



**SECTION D**  
**FINANCIAL REGULATIONS**

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## **Financial Regulations**

### **Introduction**

East Sussex Fire Authority ("the Authority") has been established as a body corporate in accordance with the Combination Scheme ("The Scheme"), attached to the East Sussex Fire Services Combination Order 1996. Under paragraph 7 of the Scheme, the Authority has appointed a Treasurer, to ensure that proper arrangements are made for the administration of the Authority's financial affairs.

In accordance with the Treasurer's role, these Regulations outline the system of financial administration to be operated by the Authority and its fire & rescue service, East Sussex Fire & Rescue Service. All references in these Regulations to the Authority include East Sussex Fire & Rescue Service.

Local Government Acts and other regulations or codes of practice are quoted in these Financial Regulations where they are applicable in accordance with The Scheme or have been adopted by the Authority.

These Regulations outline the system of financial administration to be operated by the Authority and it shall be the responsibility of the Authority and the Chief Fire Officer & Chief Executive to ensure that they are observed.

Where the Authority has allocated powers to the Chief Fire Officer & Chief Executive these shall be exercised in accordance with the Financial Regulations.

Financial Regulations shall be deemed to be part of Standing Orders insofar as they relate to the conduct of business in the meetings of the Authority and its Panels.

The Chief Fire Officer & Chief Executive shall consult with the Treasurer in respect of any matter within their responsibilities which may affect the finances of the Authority before any provisional or other commitment is made or before reporting thereon to the Authority and its Panels.

In these Financial Regulations, references to an employee of the Authority shall include any officer of the Authority and references to an officer of the Authority shall include references to an employee of the Authority, unless, in either case, the context requires otherwise.

## **Financial Regulations**

### **1. General**

- 1.1 The Chief Fire Officer & Chief Executive is responsible for the operation of financial processes within the Authority and in order to fulfil this duty the Chief Fire Officer & Chief Executive shall ensure that adequate controls are in place.
- 1.2 For the purposes of Section 112 of the Local Government Finance Act 1988, the Treasurer shall be responsible for the proper administration of the Authority's financial affairs. Furthermore, under Section 114 of the Local Government Finance Act 1988 the Treasurer is required to report where they believe the Authority or an officer is likely to make a decision or take a course of action which would lead to unlawful expenditure or is likely to cause a loss or deficiency, or where the Authority's expenditure is likely to exceed significantly the available resources. To enable the Treasurer to carry out these duties the Chief Fire Officer & Chief Executive and officers with delegated authority must provide such information as requested within any timescale set for the provision.
- 1.3 The Treasurer shall be the chief financial adviser to the Authority and shall keep the Authority informed of the financial implications of all new policies and changes of policy.
- 1.4 The Chief Fire Officer & Chief Executive shall consult the Treasurer on any matter containing financial implications for either the Revenue Budget or Capital Programme before reporting thereon to the Authority.
- 1.5 The purpose of these Financial Regulations is to provide a framework of control, responsibility and accountability for the proper administration of the Authority's financial affairs and to enable the Chief Fire Officer & Chief Executive, the Treasurer and other officers to carry out their statutory duties. In addition, Financial Regulations have an important role in establishing a sound system of corporate governance for the Authority and supporting its Anti-Fraud & Corruption Policy. All officers have individual and collective responsibility for ensuring that the fundamental principles of openness, integrity and accountability are established and maintained through compliance with Financial Regulations. If the Chief Fire Officer & Chief Executive wishes to seek to implement different procedures then, provided the Treasurer is satisfied that all necessary controls are met, such procedures may be agreed. A record of such changes in procedures shall be maintained.
- 1.6 Nothing in these Regulations shall prevent the Chief Fire Officer & Chief Executive incurring expenditure essential to meet the needs of an emergency or disaster subject to their action being conveyed to the Treasurer in order that the Treasurer's comments can be included in a report to the Authority to be prepared at the earliest opportunity.
- 1.7 All payments to and out of the Fire Service Fund Account shall be made under the direction of the Treasurer.



- 1.8 The Chief Fire Officer & Chief Executive shall consult the Treasurer prior to the Authority entering into any formal legally binding partnership arrangement, including a joint venture or a pooled budget or where the Authority becomes an Accountable Body. The Chief Fire Officer & Chief Executive shall ensure that adequate and appropriate technical and financial appraisal of all partners is undertaken and ensure that adequate accounting and governance arrangements are established, including internal audit access, in consultation with the Treasurer.
- 1.9 Where the Chief Fire Officer & Chief Executive arranges for staff to exercise powers delegated to him in accordance with a scheme of authorisation, a record including appropriate documentation such authorisation shall be maintained. Those staff to whom authorisation is given shall be responsible for establishing sound systems of internal control and ensuring compliance with Financial Regulations.

