

# SALISBURY CITY COUNCIL

## Report

**Subject** : Financial Regulations and Internal Financial Controls  
**Committee** : Full Council  
**Date** : 9 March 2020  
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### 1. Report Summary:

1.1. The Financial Regulations and Internal Financial Controls (the Regulations) are a core policy of the Council's Constitution which details the regulations and controls in place to ensure the effective administration, management and control of the Council's finances.

1.2. The Regulations are reviewed at least annually to ensure they remain fit for purpose and reflective of changes in legislation and regulations for parish councils.

1.3. In accordance with para 1.1 of the Regulations, amendments and variations may only be made by resolution of Full Council. These updated Regulations are therefore being presented to Full Council for approval.

### 2. Amendments and Variations:

2.1. Amendments and variations have been made to these Regulations to enable the Council's officers to effectively administer and manage the Councils' functions in relation to the:

- authorisation of payments in respect of invoices received from contractual suppliers;
- authorisation of the Council's payroll as a single entity;
- delegation and authorisation of the write off of debts and actioning of virements; and
- undertaking of public contracts as defined by the Public Contracts Regulations 2015.

2.2. These amendments are essential for ensuring that the Council can continue to accommodate the effective administration and processing of the developing nature, volume and complexities of the Council's roles and responsibilities.

2.3. The amended clauses are as follows:

- Clauses 1.14 re supplier invoices;
- Annex B re payroll;
- Clauses 1.12, 1.13, 4.2 and 9.3 re debts and virements; and
- Clauses 11.2 and 11.8 re public contracts.

2.4. The sums amended in each clause are as follows:

<b>Clause Reference</b>	<b>Version 11</b>	<b>Version 12</b>
1.12 – Bad Debts	£5,000	£10,000
1.13 – Bad Debts	£5,000	£10,000
1.14 - Commitments	£100,000	£150,000
4.2 – Virements	£25,000	£50,000
9.3 – Bad Debts	£5,000	£10,000
11.2 - Contracts	£25,000	£50,000
11.8 - Contracts	£25,000 £5,000	£50,000 £10,000
Annex B - BACs	£100,000	£150,000

**3. Recommendation:**

It is recommended that Full Council:

- 3.1. Approve the adoption of these Financial Regulations and Internal Financial Controls.

**4. Wards Affected:** All

**5. Background Papers:** See attached Appendix A