



YORKSHIRE DALES NATIONAL PARK AUTHORITY

FINANCIAL REGULATIONS

Table of Contents

Preamble.....	4
1. Background	4
1.1 Introduction	4
1.2 Hierarchical Framework of Regulations	4
1.3 The Financial Grant Memorandum	4
1.4 Financial Instructions	4
1.5 Finance Handbook.....	4
1.6 Advice	5
1.7 Review of Regulations	5
1.8 Abbreviations	5
2. Responsibilities	5
2.1 Introduction	5
2.2 Framework.....	5
2.3 Responsibilities.....	6
2.4 Budget Holders	6
3. The Budget.....	7
3.1 Introduction	7
3.2 Expenditure against the Revenue Budget.....	7
3.3 Monitoring of the Revenue Budget.....	7
3.4 Virement	8
4. Outturn	9
4.1 Reporting	9
4.2 Claim Forms	9
5. Procurement of goods and services	10
5.1 Procedures	10
5.2 Exceptions to Procurement Procedures.....	11
5.3 Quotation Procedures	12
5.4 Tender Procedures	13
6. Contract procedures	15
6.1 Contract Requirements	15
7. Leasing Contracts.....	16
7.1 Granting of a Lease	16
8. Authorisation of creditor invoices.....	16
8.1 Authorisation Rules.....	16
8.2 Responsibilities	16
8.3 Payment Terms.....	17
9. Salaries, wages and pensions.....	17
9.1 Responsibility.....	17
9.2 Access to Payroll Systems.....	17
9.3 Records & Documents	17
9.4 Controls	17
9.5 Payment Method.....	17
9.6 Advances of Pay	18
9.7 Pension Arrangements	18
10. Income	18
10.1 Collection of Money Due.....	18
10.2 Banking of Income	18
10.3 Fees & Charges.....	18
10.4 Bad Debts.....	19

11.	Petty cash	19
11.1	Cash Advances	19
11.2	Income	19
12.	Banking arrangements	19
12.1	Bank Accounts	19
12.2	Cheques	20
12.3	BACS	20
12.4	Procurement Cards	20
13.	Treasury management	20
13.1	Code of Practice	20
13.2	Policies & Objectives	20
13.3	Responsibilities	20
14.	Assets of the Yorkshire Dales National Park Authority	21
14.1	Custody	21
14.2	Disposal	22
15.	Voluntary/unofficial funds	23
15.1	Definition	23
15.2	Requirements & Responsibilities	23
15.3	Controls	23
15.4	Statement and Audit	23
16.	Insurance and risk management	23
16.1	Responsibilities	23
16.2	Risk Assessment	24
17.	Audit	24
17.1	Requirements	24
17.2	Responsibilities	25
18.	Retention of financial records	25
18.1	Responsibility	25
18.2	Time Periods	26
18.3	Financial Records	26
19.	Gifts, loans and sponsorship	26
19.1	Accepting Gifts	26
19.2	Considerations	26
19.3	Vetting Process	27
19.4	Recording & Reporting Gifts	27
20.	Travelling and subsistence allowances	27
20.1	Making Claims	27
20.2	Approval of Claims	28
20.3	Temporary Advances	28
21.	Changes and suspension of financial systems and procedures	28
21.1	Amendments	28
21.2	Notification of Amendments	28
22.	Money Laundering	28
22.1	Procedure	28
22.2	Responsibilities	29

Preamble

These Financial Regulations apply to all activities of the Yorkshire Dales National Park Authority. Each officer of the Authority is responsible for ensuring that the Regulations are followed in carrying out his/her duties. Failure to do so may lead to disciplinary action.

1. Background

1.1 Introduction

These Regulations form an integral part of the procedural and control framework within which Members and officers can ensure that the best standards of financial management and administration are applied in the discharge of the Authority's statutory duties. These Regulations are not intended to form a barrier to the achievement of these duties and will be kept under periodic review (at least every five years) to ensure their relevancy.

1.2 Hierarchical Framework of Regulations

The hierarchical framework for these Regulations is:-

Financial Grant Memorandum

Issued by the Department of the Environment, Food and Rural Affairs (DEFRA).

Financial Regulations

Approved by Finance and Resources Committee on behalf of National Park Authority.

Financial Instructions

Issued from time to time by the Chief Executive (National Park Officer) and Treasurer.

Finance Handbook

Prepared and maintained as required by the Head of Finance & Resources in consultation with the Treasurer.

1.3 The Financial Grant Memorandum

The Financial Grant Memorandum defines the controls, means of accounting for, and audit procedure relating to the payment of the National Park Grant by DEFRA to the National Park Authority.

1.4 Financial Instructions

Financial Instructions are issued as and when necessary to address specific issues of financial administration. They derive their authority from these Regulations.

1.5 Finance Handbook

The Finance Handbook provides a comprehensive working reference document for staff, detailing systems and procedures relating to all financial matters including use of the accounting system.

1.6 Advice

Finance Section staff, including any accountants contracted in to the Authority, will provide advice and assistance to any officer requiring it.

1.7 Review of Regulations

Review of these Regulations is an on-going process taking into account both their impact on operational remits and best practice developments. A key component to this review is consideration of comments from those staff who are affected by the implementation of these Regulations.

1.8 Abbreviations

The following abbreviations and terms are used:

“Authority” or “NPA” means the Yorkshire Dales National Park Authority.

“CEO” means the Chief Executive Officer (National Park Officer; NPO).

“Chairman” and “Deputy Chairman” are the holders of those positions on the Yorkshire Dales National Park Authority.

“DCS” means the Director of Corporate Services

“DEFRA” means Department of the Environment, Food and Rural Affairs.

“NPG” is National Park Grant from DEFRA.

“Treasurer” means the Officer designated by the Authority under Section 151 of the Local Government Act 1972 as responsible for the administration of its financial affairs.

2. Responsibilities

2.1 Introduction

These Financial Regulations have been approved with the intention of enabling the delegation of financial responsibility to the lowest appropriate level of management within the Authority. They also set out the working arrangements by which the Authority gives effect to its statutory financial responsibilities. In particular they define the role and responsibilities of any person designated as a Budget Holder.

2.2 Framework

2.2.1 The Financial Grant Memorandum states that the statutory accounting framework for National Park Authorities is established by the Accounts and Audit (England) Regulations 2011 and 2015, by sections 41 and 42 of the Local Government and Housing Act 1989 and, for the audit of accounts, by Part II of the Audit Commission Act 1998. NPAs will present their accounts in line with other local authorities; this will include complying with the CIPFA Best Value Accounting Code of Practice (BVACOP) on Local Authority Accounting in Great Britain and the Statement of Recommended Accounting Practice (SORP) ‘Code of Practice in Local Government Accounting in the UK’. NPAs must also produce an Annual Governance Statement in support of their statutory accounts.