## **2. Personnel Budget**

- 2.1 Within the total financial estimate provision approved by the Authority, the Chief Fire Officer & Chief Executive shall be entitled to vary the numbers and composition of staffing in order to meet service requirements provided such variations do not commit the Authority to increased expenditure in future years.
- 2.2 Each year, the Chief Fire Officer & Chief Executive shall prepare a personnel report, for presentation to the Authority at such time and for such period as may be determined by the Authority.
- 2.3 The Chief Fire Officer & Chief Executive must adhere to all approved personnel policies and consider all Government guidance which relate to human resources, personnel management and training.
- 2.4 The Chief Fire Officer & Chief Executive shall ensure that personnel information is maintained in a form necessary to comply with the Authority's Human Resource Management and related personnel policies and practices and to ensure that any system/s used to process personnel data or remunerations is properly maintained.

## **3. Financial Information Management Systems**

- 3.1 The Authority's agreed Information Management Strategy should be followed by the Chief Fire Officer & Chief Executive.
- 3.2 Minimum standards of control for any new system or development of an existing system that involves a financial operation or produces output that may influence such an operation must be agreed with the Treasurer.
- 3.3 The Chief Fire Officer & Chief Executive shall be responsible for the control of systems in operation within the Authority and the security and privacy of data



necessary to accord with the Data Protection Act. When accessing systems external to the Authority, the Chief Fire Officer & Chief Executive will also be responsible for ensuring that agreed procedures are followed.

- 3.4 The Treasurer must be consulted on the development of any financial systems whether computerised or manual at the earliest practicable stage and the consent of the Treasurer is required prior to implementing such systems.

#### **4. Accounting**

- 4.1 The Chief Fire Officer & Chief Executive is responsible for the operation of financial processes within the Authority and in consultation with the Treasurer shall ensure that adequate controls are in place.
- 4.2 Accounting systems, financial accounts and supporting records shall be determined by the Treasurer in accordance with the Accounts and Audit Regulations under the Audit Commission Act 1998 and other Accounting Codes and Standards. It shall be the responsibility of the Treasurer to ensure that such accounts and systems are kept up to date either through the staff under the Treasurer's control or other appointed agents.
- 4.3 The Chief Fire Officer & Chief Executive and the Treasurer shall be responsible for maintaining full and accurate records sufficient to process the necessary financial and statistical information to enable them each to report fully and accurately on the finances of the Authority.

#### **5. Audit**

- 5.1 The Treasurer, after consultation with the Chief Fire Officer & Chief Executive, shall be responsible for maintaining an adequate and effective system of internal audit of the Authority's accounting records and its systems of internal control in accordance with proper practices as set out in the Accounts and Audit Regulations. The agents for carrying out internal audit shall have the authority to:
- i. Visit all Authority establishments and premises to carry out audits of their activities.
  - ii. Access at all times all property, documents and records considered relevant.
  - iii. Require any information and explanation considered necessary for the audit.
  - iv. Require any employee of the Authority to produce cash, stores or any other property of the Authority or property of persons for whom the Authority is responsible under their control.
- 5.2 Immediately an employee suspects an irregularity affecting income, expenditure, cash, stores or any other resources of the Authority, including any suspected cases of money laundering, it is the employee's duty to report the matter to the Principal Officer responsible for discipline who shall promptly inform the Treasurer. The Principal Officer responsible for discipline and the Treasurer shall agree what action should be taken to



investigate and report on the suspected irregularity, including report the matter to the police.

- 5.3 The Chief Fire Officer & Chief Executive shall be responsible for ensuring that all employees are informed of the Fire Authority's Anti-Fraud and Corruption Strategy, the Code of Conduct for Employees and the Whistleblowing Policy, and that copies of the appropriate documents are provided to all new employees.

