



Audit and Standards Committee (SBDC)

Thursday, 15 March 2018 at 6.00 pm

Room 6, Capswood, Oxford Road, Denham

S U P P L E M E N T A R Y A G E N D A 1

Item

12. Proposed Amendments to the Financial Procedure Rules

Appendix B: Additional Changes Requested by the CDC Audit & Standards Committee (Pages 3 - 4)

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Audit and Standards Committee (SBDC)

Councillors: D Anthony (Chairman)
G Hollis (Vice-Chairman)
P Griffin
L Hazell
P Hogan
R Sangster
T Dobson
G Hopkins

Date of next meeting – Wednesday, 16 May 2018

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Proposed Amendments to the Financial Procedure Rules Additional Changes Requested by the CDC Audit & Standards Committee

1) Terminology - Audit & Standards Committee

The document needs to be amended throughout to change '*Audit Committee*' to '*Audit & Standard Committee*'.

2) Virement Levels – Para 53

The CDC Audit & Standards Committee requested that the £10,001 to £50,000 virement approval requirement is changed from '*Director of Resources*' to '*Director of Resources in consultation with the relevant Portfolio Holder(s)*'.

3) Supplementary Estimate – para 55

Supplementary estimates / budgets are not used very frequently. The Audit Committee therefore questioned whether this section was needed at all.

Para 77 of the Financial Procedure Rules gives officers approval to spend approved revenue budgets, and para 84 does the same for capital. The rules by inference do not permit expenditure outside of the approved budgets. The purpose of para 55 is therefore to provide guidance on what to do if there is a genuine need to spend more than the approved budget ie report to Cabinet and then Council.

Para 55 has been used in the past to request new in year expenditure (eg additional HS2 work) and on reflection officers would like to retain this. However even if this section was removed, the same process would be followed to approve additional expenditure so this would not be an issue either way.

4) PDAs (Para 164)

Reference to PDAs to be removed from para 164, as this is old technology that is no longer used.

5) Write Off Approval (Para 222)

The CDC Audit & Standards Committee requested an additional para 222A as follows:

'A report on all write offs is to be presented to Members at least annually.'

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