

## **Governance arrangements for ordering and paying for the purchase of work, supplies and services**

### ***Key controls***

The key controls for ordering and paying for the purchase of work, supplies and services are to ensure that documented and approved procedures are in place which ensure:

- all goods and services are ordered only by staff authorised to do so and that the details of each order are completely, accurately and promptly recorded in the corporate electronic purchasing system or for internal orders on an appropriate form approved by the Director for Corporate Support;
- all goods and services shall be ordered in accordance with the Council's Standing Orders for the Regulation of Contracts for works, supplies and services, unless they are purchased from approved internal sources within the Council or otherwise approved by the Director for Corporate Support;
- goods and services are checked, and received by the requisitioner on the corporate electronic purchasing system to ensure they are in accordance with the order as recorded, and then authorised by a nominated officer.
- invoices are not authorised for payment, or payment otherwise authorised, unless the goods or services have been received to the correct price, or an amended price, quantity and quality standard. Furthermore invoices must not be amended and submitted for payment as this is contrary to VAT regulations; a suitable credit note to offset the original invoice and/or a replacement invoice must be obtained in order to pay the correct amount. In the case of the latter the original invoice should be destroyed or suitably marked to prevent it being paid.
- all payments are made to the correct person, for the correct amount, on the due date, are properly recorded and are accurately accounted for, irrespective of the method of payment, and with any errors being promptly identified and corrected;
- all appropriate payment records and supporting documentation are retained for the defined period in accordance with the Council's approved policy on document retention.
- all statutory and corporate requirements are met; and
- the progressive impact on existing systems and procedures of the effect of e-business, e-commerce and electronic purchasing arrangements is monitored to ensure that the security and integrity of data is maintained.
- that the specific responsibilities of both Director for Corporate Support and Chief Officers' within these Financial Regulations have been satisfied.

## **Governance arrangements for the collection and processing of income and other amount due**

### ***Key controls***

The key control for the collection and processing of income and other amounts due is to ensure that policies and procedures are in place which include:

- all income and other amounts due to the Council are identified and charged completely, accurately and promptly, in accordance with an approved charging policy which is reviewed on an ongoing basis or, at least, on an annual basis;
- all income and other amounts due are collected from the appropriate person completely, accurately and promptly, using the appropriate procedures and the relevant stationery. Invoices raised against a customer must be issued in the individual's name or the name of the organisation or body for whom the supply or service is provided;
- all moneys received by an employee on behalf of the Council are banked within 7 days of receipt into an account specified by the Director for Corporate Support, and completely, accurately and promptly accounted for;
- effective action is taken to pursue non-payment of debts within defined timescales;
- no debit in respect of an account due to the City Council, once correctly established, shall be discharged otherwise than by payment in full, by writing off by the nominated officer as authorised, dependent on the level and category of debt or by resolution of the appropriate Member with Portfolio authorising the writing off of the debt;
- all appropriate income records and supporting documentation are retained for the defined period in accordance with the Council's approved policy on document retention;
- the segregation of duties so as to ensure that no one member of staff is involved in more than one of the processes for the identification of amounts due, the collection of the debt, the reconciliation of the amount due to that received, and the reconciliation of cash received and banked to the relevant bank account; and
- all statutory and corporate guidelines are met.