## **6. Budget Procedures**

- 6.1 The Chief Fire Officer & Chief Executive and Treasurer shall jointly prepare annual estimates for both revenue and capital expenditure for presentation to the Authority at such time and for such period as may be determined by the Authority. The estimates shall be in a form agreed by the Treasurer and shall be in accordance with any criteria set by the Authority.
- 6.2 Each year, in accordance with the Local Government Act 2003, the Treasurer shall make a report which deals with the robustness of the estimates and the adequacy (or otherwise) of the Authority's reserves to the Authority when they consider the budget and setting the Council Tax, in consultation with the Chief Fire Officer and Chief Executive. The report shall incorporate an assessment of commitments and pressures for the next five years, or such other minimum period as may be prescribed by the Authority.
- 6.3 As a Precepting authority, the Authority shall comply with the statutory timetable for issuing precepts to Billing Authorities. The Treasurer, duly authorised by the Authority, shall issue the appropriate precept to each Billing Authority.
- 6.4 As part of the approved budget, a contingency provision may be approved each year by the Authority. Once approved, allocations will only be made from the contingency provision with the specific approval of the Chief Fire Officer & Chief Executive and Treasurer.
- 6.5 Where a scheme of delegated financial management has been developed and approved by the Authority, detailed estimates shall be prepared in accordance with the scheme.
- 6.6 Capital projects shall be incorporated in a Capital Programme for consideration by the Authority, in advance of the annual estimates, detailing the phasing of expenditure on such projects and the full year revenue cost associated with each project together with details of available resources to the Authority.
- 6.7 Prior to the final approval by the Authority of a capital programme scheme, the Chief Fire Officer & Chief Executive, in association with the Treasurer, shall prepare appropriate financial appraisals of all projects in line with the Fire Authority's approved Capital Programme Project Management arrangements.



## **7. Budgetary Control**

### **7.1 Revenue Budget**

- 7.1.2 The Chief Fire Officer & Chief Executive shall be responsible for managing and directing resources to achieve the objectives of the budget. This will involve monitoring of expenditure and income and the regular review of performance. Where budgets are delegated to directorate heads or to other officers (“budget managers”) they are charged with the same responsibilities.
- 7.1.3 No expenditure shall be incurred which is not covered by an approved budget. If the Chief Fire Officer & Chief Executive is of the opinion that a budget will be or is likely to be overspent the Chief Fire Officer & Chief Executive must advise the Treasurer and jointly investigate and put forward to the Authority a financial proposal for dealing with the overspend.
- 7.1.3 For each budget head within the Revenue Budget as presented to the Authority, 20% of the budget or £100,000 (whichever is the lower) may be transferred in each financial year from one heading to another by the Chief Fire Officer & Chief Executive. All other transfers will require the approval of the Authority.
- 7.1.4 Unless approved by the Authority no transfer will be permitted if the Authority is thereby committed to additional expenditure in future years.
- 7.1.5 Where the budget is delegated to budget managers, transfers may be made from one head to another as approved by the delegated financial management scheme.
- 7.1.6 Earmarked income received for a specific purpose may be spent for the purpose it was received. In addition, the Treasurer must be satisfied that the proposal will not incur additional commitments for future years. Where commitments do arise, the approval of the Authority must be obtained.
- 7.1.6 During each financial year, the Chief Fire Officer & Chief Executive in consultation with the Treasurer shall submit budget monitoring statements, including forecasts for the full financial year, to the Authority in a format and at such intervals as the Authority may determine.
- 7.1.7 The Chief Fire Officer & Chief Executive and Treasurer will jointly report on the outturn of expenditure and income to the Authority as soon as practicable after the end of the financial year.
- 7.1.8 The Treasurer shall certify that the Statement of Accounts has been prepared in accordance with the Accounts & Audit Regulations and that the statement represents fairly the financial position of the Authority.

### **7.2 Capital Programmes**



- 7.2.1 Capital expenditure will be considered as part of the capital programme where items fall within Government or statutory definitions or exceed a minimum threshold value. The threshold will be agreed with the external auditors from time to time.
- 7.2.2 Capital projects shall be incorporated in a Capital Programme having regard to the Prudential Code for Capital Finance issued by the Chartered Institute of Public Finance & Accountancy. The Capital Programme shall be considered by the Authority, in conjunction with the annual revenue budget process, detailing the phasing of expenditure on such projects and the full year revenue cost associated with each project, and having regard to the level of available resources and the Prudential Code.
- 7.2.3 No expenditure shall be incurred on capital projects which are not included in the approved capital programme and no contracts entered into or tender accepted unless the Authority is satisfied that the necessary borrowing powers or other resources, and if applicable, Government approvals have been received.
- 7.2.4 The Capital Programme may be varied with the agreement of the Treasurer, if no additional unfunded commitments for future years are incurred, in the following circumstances where:
- i. budget provision is transferred to capital expenditure financed from the revenue account (CERA) up to a maximum of 5% of the Revenue Budget in any financial year;
  - ii. earmarked capital grants are spent for the purpose they were received.
- All other variations to the Capital Programme must be approved by the Authority.
- 7.2.5 The Fire Authority's Capital Programme Project Management processes must be followed for all Capital Schemes.
- 7.2.6 Capital schemes shall not be changed without consulting a Principal Officer (the Chief Fire Officer & Chief Executive, the Deputy Chief Fire Officer, any Assistant Chief Fire Officer or Assistant Chief Officer and any other officer designated as a Principal Officer of the Authority) who will determine whether the change is sufficiently significant that the prior approval of the Authority must be sought. Any consequent increase in the cost of the scheme shall be contained within the Authority's approved capital provision. Any significant alteration to the size, content or specification of a scheme which increases the cost by more than 10% must be reported to the Authority as soon as possible with explanations for the increases.
- 7.2.7 If a tender price is higher than the estimated total cost by 10% of the scheme and would result in the capital provision being exceeded then, with the exception of major Government approved projects, provision may be transferred from one approved project to another with the approval of the Chief Fire Officer & Chief Executive, in consultation with the Treasurer. If such a transfer is not possible then the approval of the Authority must be obtained before the tender is accepted.