- 2.2.2 Each Budget Holder shall be responsible for the observance of these Financial Regulations within their Directorate and for ensuring that staff under their supervision understand and comply with these Regulations.
- 2.2.3 Where appropriate, reports to the Authority or any of its Committees must contain a financial statement or appraisal setting out the full financial implications arising from any proposals contained within that report. The financial statement or appraisal must be agreed with the Treasurer or his nominee in advance of the relevant meeting.
- 2.2.4 The nature and format of all accounting procedures and financial records shall be determined by the Treasurer.
- 2.2.5 The application of these Financial Regulations is constantly under review. The Treasurer therefore welcomes feedback on their operation and any related Financial Instructions, to ensure that they remain effective and relevant to the day to day activities of the Authority. Each revision of these Regulations will be authorised by the Finance & Resources Committee.

2.3 Responsibilities

2.3.1 The Financial Grant Memorandum states that:

- (i) 'The National Park Officer (NPO) (see paragraph 14 of schedule 7 of the 1995 Act) is responsible for the manner in which the carrying out of the Authority's different functions is co-ordinated. The NPO may also hold the office of head of the Authority's paid service, the office of monitoring officer, or both of these offices, with the responsibilities laid down in sections 4 and 5 of the Local Government and Housing Act 1989. The Section 151 Officer has a particular responsibility under the terms of this memorandum for ensuring that NPG is applied only for the purposes approved by Parliament and for observing the conditions laid down by Defra for its administration'.
- (ii) 'In accordance with section 151 of the Local Government Act 1972 (applied by paragraph 13(6) of schedule 7 of the 1995 Act) each NPA is required to appoint an officer to be responsible for the proper administration of its financial affairs (the Section 151 Officer). The NPO may not be appointed as the officer responsible for the administration of an authority's financial affairs'.

2.3.2 The officer referred to in Paragraph 2.3.1 (ii) is the Treasurer. The Treasurer is also responsible for ensuring that the internal financial procedures and controls of the NPA are sufficient to provide for the proper administration of its financial affairs, including appropriate safeguards against fraud and theft.

2.3.3 The Authority is required to appoint a nominated Money Laundering Officer (see Regulation 22) and that officer is the DCS.

2.4 Budget Holders

2.4.1 Directors will be the Budget Holders for those items of the expenditure and income arising from the agreed work programme for their Directorates.

- 2.4.2 Day to day management of specific budgets may be delegated by Budget Holders to budget managers.
- 2.4.3 All Budget Holders are individually responsible for the proper financial management of resources allocated to them through the budget-making process and for the identification of income arising from activities within their areas of responsibility. These resources include the management of staff and the security, custody and management of assets (plant, equipment, buildings, materials, cash, stores etc.).
- 2.4.4 Each Budget Holder shall ensure that officers under their charge comply with the requirements contained in these Financial Regulations and any related Financial Instructions.
- 2.4.5 Budget Holders have a general responsibility to be aware of transactions which could permit money-laundering activities (see Regulation 22).

3. The Budget

3.1 Introduction

- 3.1.1 The Budget sets out the financial plans to support delivery of the Authority's current and future programmes and activities, laid out in the format prescribed by the Financial Grant Memorandum. The Budget is the basis for monitoring the financial performance of the Authority and the impact of policy.
- 3.1.2 Whilst the Finance & Resources Committee has the authority to approve in-year variations and other variations to the budget, the annual 'start' budget will be approved by the full Authority.

3.2 Expenditure against the Revenue Budget

- 3.2.1 Expenditure may be incurred within the Revenue Budget approved by the Authority in pursuance of the aims for which the Budget has been established, subject to any overriding requirements of the Authority.
- 3.2.2 If any proposed change in policy is likely to affect the Budget, the accompanying Authority / Committee report shall set out clearly the full financial implications.

3.3 Monitoring of the Revenue Budget

- 3.3.1 Throughout the financial year each Budget Holder shall monitor income and expenditure against those specific budgets for which they are responsible. Where an officer orders goods or services which are to be charged against the budget(s) managed by another

officer they will be required to gain the consent of that other officer before committing any expenditure against that budget. This consent should be documented by the officer ordering such goods or services.

- 3.3.2 The DCS shall provide financial advice to assist Budget Holders to fulfil their responsibilities, consulting the CEO in circumstances where it appears that significant variations to the approved budget will occur.
- 3.3.3 Budget Holders shall supply the DCS with sufficient information, as and when required, to enable accurate budget profiling and/or financial projections to be undertaken.
- 3.3.4 Budget Monitoring Statements shall be submitted to the Senior Management Team and to the Finance and Resources Committee on a quarterly basis. The Financial Information (Accounting) System provides up to date information for day-to-day management.
- 3.3.5 The Treasurer shall attend, if appropriate, the meetings of the Finance and Resources Committee, as well as any key budget review meetings of the Senior Management Team. He will be entitled to receive details relating to any aspect of the Budget at any time in the year.
- 3.3.6 If it appears that net expenditure will be in excess of the approved Revenue Budget and that excess cannot be financed by virement (see below) the CEO shall, at the earliest opportunity, and following consultation with the Treasurer, report the matter to the Authority. If expenditure in excess of the approved Budget is incurred due to an emergency, this expenditure must be reported to the Finance & Resources Committee as soon as possible.

3.4 Virement

- 3.4.1 Virement is the transfer of budget provision between individual budget headings. It is a necessary facility to assist the effective management of budgets. When the Authority sets its overall Budget for a given financial year it will approve a series of specific programme budgets. The financial limits specified in this Regulation 3.4 are totals for each financial year in relation to virements from and to the same two budgets.
- 3.4.2 Virements must be contained within the overall totals of the Budget approved by the Authority.
- 3.4.3 The CEO shall ensure that virement is undertaken as necessary.
- 3.4.4 Where the CEO believes that the provision within any budget is not wholly required, he will in the first instance consider the virement of sums not required into the Opportunities Fund budget. Spending from within the Opportunities Fund budget may be approved by the Finance and Resources Committee.
- 3.4.5 Virements not exceeding £20,000 between approved budgets may be approved by the CEO or by the DCS.
- 3.4.6 Virements exceeding £20,000 but less than £40,000 between approved budgets may be approved, following consultation with the Treasurer by the CEO.

