

SCHEDULE A

25 INCOME

- 25.1** Arrangements for the collection of all monies due to the Council shall be subject to the control or approval of the Section 151 Officer.
- 25.2** Group Managers shall maintain such information in connection with the work done, goods supplied or services provided so that a correct record of all sums due is maintained. Wherever possible income due should be collected in advance. Managers shall ensure that individual sundry debtors are raised as soon as possible but no later than ten days from the delivery of goods or provision of services, unless specified terms have been agreed by the Section 151 Officer.
- 25.3** Monthly and where appropriate, quarterly accounts should be produced five working days after the month or quarter's end. Group Managers shall record promptly, within the Council's Sundry Debtor System, all money due to the Council. The records shall include details relating to contracts, leases and other agreements and any arrangements entered into which involve the periodic receipt of money by the Council.
- 25.4** All fees and charges shall be reviewed annually as appropriate by each Group Manager in consultation with the Section 151 Officer. All changes to such charges shall be agreed in advance with the Section 151 Officer and recorded annually within the Fees and Charges Register after approval by Cabinet.
- 25.5** ~~Any debts written off shall be in accordance with procedures approved by Cabinet. Debts Up to and including £5,000.00 can be written off with the approval of the Section 151 Officer in consultation with the Portfolio Holder - Finance. The S151 officer may delegate to the Deputy Corporate Finance Advisor as required. Debts of £5,001.00 and above shall require approval of Cabinet. The Section 151 Officer is responsible for reviewing these procedures annually with the Portfolio Holder - Finance and advising Cabinet of any recommended amendments. Any debts written off shall be in accordance with procedures approved by Cabinet. Debts of less than £500 can be written off with the approval of the Section 151 Officer. Debts over £500 shall require approval of Cabinet. The Section 151 Officer is responsible for reviewing these procedures annually with the Portfolio Holder - Finance and advising Cabinet of any recommended amendments.~~
- 25.6** The Exchequer Services team shall promptly create and submit debtors' accounts in accordance with the information recorded by Group Managers, on the Sundry Debtor System. The recovery of all debts shall be in accordance with the procedures laid down by the Section 151 Officer.
- 25.7** Group Managers shall be responsible for accounting for VAT on income, fees, and charges in accordance with the Regulations of HM Revenue and

Customs. The Financial Services Team shall advise those managers of any changes to the Regulations.

25.8 Where cash floats, petty cash or cash remittances are held, Group Managers shall ensure that periodic checks are made to verify balances.