- 7.2.8 Once a contract for a Capital Scheme has been entered into, the Treasurer and Monitoring Officer must be consulted in relation to any proposed contract variation which would render the contract substantially different in scope and cost.
- 7.2.9 During each financial year, the Chief Fire Officer & Chief Executive in consultation with the Treasurer, shall submit capital programme monitoring statements, including forecasts for the full financial year, to the Authority in a format and at such intervals as the Authority may determine.
- 7.2.10 The final cost of each capital scheme chargeable against the capital programme shall be reported by the Chief Fire Officer & Chief Executive to the Authority if the cost exceeds the provision in the capital programme by 10% or more, as soon as possible after completion together with explanations for variances from the estimated cost.
- 7.2.11 The Chief Fire Officer & Chief Executive and Treasurer will jointly report on the outturn of capital expenditure to the Authority as soon as practicable after the end of the financial year.



**8. Orders for Supplies, Works and Services**

- 8.1 Official orders in a form agreed with the Treasurer shall be issued for all supplies, works and services required by the Authority except:
- i. Items of a recurring nature e.g. gas, electricity, rates and other periodic payments.
  - ii. Items of a minor nature paid for via petty cash.
  - iii. Where a formal contract has been entered into (see Regulation 9).
- 8.2 Official orders must not be issued for purchases of a private nature for employees.
- 8.3 It is the responsibility of all managers to ensure that the most favourable terms for price, delivery and quality have been obtained having regard to any European Union directives relating to procurement or the supply of supplies works and services.
- 8.4 The Chief Fire Officer & Chief Executive shall be responsible for the safe custody and proper use of official orders issued by the Authority. The Chief Fire Officer & Chief Executive shall maintain a list of all officers authorised to sign on the Chief Fire Officer & Chief Executive's behalf.
- 8.5 In the case of urgency, oral orders may be given provided they are recorded by prompt completion of an official order.
- 8.6 Orders, which shall be serially numbered, shall indicate clearly the nature and quantity of the supplies, works or services to be supplied and details of agreed or estimated prices, relevant discounts and delivery terms. When the account has been passed for payment the order shall be marked accordingly.
- 8.7 Where orders are to be transmitted electronically, the Treasurer shall approve the necessary arrangements made to safeguard the interests of the Authority.
- 8.8 Where orders are by procurement cards, the Treasurer shall approve the necessary arrangements made to safeguard the interests of the Authority.

**9. Contracts**

- 9.1 All contracts and agreements entered into shall be on the standard form of the Authority, shall comply with the European Commission Directives and United Kingdom Regulations relating to public procurement, the Authority's Standing Orders, and must be covered by an approved budget. If there is no appropriate standard form, the officer responsible for the contract or agreement shall ensure that a form suitable for the Authority's purpose is used.
- 9.2 Prior to the letting of a contract the Chief Fire Officer & Chief Executive shall ensure that an adequate technical and financial appraisal of the tenderers is undertaken in a form approved by the Treasurer.



