

FINANCIAL PROCEDURE RULE 11
INCOME

1. Receiving money

- (i) The Finance Services Manager, subject to the Chief Finance Officer's final approval, will decide the arrangements for collecting, receiving and banking money. Money will be banked or deposited with Customer Services by no later than the next working day. If there are operational issues why services cannot comply with this, then written authorisation must be first obtained from the either the Chief Finance Officer or their nominated Deputy for any alternative arrangements.
- (ii) The Finance Services Manager must ensure that a full auditable record is kept of all controlled financial stationery under their control.
- (iii) Directors and Heads of Service must make sure they are aware which of their staff are issued with controlled stationery, and that these documents are looked after and used properly and in accordance with Council policies.
- (iv) A receipt can only be given on a form or document (including electronic means) that has been approved by the Finance Services Manager in consultation with the Chief Finance Officer.
- (v) Payments received by the Council must be acknowledged in a way agreed by the Chief Finance Officer or their nominated Deputy.

2. Grant income and claims

- (i) All claims for grant income must be submitted in a timely manner and always by the deadline. Late claims must be reported to the Chief Finance Officer.

3. Security

- (i) Each member of the Corporate Management Team is responsible for the security of any income received by the services under their management.
- (ii) Money must be kept safe in a locked box or drawer. Personal money and money belonging to the Council must not be mixed. Any special security instructions issued or specifically given must be observed.
- (iii) Council money must not be used to cash personal cheques.

4. Invoicing Customers

- (i) Invoices for the supply of goods or services must be raised no later than three working days after the supply of goods or services. The Corporate Management Team is responsible and accountable for ensuring that invoices for goods and services supplied by the services under their management are raised and despatched in a timely manner in accordance with this Rule.
- (ii) The Corporate Management Team is responsible for raising invoices for any rechargeable work or works in default undertaken by services under their control. Any rechargeable work or works in default undertaken must be reported to the Chief Finance Officer or the Finance Services Manager in their absence.
- (iii) The Finance Services Manager must record all amounts owed to the Council.
- (iv) Any money owed to the Council must be paid in full unless the Executive or the Chief Finance Officer has written off the debt or any part of it that has not been paid (see Rules 12.14 and 12.15 below).

5. Coding Income

- (i) The correct Cost Centre and Detail Code must be used when paying in money or raising invoices.

6. Writing off debts including cancellation of invoices raised by the Council

- (i) The Council's Corporate Debt Policy will apply to all debts owed to the Council. Debts owed to the Council can only be written off as a last resort after all the recovery procedures set out in the Corporate Debt Policy have been exhausted. The Executive and the Chief Finance Officer or their nominated Deputy may write off a debt considered to be irrecoverable and/ or economically unviable to recover, or if collecting it would cause material financial hardship to the debtor. The following people can authorise a debt to be written off:

For amounts up to and including £10,000 for each debt including Former Tenants Arrears

- By the Chief Finance Officer or their nominated Deputy.

For amounts over £10,000 for each debt including Former Tenants Arrears

- By the Executive.

For current tenant rent arrears up to and including four weeks rent

- By the Chief Finance Officer or their nominated Deputy.

For current tenant rent arrears over four weeks rent

- By the Executive.
- (ii) Car Park Excess Charge Notices:
- in accordance with current and extant approved policy of the Council and which from time to time may be amended through due process;
- (iii) The Finance Services Manager must keep a register of all write-off of debts effected by the Chief Finance Officer–or their nominated Deputy under their delegated authority, which shall be reported to the Executive within two months of the end of the Financial Year in which the write-off is transacted in the Council’s accounts.

7. Invoices on hold

- (i) An invoice may only be put on hold for a maximum of four weeks. The approval of Chief Finance Officer-or their nominated Deputy is required to extend this period.

8. Year end procedures

- (i) The Corporate Management Team must inform the Finance Services Manager in the prescribed form, of all invoices which they have not raised before the end of a financial year for chargeable works, goods or services provided by the Council