- 3.4.7 Virements exceeding £40,000 between approved budgets shall be subject to approval by the Finance and Resources Committee.
- 3.4.8 The CEO or the DCS may approve any virement where the additional expenditure is directly related to, and fully offset by, fees, income or other contributions from another authority or separate organisation. This applies equally to bids for grant funding (outwith the NPG), with the added proviso that all such funding bids be approved by the appropriate Director.
- 3.4.9 Income received in excess of the budgeted amount may be spent by virement between income and expenditure budgets in accordance with the arrangements specified in Regulations 3.4.4 to 3.4.8 above.
- 3.4.10 Virements executed under delegated powers shall be reported to the next meeting of the Finance and Resources Committee. The prior approval of the Finance and Resources Committee or the Authority, as appropriate, shall be required if the proposed virement includes one or more of the following:
- (i) a change in policy
 - (ii) an addition to recurring commitments in future financial years
 - (iii) where the resources to be transferred were originally approved for financing charges derived from capital expenditure
 - (iv) if required by the Treasurer.
- 3.4.11 No expenditure which is subject to grant aid or support from the Government or other external funding organisation shall, without specific prior approval of the Finance and Resources Committee, be incurred until written assurance is received that such funding is forthcoming.
- 3.4.12 No expenditure which requires the approval of a Government Department shall be incurred until approval has been received or a written assurance that such approval will be given in due course.

4. Outturn

4.1 Reporting

The CEO and Treasurer shall report to the Finance & Resources Committee on the outturn of income and expenditure, as soon as practicable after the end of the financial year.

4.2 Grant Claim Forms

The CEO and Treasurer shall have overall responsibility for the completion and submission of any claim forms to the relevant organisation and, if necessary, the External Auditor, in accordance with any guidelines applicable to the claim in question. In practice, this role will in most cases be delegated to the officer responsible for the project or programme concerned, with the claim being authorised by the appropriate Director.

5. Procurement of goods and services

5.1 Procedures

- 5.1.1 Goods and services may only be procured if there is approved budgetary provision to cover the costs; officers will at all times seek best value for money. All contracts for goods and services will be subject to the provisions of the Freedom of Information Act 2000 (see Regulation 5.4.4) the Data transparency Code 2014 and the Public Contracts Regulations 2015.
- 5.1.2 Decisions on purchasing may consider the environmental impact of purchasing. Where consideration of environmental impact in making a purchasing or contracting decision would result in an item costing 10% more than if another otherwise similar item were purchased or more than £1,000 above the cost of an otherwise similar product (whichever is the greater), then the procedure in Regulation 5.3.4 is to be followed. In any case, if a decision is made to accept a higher quote or tender than would otherwise be the case, a written note to this effect will be retained.
- 5.1.3 Any breaches (actual or suspected) in the following procurement regulations should be reported to the DCS, who will cause them to be investigated and will maintain a log of such instances to be reported to the Senior Management Team for their review on an annual basis. Real or potential breaches will be reviewed by the Monitoring Officer, to establish whether any action (such as training or changes to procedures) is required, and will also be reported to the Audit & Review Committee.
- 5.1.4 The CEO shall be responsible for:
- (i) the procurement of all goods and services;
 - (ii) ensuring that goods and services ordered are received and are of the required quality.
- 5.1.5 All orders must be raised through the authorised electronic accounting software. Officers need to be aware that the raising of such an order is likely to lead to the Authority being legally committed to the purchase.
- 5.1.6 Orders may only be authorised by those members of staff nominated so to do by their Director. They can authorise orders up to a maximum value of £5,000 for areas of work allocated to them without the prior agreement of their Director. Orders with a maximum value of greater than £5,000 must be agreed with the relevant Director prior to being placed (these orders will be authorised by the Director).
- 5.1.7 Orders above £20,000 must be authorised electronically by either the CEO, the DCS, or any member of the Senior Management Team with delegated authority from the CEO to do so.
- 5.1.8 The subsequent payment of orders once they have been fulfilled is by secure electronic validation, with the person placing the order verifying that the goods or services have been received, following which the invoice is released for payment.
- 5.1.9 With the exception of the items referred to in Regulation 5.2 the following procedures shall be adhered to for the procurement of all goods and services:

- (i) for all items between £5,000 and £50,000 written price quotations shall be obtained (see Regulation 5.3 for detailed procedures.)
- (ii) all items exceeding £50,000 shall be obtained by tender (see Regulation 5.4 for detailed procedures).
- (iii) for all items up to £20,000 an official order signed by the CEO, or an officer approved by the CEO, shall be issued. (See order procedure described above.)
- (iv) for all items exceeding £20,000 a written contract with the supplier must be entered into (see Regulation 6 for detailed procedures). The contract should be in place before work or provision of services commences.
- (v) in certain instances (for example, delivery of projects funded by certain grant agencies,), separate quotation and tendering limits may operate which must be followed.
- (vi) Officers are required to ensure that the financial limits set out above are not breached through the cumulative effect of a number of small contracts being awarded (or variations being made) to the same contractor for the same programme or project. This does not restrict such considerations to any one financial year, but places the responsibility on officers for ensuring that the spirit of the regulation is applied.
- (vii) For any supplies or services exceeding £164,000 (April 2017) *over the total contract period*, the EU public procurement directives are likely to apply. Advice should be sought from the Finance Section.

5.1.10 Budget managers are responsible for maintaining all contract documentation. Where a contract covers a service that is ongoing over a period of more than one year (and will need to be re-contracted in due course) a copy of the signed contract should be forwarded to the Finance section for safe keeping and audit purposes and to inform the timetable for re-contracting work.

5.1.11 Officers should be aware that it is illegal to benefit personally from purchases made on the Authority's behalf and that financial inducements to the personal benefit of the officer are illegal. The Authority's purchasing arrangements should not be used under any circumstances to obtain goods or services for private or personal consumption; this includes purchases of goods made over the Internet through a connection provided by the Authority. Registers are maintained by the Monitoring Officer in which gifts, hospitality to staff and any interests which have, or might be thought to have, the potential to cause a conflict with an aspect of the Authority's work are to be declared.

5.2 Exceptions to Procurement Procedures

5.2.1 In the following circumstances quotations or tenders will NOT be required:

- (i) purchases through the Yorkshire Purchasing Organisation;
- (ii) purchases through The Stationery Office.
- (iii) purchases through a Government contract, or contract of a contributing Local Authority which has been negotiated in accordance with that organisation's own Standing Orders;
- (iv) purchases at public auction;
- (v) purchases of goods or services of a special nature that can only be obtained within the required timescale from one supplier;

- (vi) if the CEO after consultation with the Chairman of Finance and Resources Committee (or Deputy Chairman in his/her absence) considers that the work is of an emergency nature required to preserve the Authority's assets or to enable the Service to be maintained. In such circumstances the action taken will be reported to the Finance & Resources Committee;
- (vii) purchase of goods or services from a supplier jointly agreed by National Parks UK (NPUK) or by National Parks England (NPE);
- (iii) the instruction of Counsel by the Solicitor to the Authority, the barrister to be chosen in the light of known professional skills, relevant experience and likely charges.

5.2.2 A single quotation may be sought, subject to such action being reported to the Finance and Resources Committee, in any case where the CEO and the Treasurer agree that:

- Market conditions make genuine competition impossible; or
- The proposed contractor is on site, there is financial benefit in negotiating an extension for further work, and the cost of the further work does not exceed 10% of the value of the original work or £5,000, whichever is the greater; or
- Significant and demonstrable benefits in service or value for money are likely to be obtainable; or
- The expenditure is to be wholly reimbursed by a third party that is in agreement.