- 9.3 A register of formal contracts entered into and a record of payments made thereunder together with details of the final account and certificate of completion shall be kept in a form approved by the Treasurer for all contracts valued at £10,000 or more.
- 9.4 Where the contract requires that interim and final payments shall be made on certificate, that certificate shall be:
- i. In a form agreed with the Treasurer.
  - ii. Signed personally by an officer authorised by the Chief Fire Officer & Chief Executive.
  - iii. Issued in sufficient time to enable payment to be made within the time specified.
- 9.5 Such documents as may be necessary shall be made available to the Treasurer to enable the Treasurer, or the Treasurer's appointed agents, to audit a contract. If contracts are supervised and managed by persons other than officers of the Authority, the agreement with that person (or persons) shall provide that all documents relating to a contract shall be available for inspection by officers of the Authority if required.
- 9.6 Where during the currency of a contract valued at £100,000 or more, it becomes apparent that expenditure against the contract will exceed the contract value by 5% or more, other than as a result of a price fluctuation clause, the Chief Fire Officer & Chief Executive shall present a full report to the Authority, as soon as possible. Where a contract period is likely to be exceeded, so as to significantly affect service provision, the Chief Fire Officer & Chief Executive shall present a full report to the Authority, as soon as possible, giving reasons for the delay and making any recommendations as to claims after consultation with the Monitoring Officer and Treasurer.
- 9.7 Any variation to a contract for building or civil engineering work will be authorised in writing by an employee or, where employed, consultant, whose name shall be in a list approved by the Chief Fire Officer & Chief Executive and in accordance with the approved scheme of authorisation of the Chief Fire Officer & Chief Executive.
- 9.8 When the final certificate of completion of any contract is issued by the appropriate officer, private architect, engineer or consultant a copy shall be produced to the Treasurer together, if required, with a detailed statement of account and other relevant documents.
- 9.9 Leasing or contract hire arrangements for vehicles, plant or equipment may be undertaken by the Chief Fire Officer & Chief Executive or other officers with delegated authority provided the Treasurer is satisfied that the method of finance is appropriate for the asset concerned and that the best terms available have been secured.
- 10. Payment of Accounts**



- 10.1 All payments for supplies works and services should be supported by an invoice or proper account. The Chief Fire Officer & Chief Executive or authorised officer will check these in the directorate concerned before certification. Except for conferences or similar arrangements, no payments in advance shall be made without the agreement of the Treasurer. Certification by authorised officers means:
- i. That the expenditure has been properly incurred, that there is relevant estimate provision or other authority to spend; and that payment is lawful and in accordance with the Authority's policy and instructions and complies with the Authority's Standing Orders and other regulations.
  - ii. That the supplies, works and services have been received or carried out, examined as to quantity and quality and approved.
  - iii. That appropriate entries have been made in inventories or stores records.
  - iv. That the prices, discounts and other allowances are correct.
  - v. That the account is arithmetically correct in accordance with the procedures issued by the Treasurer.
  - vi. That the account has not previously been paid.
- 10.2 All payments shall be made under arrangements agreed with the Treasurer.
- 10.3 The authorised officer shall not be the person who ordered or received the supplies and no officer shall certify an invoice or claim for reimbursement of expenditure to themselves. The officer checking the correctness of an invoice shall not also authorise its payment.
- 10.3 Where payment of accounts by electronic means is proposed, the Treasurer must approve the system and certification procedures.
- 10.4 Where payment of accounts is by procurement cards or corporate business cards, the Treasurer must approve the system and certification procedures.
- 10.6 Where invoices are paid and retained under a delegated financial management scheme, it shall be the responsibility of the Chief Fire Officer & Chief Executive to ensure that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.
- 11. Payment of Salaries, Wages and Pensions**
- 11.1 The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees shall be made under arrangements approved by the Treasurer.
- 11.2 Managers shall notify the Treasurer, or the Treasurer's appointed agents, as soon as they are aware and in such a form as the Treasurer may require of all matters affecting such payments, in particular:



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- i. Appointments, resignations, retirements, suspensions, dismissals, secondments or other transfers.
  - ii. Absences from duty for sickness or other reason, apart from paid leave.
  - iii. Changes in remuneration, including normal increments and pay awards and agreements of general application.
  - iv. Information necessary to maintain records of service for, inter alia, superannuation, income tax, and national insurance.
- 11.3 The Chief Fire Officer & Chief Executive shall ensure that the appointment of all employees is made in accordance with the policies of the authority, the approved budgets, grades and rates of pay.
- 11.4 The Chief Fire Officer & Chief Executive shall maintain a record of authorised officers, and their signatures, able to certify relevant pay documents and time records on the Chief Fire Officer & Chief Executive's behalf in a form agreed with the Treasurer. Copies of the complete record shall be deposited with the Treasurer.



