

## APPENDIX TWO – CHANGES TO FINANCIAL PROCEDURE RULES

New Section	Issue	Proposed Change & reason
1.4	Breaches of the rules	These will now be reported to Committee. Not currently in GBC and implied by WBC.
1.5	Code of Officer Conduct	This needs to be clear that officers must follow all council policies, schemes of delegation and financial & contract procedure rules and that failure to do so will be a disciplinary matter. Both codes are different and are unclear in this area.
2.3(d)	Internal Audit Annual Report	This is not mentioned in the ToRs for GBC and should be added
4.3(j)	New Revenue Proposals	Officers are required to produce a justification for these
5.3	Virements	Changed to Executive for £100k-£500K and Council in excess of £050k . WBC is executive function only over £100k. GBC is executive function over £200k and Council over £500k. These limits align both Councils.

6.2	Supplementary Estimates	Executive only up to £250k, then Council. Include 'subject to their being no ongoing revenue implications for future years'.
11.1	Materiality limit	Add to WBC and set at £10k in line with GBC.
15.1	Lease arrangements	Limit to £1M in line with GBC
16.	Trading Units	This has been added to both.
17.2	Risk Management	WBC has to implement internal audit findings for risk management.
22.3	Insurance	Limits not currently set out in Financial Procedure Rules
22.4	Insurance	New. Good practice to report to members.
26.	Write Offs	WBC have no limit on debt write off and the S151 can do this to an unlimited amount. Limits have been aligned to GBC.
34.1	Imprest Accounts	GBC limit of £100 has been used.
39.4	Partnerships	New section for WBC and strengthened section for GBC.
39.6	Delegation of Budget to Partnership	Suggested limit as none currently.
40.1	Grants	In excess of £200k to be agreed by the Executive in line with key decisions.
41.2	Loans	Remove the delegation for officers to be able to make loans. Executive

		approval now needed to align with WBC.
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