5.2.3 For the following items, an order will NOT be issued;

- (i) items purchased using a government procurement card;
- (ii) rates and utilities
- (iii) petty cash purchases (which must not exceed £25 per purchase);
- (iv) any other items agreed by the CEO or Treasurer.

5.3 Quotation Procedures

5.3.1 For those items for which quotations are required (see Regulation 5.1.9 (i)) a minimum of three written quotations should be obtained. Every invitation to quote should state that quotations submitted on paper (hard copy) will only be accepted if they are submitted in a sealed envelope bearing the word 'quotation' followed by the subject to which it relates. Quotations can also be requested and submitted electronically, provided that the Authority and the contractor have agreed suitable confidentiality and security mechanisms for the receipt of the quotation. Electronic quotes should be identified as such, and e-mailed to the DCS, for opening no earlier than the date set for the end of the quotation process. Any officer intending to solicit electronic quotes should first inform the DCS that they intend to run such a process, and should provide the date for opening such quotes and the name of the project concerned.

5.3.2 In circumstances where 3 quotations have not been obtained, and the CEO has satisfied himself that proper steps have been taken to seek to secure at least 3 quotations, he/she may authorise the normal quotation process to continue.

5.3.3 The quotations shall be opened at the same time by two officers authorised by the CEO, who shall maintain a permanent record of the quotations received.

5.3.4 If the lowest quotation for expenditure (or the highest quotation for income), is not recommended for acceptance, the CEO shall report this to the Chairman or Deputy Chairman of Finance and Resources Committee, prior to awarding the work.

5.4 Tender Procedures

5.4.1 Regulation 5.1.9 (ii) sets out the circumstances in which tenders need to be sought, and Regulation 5.2 sets out some specific exceptions to that. Regulations 5.4.1 to 5.4.12 set out normal tender procedures, and Regulation 5.4.13 sets out certain exceptions to these procedures. Subject to those exceptions, the tender procedure is to be begun by a notice being published on Contracts Finder (or by a link between the Authority's website on which details are published, and Contracts Finder) and, as appropriate in newspaper(s) which circulates in the Authority's area, and/or in relevant technical journals, and/or on appropriate internet websites, setting out brief details of the contract which the Authority wishes to let. The notice must invite persons to apply for permission to tender by a specified date, which must be at least 14 days after the date the first advertisement is published. Where required by law, this notice must be published in the Official Journal of the European Union (OJEU), and in such cases, any local / trade journal / internet advertisements must not appear before the OJEU notice.

5.4.2 Once the period specified in the public notice has expired, applications to tender shall be assessed by the CEO or an officer with delegated authority from the CEO. The CEO or officer with delegated authority will then send invitations to tender to at least four suitable applicants (or to all suitable applicants, if there are less than four).

5.4.3 Every invitation to tender shall state that:

(i) all tenders submitted in the form of hard copy must be in a sealed envelope, which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any indication of the identity of the tenderer; and

(ii) tenders may be submitted electronically (which must be done in line with the procedure described in paragraph 5.3.1).

5.4.4 All tenderers must be informed that information relating to the service for which they are tendering will be subject to the provisions of the Freedom of Information Act 2000, and that the Authority therefore cannot guarantee that the information supplied by tenderers will remain confidential. Tenderers should be asked to mark as confidential any information which they consider to be exempt from disclosure under the Act because of its commercial sensitivity. Tenderers should also be informed that the Authority may supply to them information which is confidential or exempt under the Freedom of Information Act, and may require employees of the tenderer or of any subcontractor to the tenderer to sign a confidentiality agreement in relation to such information.

5.4.5 All tenders received in hard copy must remain in their unopened envelopes in the custody of the DCS until the time stated for all tenders to be opened. All tenders received electronically should be forwarded to the DCS attached to an email headed "Tender: Confidential", which email should remain unopened until the time stated for all tenders to be opened.

- 5.4.6 All tenders shall be examined to determine which of them offers the lowest price to the Authority (or the highest price, if payment is to be received by the Authority). However, the contract will not necessarily be awarded based on the most favourable financial opportunity (see 5.4.12).
- 5.4.7 At the time for opening of all tenders, all tenders received (including electronic tender files attached to emails) shall be opened by the DCS in the presence of the officer responsible for the activity tendered, and the officer shall maintain a record of all tenders. Tenders received electronically shall be opened by opening the email and then printing a hard copy of the tender.
- 5.4.8 Any tenders not received on time shall be returned to the tenderer by the CEO, unless the CEO is satisfied that there is adequate evidence of posting in time for delivery by the due date in the normal course of post delivery, and the other tenders have not been opened. Tenders which are to be returned may be opened to ascertain the identity and address of the tenderer, but no details of the tender shall be disclosed.
- 5.4.9 Persons tendering may only submit a revised offer when invited to do so following post-tender negotiation. Post-tender negotiation may only take place where permitted by law and where the CEO, after consultation with the Treasurer, considers that added financial or other benefits may be obtained. Post-tender negotiations may only be conducted by officers approved by the CEO and the Treasurer.
- 5.4.10 No tender shall be accepted unless at least three persons have tendered for the contract, or the agreement of the CEO, after consultation with the Chairman or Deputy Chairman of the Finance and Resources Committee, is first obtained.
- 5.4.11 The approval of the Authority shall be required prior to the approval of any tender the price of which would exceed the available budget provision by 10% or £10,000, whichever is the greater.
- 5.4.12 The tender to be accepted will be that which best meets the Authority's requirements, as set out in tender documents issued by the Authority and judged according to an evaluation model included in such documents; or, if no such evaluation model has been included, the tender which offers the lowest price to the Authority (or the highest price, if payment is to be received by the Authority), unless the CEO considers this inappropriate, in which case the matter shall be referred by a report from the CEO to the Finance & Resources Committee. The Committee shall then consider the matter and decide which tender should be accepted, and a note of its decision and reasoning shall be included in the minutes of the meeting.
- 5.4.13 Exceptions to usual tender procedures are as follows:
- (i) Where the CEO and the Treasurer agree that it is inadvisable or inexpedient to advertise, and where legal requirements allow, tenders may be invited from not less than three persons capable of fulfilling the contract, subject to such action being reported to the Finance & Resources Committee;
 - (ii) Where tender procedures are initiated by use of the Pan-Government Framework (and any similar devices), in which case the procedures of such a framework will be followed.

- (iii) A single tender may be sought, subject to such action being reported to the Finance and Resources Committee, in any case where the CEO and the Treasurer agree that:
 - Market conditions make genuine competition impossible; or
 - The proposed contractor is on site, there is financial benefit in negotiating an extension for further work, and the cost of the further work does not exceed 10% of the value of the original work or £5,000, whichever is the greater; or
 - Significant and demonstrable benefits in service or value for money are likely to be obtainable; or
 - The expenditure is to be wholly reimbursed by a third party that is in agreement.