**12. Income**

- 12.1 The arrangements for the collection of all income due to the Authority shall be agreed with the Treasurer. The Chief Fire Officer & Chief Executive shall be responsible for ensuring that all income is accounted for. An officer authorised to raise an account shall not be permitted to amend or cancel accounts raised by that officer.
- 12.2 The Treasurer shall be notified promptly of all money due to the Authority including details of contracts, leases or agreements and shall make suitable arrangements for:
- i. The recording of all sums due to the Authority.
  - ii. The prompt collection, custody and deposit of all cash due.
- 12.3 Any amounts received by the Chief Fire Officer & Chief Executive, or the Authority's appointed agents, shall be banked intact, in accordance with any timescales and arrangements approved by the Treasurer. Personal cheques may not be cashed out of money held on behalf of the Authority. On handing cash to another person, all officers shall ensure that they receive a suitable acknowledgement.
- 12.4 Officers, or the appointed agents, banking money must enter on the paying-in-slip the amount of each cheque and sufficient information to identify the transaction and enter on the reverse of each cheque sufficient detail to identify the division or establishment.
- 12.5 Every sum received by an Officer or the appointed agents, of the Authority shall be acknowledged immediately by the issue of an official receipt, ticket or licence - except in the case of amounts received by cheque - or other arrangement approved by the Treasurer.
- 12.6 All receipt forms, books, tickets and other such items shall be ordered and issued by the Authority subject to the arrangements for their control being agreed with the Treasurer.
- 12.7 No payment to the Authority will be accepted in cash if it exceeds £2,000 and if attempted it should be reported under Regulation 5.2.
- 12.8 The write-off of debts below £1,000 may be authorised by the Chief Fire Officer & Chief Executive. The write-off of debts in excess of £2,000 shall only be authorised by the Authority. All other debts falling between these limits may only be written off by the Chief Fire Officer & Chief Executive after consultation with the Treasurer. A record of debts written off shall be maintained by the Chief Fire Officer & Chief Executive.
- 12.9 The Chief Fire Officer & Chief Executive shall, at least once a year, review all fees and charges for supplies, works or services provided by the Authority. The Treasurer shall be consulted before any proposal is submitted to the Authority for the introduction, revision or implementation of scales of fees and charges for supplies, works and services.



**13. Banking Arrangements**

13.1 The Authority shall approve all banking contract terms and conditions. All other arrangements with the Authority's bankers shall be agreed by the Chief Fire Officer & Chief Executive and Treasurer including:

- i. The authorisation to operate such accounts, including Post Office accounts.
- ii. Bank accounts for imprest holders and delegated financial management schemes.
- iii. The provision of credit card facilities.
- iv. The ordering and safe custody of all cheques, including Post Office payment forms.

13.2 Cheques drawn on the Authority's main banking accounts, including Post Office accounts, shall bear the facsimile signature of the Treasurer or be signed by the Treasurer or officers authorised by the Authority. For the purposes of this Financial Regulation, any officer holding or acting up as holder of the following posts shall be deemed to be authorised (CFA 06/2013): Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer, Treasurer, Head of Accounts and Pensions (East Sussex County Council), Head of Financial Planning (East Sussex County Council), Finance Manager (Systems and Accounts) (East Sussex County Council).

13.3 Where payments are to be transmitted electronically, the Treasurer shall approve the necessary arrangements made to safeguard the interests of the Authority.

13.4 All Authority funds shall be banked to the corporate accounts of the Authority or such other accounts in the name of the Authority approved by the Treasurer. No other account shall be used for transacting or transferring Authority funds.

**14. Imprest Accounts**

14.1 The Chief Fire Officer & Chief Executive shall provide such imprest accounts as the Chief Fire Officer & Chief Executive considers appropriate following consultation with the Treasurer to enable minor items of expenditure or such other items to be incurred.

14.2 A receipted voucher shall support payments wherever possible, in particular vouchers will be required for all payments that include VAT.

14.3 Proper records of account shall be maintained by imprest holders in accordance with arrangements approved by the Treasurer. Imprest holders shall ensure that bank accounts do not become overdrawn.

14.4 No income received on behalf of the Authority may be paid into an imprest account but must be banked in accordance with instructions contained elsewhere in these Regulations.



- 14.5 The Chief Fire Officer & Chief Executive or authorised officer shall provide a certificate of the imprest account on request to the Treasurer and in any case a certificate as at 31 March each year shall be provided.
- 14.6 On leaving the employment of the Authority or ceasing to be entitled to hold an imprest account, an officer shall account to the Treasurer for the full amount advanced to that officer.





