Financial Regulation A: Financial Management

Introduction

A.1 Financial management covers all financial accountabilities in relation to the running of the Council, including the budgetary framework and budget.

Section 151 Officer

A.2 The Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the Council, which are set out in Article 12 of the Constitution.

Executive Directors

A.3 Each Executive Director is responsible in his/her own service areas for:

- ensuring that all reports to Members contain sufficient financial information to allow them to understand the budgetary implications and financial risks associated with any proposals.

- signing contracts on behalf of the Council as provided for in the Officer Scheme of Delegation.

A.4 An Executive Director must take financial advice on any matter liable to result in any budget in his/her control being exceeded in any financial year (after any approved virements), before any further commitments are incurred.

Other Financial Accountabilities

Virement

A.5 Virement between budget lines of the annual revenue estimates need not be approved by Council provided it does not:

- compromise policy objectives for the cost centre relinquishing the budget;

- result in any additional costs or commitments in future years;

- utilise fortuitous savings in expenditure or increases in income; or

- involve virement from recharge budgets.

A.6 An Executive Director is responsible for agreeing virements within delegated limits on budgets within his/her responsibility and/or control, in consultation with the Section 151 Officer where required. He/she must notify the Section 151 Officer of all virements and as necessary these will be reported by the Section 151 Officer to Members.

A.7 The Section 151 Officer may vire between budgets within the control of any one or more Executive Directors.

Treatment of year-end balances

A.8 Members are responsible for agreeing procedures for carrying forward under and overspend budgets.

Accounting policies

A.9 The Section 151 Officer shall determine appropriate technical accounting policies and standards.

Accounting records and returns

A.10 The Section 151 Officer shall determine the accounting records and returns for the Council.

The Annual Statement of Accounts

A.11 The Section 151 Officer is responsible for ensuring that the annual statement of accounts is prepared in accordance with relevant accounting Codes of Practice and the Accounts and Audit Regulations 2015. The Audit and Governance Committee is responsible for approving the annual statement of accounts.

Government Grants

A.12 All bids and claims for Government grant, including lottery funding, and all related estimates or forecasts, must be submitted to the Section 151 Officer and the relevant Executive Director before submission or as otherwise provided for in the Officer Scheme of Delegations.

Bank Arrangements

A.13 The Section 151 Officer is responsible for putting in place appropriate banking arrangements with the Council's bankers, including setting up subsidiary accounts.

Procurement

A.14 The Section 151 Officer is responsible for advising the Executive on the Council’s procurement policies and arrangements.