6. Contract procedures

6.1 Contract Requirements

6.1.1 For all items over £20,000 a contract in writing is required. Such a contract should be signed on behalf of the Authority by an authorised representative and shall include details regarding:

- (i) the work to be done;
- (ii) the price to be paid, with a statement of discounts or other deductions;
- (iii) the period within which the contract is to be performed;
- (iv) liquidated damages on contracts that exceed £50,000 for all building works to be paid by the contractor where they fail to complete the contract on time;
- (v) a performance bond must be required for every contract exceeding £400,000 except where the CEO considers it unnecessary, after consultation with the Treasurer;
- (vi) recompense where the contractor fails to deliver goods or services specified in the contract for the Authority, to make good the default or replace the purchase from another contractor and recover the cost from the contractor;
- (vii) insurance cover to the limit specified by the Treasurer for public liability purposes;
- (viii) the entitlement of the Authority to cancel the contract, and to recover any consequent costs from the contractor, should the contractor have offered any gift or consideration of any kind as an inducement or disincentive for doing anything in respect of the contract or any other contract with the Authority, or having committed an offence under the Bribery Act 2010;
- (ix) A mandatory requirement that the Contractor complies with all obligations under health and safety legislation and Construction Design and Management (CDM) regulations, maintains a health and safety policy, and supplies details of risk assessments and method statements where this is appropriate in the context of the contract.

6.1.2 Every contract shall comply with relevant European legislation.

6.1.3 For contracts covered by European public procurement directives (i.e. above EC thresholds), as soon as a decision on the award of the contract has been made, notice must be sent to all persons and organisations who expressed an interest in tendering. This notice must be sent by email or fax if possible: otherwise by post. After this notice is sent, a mandatory standstill period of at least 10 working days will apply where the communication is made electronically to all parties at the same time, ending at midnight on the last day; 15

days if communication is by post. This period is to allow unsuccessful bidders the opportunity to apply for interim measures during which the award decision could be reversed. The standstill period will commence from the date of the communication of the award decision. Once the contract has been awarded, it is also necessary to prepare a written record in relation to the contract. Forms for the notice and for the written record can be found in Section 13 of the Legal Practice Manual, and these should be used, in order that the legal requirements are complied with.

7. Leasing Contracts

7.1 Granting of a Lease

7.1.1 The granting of a lease to a third party in relation to one or more of the Authority's assets shall require the approval of the Finance & Resources Committee, wherever such a lease is other than the renewal of a long-term arrangement under comparable terms and where the full value of the proposed lease, over time, exceeds £5,000.

8. Authorisation of creditor invoices

8.1 Authorisation Rules

- 8.1.1 Directors or their nominated officers may authorise invoices up to a value of £5,000, through the electronic purchase order system;
- 8.1.2 Invoices of a value between £5,000 and £20,000 shall be authorised for payment by the budget holder and a Director, through the 'ordering' process.
- 8.1.3 Invoices of a value greater than £20,000 shall be authorised for payment by the budget holder, a Director and by either the CEO or the DCS.
- 8.1.4 Authorisation of invoices is via secure electronic validation.

8.2 Responsibilities

It is the duty of the officer authorising payment to ensure that:-

- (i) Each invoice has been checked against an official order where appropriate.
- (ii) The invoice has not previously been passed for payment.
- (iii) The goods have been received, the work carried out or the service rendered satisfactorily.
- (iv) Appropriate entries have been made in inventories and stock records as required.
- (v) The arithmetic is correct and appropriate discounts have been deducted.
- (vi) Prices and charges are correct and have been checked to contracts or quotations.
- (vii) If a copy invoice is received, where the supplier is claiming non-payment of the original invoice, full enquiries are made prior to passing the copy invoice for payment to ensure the account has not already been paid or is not awaiting payment in the system.
- (viii) If a payment request (V21) has already been submitted for a purchase, and an invoice is subsequently received, the latter should be sent to the Finance section so

that appropriate records (including VAT) can be maintained. This invoice should be clearly marked 'Paid via V21 DD/MM/YY'.

8.3 Payment Terms

Officers must ensure that all invoices are paid within 30 days of receipt to comply with the Late Payment of Commercial Debts (Interest) Act 1998 and the Late Payment of Commercial Debt Regulations 2002 and 2013.

9. Salaries, wages and pensions

9.1 Responsibility

9.1.1 The CEO shall be authorised to agree arrangements to pay all salaries, wages, superannuation benefits, compensation and other emoluments properly payable by the Authority.

9.2 Access to Payroll Systems

9.2.1 The CEO shall have access to payroll systems capable of ensuring that any changes in pay details etc. are properly recorded and implemented. Such changes would include:

- (i) Appointments, resignations, dismissals, suspensions, secondments and transfers.
- (ii) Absences from duty for sickness or other reasons apart from approved leave within normal entitlements.
- (iii) Changes in remuneration such as annual increments, pay awards and promotions.
- (iv) Changes in hours of work and/or duties or any other factors affecting rates of pay or total pay.
- (v) All information necessary to maintain records of service, superannuation, income tax, national insurance and other statutory or non-statutory obligations concerning employment.

9.3 Records & Documents

9.3.1 All records and documents shall be in a form approved by the Treasurer and shall be certified by or on behalf of the CEO.

9.4 Controls

9.4.1 The CEO shall ensure that proper controls are in place in the payment process to minimise the risk of fraud.

9.5 Payment Method

9.5.1 All staff will, save in exceptional circumstances, be paid by direct credit transfer into their personal bank accounts.

9.5.2 In the event of an employee receiving payment by cheque the distribution shall be in accordance with the following:

- (i) Where cheques are distributed by hand to members of staff, such distribution should be made personally to the employee concerned in order that security and confidentiality can be maintained.
- (ii) Where a cheque cannot be handed over personally to the employee the cheque may be posted to the employee subject to the employee's agreement.

9.6 Advances of Pay

9.6.1 Advances of pay outside the provisions of the normal payroll may be actioned in the following circumstances:

- (i) Where an employee will be leaving the service of the Authority before the day on which remuneration would normally be paid.
- (ii) Where an employee has commenced work but pay records cannot be processed in time for the pay run, and where delay until the following pay date may cause hardship.
- (iii) Where there are exceptional circumstances justifying an advance to an individual employee.
- (iv) To remedy an error or difficulty in processing the payroll.

There should be procedures to ensure that advances of pay are properly processed through the payroll, that no duplication of payment will occur and that no payment is in excess of the amount due to the employee at the time of payment.

9.7 Pension Arrangements

9.7.1 The CEO is authorised to agree arrangements to pay all pension benefits. However, all Authority officers are admitted to the Local Government Pension Scheme which is administered by North Yorkshire County Council. It is necessary therefore that all relevant information relating to pension matters is passed promptly to the Pension Section of that Council.