**15. Borrowing and Investments**

- 15.1 Approval of the capital programme by the Authority shall constitute authority to borrow in respect of projects to be financed from loan provided any appropriate guidance from the Government is followed.
- 15.2 The Chief Fire Officer & Chief Executive and Treasurer shall jointly report annually to the Authority and make recommendations on the following:
- i. The overall borrowing limit.
  - ii. The short term borrowing limit.
  - iii. The maximum proportion of borrowing which may be at variable interest rates.
  - iv. Other financial indicators as required by the Prudential Guidance.
- 15.3 The Authority will authorise the Treasurer to borrow all monies and to arrange the temporary investment of funds within the approved borrowing limit and in accordance with CIPFA's code of practice on treasury management and the Authority's Treasury Management Strategy. Borrowing or lending or investing of monies not within the Treasurer's delegated powers will not be permitted without the approval of the Authority.
- 15.4 All loans and investments shall be made in the name of the Authority.
- 15.5 All securities, the property of, or in the name of the Authority or its nominees shall be held in safe custody under arrangements approved by the Treasurer.
- 15.6 The Treasurer or the Authority's bankers shall be the Authority's registrar of stocks, bonds and mortgages as appropriate. Proper records of all borrowing of money by the Authority shall be maintained as approved by the Treasurer.
- 15.7 At or before the start of the financial year the Treasurer shall report to the Fire Authority on the strategy for treasury management it is proposed to adopt for the coming financial year.
- 15.8 The Treasurer shall report to the Authority by 30 September of the succeeding financial year on the activities of the treasury management operation, the exercise of delegated treasury management and the treasury management relating to the previous financial year.

**16. Security of Assets**

- 16.1 The Chief Fire Officer & Chief Executive shall ensure that property security is maintained at all times for all vehicles, buildings, furniture, equipment, stocks, stores, cash, etc. under the Chief Fire Officer & Chief Executive's control. Maximum limits for cash held shall be agreed with the Treasurer and must not be exceeded.
- 16.2 Inventories shall be kept of all items of moveable furniture, equipment, vehicles and plant. Where appropriate, security marking shall be used, in accordance with the



appropriate policies. The Chief Fire Officer & Chief Executive in consultation with the Treasurer shall prescribe the value and type of items to be included in an inventory. In consultation with the Treasurer, the Chief Fire Officer & Chief Executive shall maintain an asset register in such form to record sufficient details to meet the requirements of capital accounting practice.

- 16.3 The Chief Fire Officer & Chief Executive is responsible for the receipt, care, safe custody and issue of stocks and stores. The Chief Fire Officer & Chief Executive shall supply the Treasurer with such information, as the Treasurer requires in relation to stores for the financial records of the Authority.
- 16.4 The Chief Fire Officer & Chief Executive shall arrange for periodic independent checks and verification of stocks and recorded stores, at least once a year. No deficiency that occurs in excess of £2,000 shall be written off without the prior approval of the Authority. Variations between £1,000 and £2,000 may be written off by the Chief Fire Officer & Chief Executive following consultation with the Treasurer and variations below £1,000 may be written off by the Chief Fire Officer & Chief Executive, the appropriate record of such actions shall be maintained by the Chief Fire Officer & Chief Executive.
- 16.5 Stocks shall generally be maintained at minimum levels consistent with operational requirements. A certificate of the value of stocks held as at 31 March each year shall be provided to the Treasurer.
- 16.6 Where equipment or materials become unusable or obsolete, the Chief Fire Officer & Chief Executive may arrange for it to be written off in accordance with arrangements agreed with the Treasurer. Where equipment or materials have a scrap value or resale value, disposal shall be at the best price obtainable following the procedure for disposal, issued by the Chief Fire Officer & Chief Executive in consultation with the Treasurer. Leased vehicles, plant or equipment may not be disposed of without the prior approval of the Treasurer. This Financial Regulation shall not operate to prevent the Chief Fire Officer & Chief Executive from exercising the powers delegated to the Chief Fire Officer & Chief Executive to approve the donation to appropriate causes of time expired appliances and/or equipment that have no significant value.
- 16.7 The Authority's property shall not be removed otherwise than in accordance with the ordinary course of business or used otherwise than for the Authority's purpose except in accordance with the specific instructions by the Chief Fire Officer & Chief Executive.
- 16.8 Keys to safes and similar receptacles must be carried on the person of those responsible at all times. The loss of any such keys must be reported to the Chief Fire Officer & Chief Executive immediately, who will inform the Treasurer.

## **17. Estates**

- 17.1 The Chief Fire Officer & Chief Executive shall be responsible for maintaining a terrier of all properties owned by the Authority, recording the location, extent, plan reference,



purchase details, nature of the interest, tenancies granted, rents payable, and purpose for which the property is held.

