

BRAUNSTONE TOWN COUNCIL
ADDENDUM TO FINANCIAL REGULATIONS
JUNE 2020

The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

This addendum provides for alternative ways of approving and making payments in response to the impact of the Covid-19 restrictions; while ensuring the Council's accounting control systems include measures that provide for the safe and efficient safeguarding of public money and prevent and detect inaccuracy and fraud.

Payment of Incidental Expenses (Petty Cash)

In the event that it is not possible for the Responsible Financial Officer to maintain a petty cash float of £250 for the purpose of defraying operational and other expenses (6.20); payment of such expenses may be reimbursed by BACS as follows, including any outstanding claims:

- (a) the claimant will provide the Responsible Manager with a signed form for authorisation (which includes submission electronically), stating details of their bank, branch, sort code, account number and name; no payment will be made to a bank account which is not in the name of the claimant;
- (b) advance approval should be sought from the Responsible Manager;
- (c) the claim will be made by completing and signing the Petty Cash voucher along with submission of the receipt (including any VAT details);
- (d) vouchers for payments made shall be forwarded to the Responsible Financial Officer / Deputy Responsible Financial Officer with a claim for reimbursement and recorded on a log to ensure overview of the number and frequency of payments;
- (e) the log will detail the claimant, date of claim, nature/purpose of claim and the amount;
- (f) the claim will be input onto the Financial System as normal expenditure, the payee being "Incidental Expense Payments" followed by the employee payroll number, and will require approval by two account signatories;
- (g) reimbursement of the claim will then be paid by BACS from the general operating account;
- (h) the expenditure will be reported on the list of payments submitted to Standing Committees to ensure overview over a period of time.

Authorisations

With the exception of signing cheques; where the Financial Regulations provide for authorisation, certification, endorsement and/or signature, this will include, but not limited to electronic form by Councillors and officers. The email or other correspondence containing the approval / endorsement or electronically signed document will be retained on the file.