10. Income

10.1 Collection of Money Due

10.1.1 The CEO shall agree with the Treasurer the arrangements for the collection of all money due to the Authority.

10.2 Banking of Income

10.2.1 All money received on behalf of the Authority shall, as soon as practicable, be banked for the credit of the Authority's account. Income may not be used directly to offset payments due from the same source.

10.3 Fees & Charges

10.3.1 Fees and charges within the control of the Authority shall be subject to review at least annually by the Director responsible for the particular service concerned, in consultation with the CEO and Treasurer except as provided in any specific agreements between the Authority and third parties.

10.4 Bad Debts

- 10.4.1 Proposals to write off individual debts exceeding £100 in value shall be agreed with the Treasurer up to a limit of £5,000, or by the Finance and Resources Committee in excess of that amount. Bad debts of £100 or less may be written off with the authority of the CEO.

11. Petty cash

11.1 Cash Advances

- 11.1.1 To assist designated officers to make minor purchases when it is not always possible to submit orders, the Authority will maintain Petty Cash floats at National Park Centres (£15) and at Yoredale and Colvend (£50).
- 11.1.2 Petty Cash purchases must not exceed £10 per item and must be supported by authenticated receipts.
- 11.1.3 The Director of Corporate Services may make cash advances to designated officers to allow them to meet minor expenses, subject to such conditions as are deemed necessary.

11.2 Income

- 11.2.1 No income received, other than reimbursement of approved expenditure, may be paid into a petty cash account.

12. Banking arrangements

12.1 Bank Accounts

- 12.1.1 The Treasurer is responsible for the daily management and operation of the bank accounts and should ensure that there are proper controls in the day to day running of the accounts.
- 12.1.2 Bank accounts shall stand in the name of Yorkshire Dales National Park Authority.
- 12.1.3 No bank account shall be opened until a memorandum of authorisation is jointly signed and agreed by the CEO and the Treasurer. The memorandum shall justify the purpose and identify the name of the bank and its head office. This memorandum shall thereafter be retained on an appropriate file by the Head of Finance & Resources together with copies of the application to the bank.

12.1.4 No bank account can be closed until all liabilities have been honoured and any balances transferred to an active Authority account. Agreement to close any bank account must be obtained from the CEO and the Treasurer.

12.2 Cheques

12.2.1 There should be safe and efficient arrangements for the control of access to blank cheques and the preparation, signing and despatch of cheques. There should also be at least a monthly reconciliation of the sales and purchase ledger with bank statements.

12.2.2 All cheques shall be signed by authorised officers, as specified on the bank mandate, with controls as to the number of signatories dependent on the amount of the transaction (to be specified in Financial Instructions).

12.3 BACS

12.3.1 Access to the BACS electronic payment system is limited to staff within the Authority's Finance Section; the operation of this system is set out in the Finance Manual.

12.4 Procurement Cards

12.4.1 Procurement Cards must be used in accordance with the Guidelines for the use of Procurement Cards, to be found within the Finance Handbook; all statements must be reconciled and authorised; cards must be kept secure at all times.

13. Treasury management

13.1 Code of Practice

13.1.1 The Authority adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (2001), as described in Section 4 of that Code.

13.2 Policies & Objectives

13.2.1 Accordingly the Authority will create and maintain, as the cornerstones for effective treasury management:

- (i) a **Treasury Management Policy Statement** (TMPS) stating the policies and objectives and approach to risk management of its treasury management activities
- (ii) suitable **Treasury Management Practices** (TMPs) setting out the manner in which the Authority will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

13.3 Responsibilities

13.3.1 The Authority will be responsible for the implementation and monitoring of its treasury management policies, but delegates the execution and administration of treasury management decisions to the CEO who will, under arrangements approved by the Treasurer, act in accordance with the Authority's TMPS, associated TMPs and CIPFA's Standard of Professional Practice on Treasury Management. The CEO does not have the sole responsibility or authority in formulating a strategy for the control of the

Authority's borrowing, capital expenditure or investments; this strategy should be agreed with the Treasurer and be approved by the full Authority.

- 13.3.2 The Authority will receive reports on the Treasury Management policies, practices and activities including as a minimum, an Annual Strategy report in advance of the year, a mid year review and an annual report after 31 March.
- 13.3.3 All money in the possession of the Authority shall be under the control of the CEO acting in accordance with procedures approved by the Treasurer.
- 13.3.4 The Authority nominates the Audit and Review Committee to be responsible for ensuring effective scrutiny of the Treasury Management strategies, policies and day to day activities.
- 13.3.5 The CEO shall, with advice from the Treasurer, periodically review the Treasury Management Policy Statement and associated documentation and shall make recommendations accordingly to the Authority.
- 13.3.6 Notwithstanding the other regulations relating to Treasury Management the specified named posts below shall carry out the following responsibilities:
- CEO: ensure that the Treasury Management System is documented and recorded; ensure that the Treasurer reports regularly to the Authority on treasury policy, activity and performance.
 - Monitoring Officer: ensure that the Treasury Management Policy Statement and any proposal to vary treasury policy or practice complies with the law, and give legal advice to the Treasurer upon request.
- 13.3.7 The Treasurer (as S151 Officer) will be expected to give an opinion to the NPA and DEFRA regarding the adequacy of year-end balances, and may be asked to provide details and supporting information with regard to major commitments.

14. Assets of the Yorkshire Dales National Park Authority

14.1 Custody

- 14.1.1 The CEO is responsible for the custody of all buildings, equipment, stocks and stores of the Authority, and shall ensure that there is proper security of all such assets in accordance with the Authority's risk management policies.
- 14.1.2 The CEO shall maintain an asset register of all properties owned or rented by the Authority. The register should record all known details of the properties.
- 14.1.3 The CEO shall maintain inventories of furniture, fittings, equipment, plant and machinery owned or leased by the Authority. All such items with a purchase value of £1000 or above will be included on the balance sheet within the Authority's financial accounts; such "capitalisation" of assets worth less than £1000 will be assessed on a case by case basis by the Finance Section.

14.1.4 The CEO shall be responsible for maintaining proper records and for the custody of the stocks and stores of the Authority.

14.2 Disposal

14.2.1 The CEO may authorise the disposal of unrequired stock or inventory items, up to a limit of estimated value of £5,000 in each case. Above that figure, disposals shall require the approval of the Finance and Resources Committee.

14.2.2 The CEO with the Treasurer's approval shall be authorised jointly to write off stock and inventory deficiencies up to a limit of £5,000. Above that figure, approval of the Finance and Resources Committee shall be required. Write-offs involving unsaleable retail stock will be approved by Head of Visitor Services, up to a value of £2,000 in any one year.