- 17.2 The Chief Fire Officer & Chief Executive shall have custody of all title deeds under secure arrangements agreed with the Monitoring Officer and shall supply to the Treasurer and Monitoring Officer all information required by them in accordance with their duties. The Chief Fire Officer and Chief Executive may arrange for the Monitoring Officer to discharge this Regulation.

### **18. Insurances**

- 18.1 The Chief Fire Officer & Chief Executive and Monitoring Officer shall jointly report annually to the Authority and make recommendations on:
- i. All necessary insurance cover and negotiations of all claims.
  - ii. All new risks and liabilities which may require to be insured.
  - iii. Any alteration which may affect existing insurances.
  - iv. Any loss, damage, claim or event which might give rise to a claim by or against the Authority.
  - v. Any acquisition or disposal of interests in property which involves an amendment to insurance cover,  
and enter into such arrangements as are deemed appropriate.
- 18.2 All appropriate employees of the Authority shall be included in a suitable fidelity guarantee insurance.
- 18.3 The Chief Fire Officer & Chief Executive shall consult with the Monitoring Officer in respect of the terms of any indemnity which the Authority is requested to give.
- 18.4 The Chief Fire Officer & Chief Executive shall ensure that employees, and anyone covered by the Authority's insurances, do not admit to liability or offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.
- 18.5 The Chief Fire Officer & Chief Executive shall co-ordinate and facilitate risk management policies and procedures, and conduct reviews of risk in consultation with the Monitoring Officer and Treasurer.

### **19. Ex-Gratia Payments**

- 19.1 The Chief Fire Officer & Chief Executive may authorise ex-gratia payments up to £1,000. Ex-gratia payments in excess of £1,000 may be made with the approval of the Authority, subject to the Authority being satisfied that there are sufficient powers to make the payment in any particular case.
- 19.2 The Treasurer shall maintain a complete record of ex-gratia payments made.



**20. Travelling, Subsistence, Financial Loss and Attendance Allowance**

- 20.1 All claims by employees for payment of car allowances shall be submitted to the Director of Financial Services in a form and at such intervals as approved by the Director of Financial Services. Payment of car allowances, and other travelling and subsistence allowances, will be made upon receipt of the appropriate form, duly certified by an authorised officer and to be paid in accordance with arrangements set out in paragraph 10 (Payment of Accounts) or paragraph 11 (Payment of Salaries, Wages and Pensions).
- 20.2 Payment to Members and co-optees of the Authority who are entitled to claim any allowance under the Authority's Member Allowance Scheme shall be made by the Chief Fire Officer & Chief Executive in accordance with the provisions of the Scheme.
- 20.3 Certification of a claim shall be taken to mean that the journeys were authorised and the expenses properly and necessarily incurred and that the allowances are properly payable by the Authority in accordance with a Member Allowance Scheme. (CFA 12/98)

**21. Voluntary Funds**

- 21.1 The Chief Fire Officer & Chief Executive is responsible for ensuring that all voluntary funds held, where money and/or assets are handled by an employee in the course of their employment or office, which have not been issued by the Authority, are properly administered and that they are audited under arrangements agreed with the Treasurer. Where cash is held in a bank account or building society account or such similar arrangements a record must be maintained accordingly by the Chief Fire Officer & Chief Executive.

**22. Miscellaneous**

- 22.1 Copies of notifications from Government Departments including consents, approvals, regulations, circulars, letters, etc. in any way relating to finance shall be forwarded by the Chief Fire Officer & Chief Executive immediately to the Treasurer.
- 22.2 Before claims for grant or reimbursement are submitted to any government department or other body they shall be sent to the Treasurer for examination and certification.
- 22.3 Notices of all meetings and copies of all agenda, reports and minutes of the Authority and Panels shall be sent to the Chief Fire Officer & Chief Executive, Monitoring Officer and Treasurer as soon as they are available.

**23. Service Plans and Annual Reports**

- 23.1 The Authority's Service Plans shall be prepared by the Chief Fire Officer & Chief Executive covering such period and at such intervals as the Authority may determine.



- 23.2 Each year an annual report and accounts for the Authority shall be jointly prepared by the Chief Fire Officer & Chief Executive and Treasurer and shall be presented to the Authority. The annual report and accounts shall be completed as soon as practicable after the year-end, but the Accounts shall be published no later than 30 September. The annual report will contain, inter alia, details of the management structure, the services provided, and the accounts for the previous financial year.