fund & Treasury Management			
	Description	Authoriser	Level
38	Treasury Management Investments and Borrowings	s.151/Chief Finance Officer	Decisions to any level Notes <ul style="list-style-type: none"> ensuring in line with TM Strategy and any operational limits for external debt and investment (that have been approved by Borough Council) supporting document – letter transacting the deal approved by s.151/Chief Finance Officer
39	Pension Fund Investments Transfers to / from / withdrawals / between Pension Fund Portfolios	s.151/Chief Finance Officer	Decisions to any level Notes <ul style="list-style-type: none"> ensuring in line with Pension Fund Strategy (that has been approved by Pension Fund Panel) supporting document – letter transacting the deal approved by s.151/Chief Finance Officer

Trading Companies			
	Description	Authoriser	Level
40	Setting up new trading companies	Cabinet	<p>Approve any new trading company/activity (external but wholly owned and controlled entities) along with contractual and governance arrangements.</p> <p>Notes</p> <ul style="list-style-type: none"> • Subject to the specific statutory controls applicable to the differing types of entity. • Based on the advice and recommendation from the Monitoring Officer and the s.151/Chief Finance Officer • Supporting documentation – Cabinet report (key decision)
41	Closing of trading companies	Cabinet	<p>Approve any closing of trading company/activity.</p> <p>Notes</p> <ul style="list-style-type: none"> • Based on the advice and recommendation from the Monitoring Officer and the s.151/Chief Finance Officer • Supporting documentation – Cabinet report (key decision).
42	New loan arrangement	Cabinet	Approve all decisions.
43	Operation of existing loans	s.151/Chief Finance Officer	Approve all operational decisions.
44	Emergency Spend	s.151/Chief Finance Officer	<p>Can authorise spend up to £500k in consultation with Leader and / or the Cabinet Member with responsibility for Finance.</p> <p>Notes</p> <p>This must be reported at the next Cabinet meeting.</p>