14.2.3 The financial limits and procedures specified in these Regulations for the procurement of goods and services shall also apply to the disposal of any assets of the service.

14.2.4 All disposals of buildings and material assets shall be agreed by the Finance & Resources Committee. For this purpose a 'material asset' should be defined as any single asset that, at the time of its proposed disposal, has an estimated disposal value exceeding £5,000.

14.2.5 No quotations or tenders for other than the highest price shall be accepted without reference to the Chairman or Deputy Chairman of the Finance and Resources Committee and to the CEO.

14.2.6 The approval of DEFRA is required before the proceeds from any disposal of assets which exceed £1 million are used for any purpose.

14.2.7 Specific approval from DEFRA (paragraph 14.2.6) may not be required for any disposal of land where (1) the Authority considers it will help secure the promotion or improvement of the economic, social or environmental well-being of its area and (2) the difference ('the undervalue') between the unrestricted value of the interest to be disposed of (the market value) and of the consideration accepted is £2m or less. However, the approval of the full Authority is required for any such disposals.

14.2.8 Wherever a disposal at less than best consideration reasonably available is proposed, a realistic valuation of the difference must be obtained, and a report presented containing the detailed information prescribed by the permissive legislation. The intention of the permission is to allow local authorities to carry out their statutory duties and functions, but authorities should not divest themselves of valuable public assets unless they are fully satisfied that the circumstances warrant such action. There is a presumption that any undervalue disposal represents a financial contribution to the entity acquiring the asset, and it is therefore incumbent that the Authority takes due account of its current priorities in allocating such contributions. Any such disposal also needs to take account of the European Commission's State Aid rules.

15. Voluntary/unofficial funds

15.1 Definition

15.1.1 A voluntary fund is one which, although not officially owned by the Authority, is controlled or administered either wholly or in part by employees of the Authority [As at April 2017, the Authority had no such Voluntary funds].

15.2 Requirements & Responsibilities

15.2.1 The Treasurer shall be informed of the purpose and name of all voluntary funds maintained by employees in the course of their duties with the Authority.

15.2.2 There is a responsibility on the part of the Authority to protect the interests of the donors and beneficiaries, and to safeguard the position of the members of staff concerned.

15.3 Controls

15.3.1 Appropriate financial controls, as determined by the Treasurer, shall be applied in the administration of these funds in order that all expenditure or income is properly accounted for.

15.4 Statement and Audit

15.4.1 An annual statement of the accounts for each Fund should be prepared each year. They should be audited by an independent person and a copy sent to the appropriate body.

15.4.2 The Treasurer shall be entitled to verify that the audit has been done and to carry out checks on the accounts as considered appropriate.

16. Insurance and risk management

16.1 Responsibilities

16.1.1 The Treasurer will advise the CEO on appropriate arrangements for insurance cover and risk management.

16.1.2 The CEO shall notify the Treasurer of any relevant matter affecting insurance cover, including details of all new risks and any changes to existing risks as appropriate.

16.1.3 The CEO shall periodically review all insurances and risks in consultation with the Treasurer and seek the approval of the Authority to any changes where these relate to matters other than the continuation of the Authority's normal business.

16.1.4 Where a retro insurance arrangement is established the CEO shall as appropriate inform the Treasurer of all transactions in order to assess the level of provision appropriate.

16.1.5 The Solicitor in consultation with the CEO shall be authorised to defend, settle or compromise any uninsured claims against the Authority.

16.2 Risk Assessment

16.2.1 The Authority has an active approach to risk assessment and management, and seeks to identify all risks that have a potential impact on its business and to prioritise the management of these risks. A register of risks and their potential significance is maintained, and is reviewed annually by the Audit & Review Committee.

Those operations to which an unacceptable degree of risk attaches will not be pursued until such time as that risk can be managed within acceptable bounds: the Authority's policy is to manage risk, rather than become risk averse, to ensure that the business remains innovative but secure. The following considerations will be taken into account when implementing risk management approaches:

- (i) the need for pragmatism: the process is not intended to eliminate risk and it is recognised that not all identified risks can be addressed immediately. Furthermore, it is possible that risks will still exist that have not been identified. What is important is a culture of continuous learning, with risk management being adapted according to lessons learned.
- (ii) avoiding overly complex processes: there is an important need to avoid risk overload. The risks that are identified should make common sense and should be linked to Members' priorities and concerns. The focus should be on those risks that are significant in the context of the Authority's objectives and reputation.
- (iii) ensuring that the process to be followed fits in with local circumstances and culture. Officers need to decide on practices that are appropriate to their circumstances.

17. Audit

17.1 Requirements

17.1.1 The Financial Grant Memorandum states that:

- (i) 'Each NPA shall send its audited accounts and the auditor's annual governance report to the Department not later than 30 September following the end of the financial year (31 July, from July 2018). The Secretary of State shall lay before Parliament copies of each statement of account.
- (ii) Each NPA shall also prepare annually accounts for the main functional heads. These should be signed by the Section 151 Officer and submitted to the external auditor not later than 30 June following the end of the financial year.
- (iii) Under the Accounts and Audit Regulations, each NPA is required to maintain an adequate and effective internal audit of the Authority. Internal audit should be carried out in accordance with the standards and guidance issued by CIPFA.
- (iv) The Section 151 Officer is responsible for ensuring that the internal financial procedures and controls of a NPA are sufficient to provide for the proper administration of its financial affairs, including appropriate safeguards against fraud and theft.

- (v) Each NPA shall determine its insurance requirements as part of a strategy for managing identified risks, which should be reviewed at regular intervals.”

17.2 Responsibilities

- 17.2.1 The CEO is responsible for the implementation and maintenance of all internal control procedures relating to financial systems and for achieving the economic, effective and efficient use of resources. Complementing the External Audit process (Regulation 17.1.1 (i)), the Chair and CEO are required to provide an Annual Governance Statement, confirming that the Authority's management arrangements (including risk management and internal control systems) will, in their view, continue to deliver effective corporate governance.
- 17.2.2 The Treasurer shall ensure an adequate and effective internal audit of the activities of the Authority. The Internal Auditor or his/her representative shall have authority to enter at all times on any premises or land used by the Authority and to have access to all correspondence, documents, books or other records of any officer of the Authority or the CEO and appertaining in any way to the activities of the Authority. The Internal Auditor shall be entitled to require such explanations as they consider necessary to establish the correctness of any matter under examination. The Internal Auditor shall have the authority to require any officer of the Authority including the CEO to produce cash, stores, or other Authority property under his/her control for inspection.
- 17.2.3 The Internal Auditor shall have regard to any relevant professional guidelines and any audit standards issued by the Auditing Practices Board of the Consultative Committee of Accountancy Bodies (or equivalent successor body).
- 17.2.4 The Internal Auditor shall be notified immediately by the CEO/Treasurer of all financial irregularities or suspected irregularities, or of any circumstances which may suggest the possibility of irregularities in the exercise of any of the Authority's functions. Such communications may be oral initially but must be confirmed promptly in writing.
- 17.2.5 The Internal Auditor shall determine the scope of any internal enquiries or investigations, subject to consultation with the Solicitor to the Authority, the CEO and the Treasurer.
- 17.2.6 The Internal Auditor and the Solicitor to the Authority, in consultation with the CEO and Treasurer shall decide whether any matter under investigation should be referred for police investigation and take recovery action as appropriate on such matters.
- 17.2.7 The Internal Auditor or his/her representative shall at all times preserve the confidentiality of information received in discharging tasks under this section of the Financial Regulations.

18. Retention of financial records

18.1 Responsibility

- 18.1.1 The CEO shall be responsible for ensuring that all financial records are retained for the required time period.

18.2 Time Periods

18.2.1 The time periods that records should be kept are as follows:

- (i) Permanent - Financial Ledgers, Pension Records.
- (ii) 7 Years - Payroll information including amendment sheets, timesheets and copies of P60s.
- (iii) 6 Years (plus the current 'active' year) - All other financial records including VAT records, insurance files and contracts.
- (iv) 20 Years - All records in connection with European Union-funded grants; other grants may, from time to time, stipulate different retention periods.
- (v) 1 year: unsuccessful Quotations or Tenders for contracts

18.3 Financial Records

18.3.1 Financial records in storage must be properly and logically stored in order to protect them from deterioration and spoilage and to easily facilitate their retrieval. The appropriate members of staff should be aware of where the documents are located and how they are referenced and stored.

18.3.2 Where financial records are due for disposal it is important that they are disposed of in a secure manner appropriate to the nature of the documents.

19. Gifts, loans and sponsorship

19.1 Accepting Gifts

19.1.1 Gifts of money and gifts or loans of other property may be accepted if they will enable the Authority either to enhance or extend a service which is within the Authority's powers to provide.

19.1.2 Gifts, loans and sponsorship can be accepted from any source which has genuine and well intentioned reasons for wishing to support specific projects.

19.1.3 The Authority should, however, take care in deciding whether or not to accept such offers. There are some cases where the acceptance of gifts, loans or sponsorship would be inappropriate:

- (i) Where the provider seeks endorsement of a product or service in order to gain preferential treatment in supplying or contracting goods and services to the Authority.
- (ii) Where the provider seeks to influence the direction of a particular policy, decision or operation.

19.2 Considerations

19.2.1 The Authority should not enter arrangements to support activities which cannot be readily discontinued since funding by the donor could be withdrawn at any time.

19.2.2 Where offers of gifts, loans or sponsorship are made from more than one company in a competing market care should be taken to demonstrate an even-handed approach in accepting and/or rejecting any offer.

19.2.3 There should be a presumption in favour of accepting sponsorship unless:

- the potential sponsor is in direct conflict with, or will otherwise compromise, one of the National Park Authority's aims;
- acceptance of support is likely to cause substantial controversy among stakeholders (e.g. Members, officers, volunteers, and customers);
- acceptance of sponsorship is likely to damage the Authority's reputation or to damage existing relationships with other entities; this could include a sponsorship association with companies already in a contractual arrangement to provide goods or services to the Authority, which could be construed by competitors as preferential treatment;
- the potential sponsor is in direct competition with the Authority's business activities;
- acceptance of sponsorship might reasonably be seen as compromising the Authority's independence or decision-making.
- The offer of sponsorship could involve the Authority in significant additional costs, including offers of equipment which is incompatible with that in use by the Authority to the extent that its introduction could bring costs outweighing benefits. This includes arrangements that would be of limited benefit in operational terms or which could distract effort from tackling agreed priorities.

19.3 Vetting Process

The Authority will operate a vetting process to ascertain that the risks described above do not exist. This process will involve the Director responsible for the potential sponsorship opportunity (including specialist officers as required), the Media Officer, the DCS, the Monitoring Officer, and the CEO. Approval for any sponsorship opportunities will be sought from Members (via the Finance & Resources Committee). However, sponsorship offers of less than £5,000 can be accepted by officers, following approval of the relevant Director and in consultation with the Monitoring Officer (who will inform the Media Officer). Any such sponsorship will be reported to the Finance & Resources Committee.

19.4 Recording & Reporting Gifts

19.4.1 A record of all gifts, loans and sponsorships received should be maintained by the CEO for inspection by the Treasurer and the Authority's auditors.

20. Travelling and subsistence allowances

20.1 Making Claims

20.1.1 Officers authorised to make journeys in the execution of their duties are eligible to claim travel and subsistence expenses in accordance with their Scheme of Conditions of Service.

- 20.1.2 Claims for travelling and subsistence should be made promptly after the expenditure is incurred and should be submitted in a manner approved for the purpose by the Treasurer.
- 20.1.3 All officers are expected to travel in the most economical manner appropriate to the discharge of their duties, and to share transport wherever practicable.

20.2 Approval of Claims

- 20.2.1 The CEO or an officer delegated by him/her (in most circumstances, this will be the line manager of the officer concerned) shall certify final approval for these allowances.
- 20.2.2 The certifying officer shall satisfy himself that the journeys are reasonable and in accordance with the discharge of official duties. Also, that the distances, method of travel and other related expenses are reasonable in the circumstances.

20.3 Temporary Advances

- 20.3.1 Where an officer is likely to incur a substantial amount of expenditure on travelling and subsistence on an occasional basis, a temporary advance may be applied for. When the actual travel/subsistence claim is made it will be reduced by the amount of the temporary advance.

21. Changes and suspension of financial systems and procedures

21.1 Amendments

- 21.1.1 Financial systems and accounting procedures will be subject to amendments over time, particularly in relation to changes in statutory requirements/accounting practice or the introduction of new technology.

21.2 Notification of Amendments

- 21.2.1 In the event of such changes the Treasurer shall inform the CEO in writing of the required amendments to the financial systems and procedures.
- 21.2.2 Depending on the nature of the changes they could also affect these Financial Regulations. In this case the Treasurer should consult the Monitoring Officer and report to the Authority if the change is considered material.

22. Money Laundering

22.1 Procedure

- 22.1.1 The Authority will have in place appropriate systems that allow it to identify 'dirty money' within day-to-day transactions, and to investigate any such payments. Any duplicate payments or monies to which the Authority is not entitled will be returned, and reviewed in the context of possible money laundering activity.

22.2 Responsibilities

22.2.1 The Authority's nominated Money Laundering Officer (the DCS) will liaise with the National Criminal Intelligence Service (NCIS) on all issues relating to Money Laundering.

Revision approved by the Finance & Resources Committee on 23 May 2017; next review due no later than May 2019

Document Author: Director of Corporate Services

Document Status	
Date adopted	23 May 2017
Adopted by	F&R Committee
Lead Officer	Richard Burnett
Date of next review	September 2019