

ANGUS COUNCIL FINANCIAL REGULATIONS

FOREWORD

Angus Council is a public body specifically created to provide essential services to local citizens. The Council is funded exclusively from public money in one form or another (e.g. Scottish Government Grant, Council Tax, Non-Domestic Rates, etc). There is therefore a burden of responsibility on all members and employees of the Council to ensure that all Council resources are used properly and efficiently.

The size and complexity of the Council and the services it provides makes such stewardship of public funds a real challenge and we all have responsibilities in this regard. As Head of Finance, I have a specific duty in law (Section 95 of the Local Government (Scotland) Act 1973) for the proper administration of the Council's financial affairs. Managers and budget holders have a responsibility to comply with the Financial Regulations and to manage their areas in a manner which provides Best Value. All members and employees have a responsibility to ensure that systems and procedures that are in place are followed.

In light of these responsibilities, these Financial Regulations are critically at the heart of the Council's financial arrangements which ensure the proper and efficient use of resources and set the scene to ensure that sound financial control is operated. They do not (and indeed should not) contain comprehensive detail of each and every financial aspect. However, they do as necessary make reference to where the detail is held.

The Financial Regulations have been designed to help financial control and to provide the necessary framework for support, advice and protection to members and staff involved in financial management at all levels throughout Angus Council. To this end I have tried to find the right balance between safeguarding the Council's money and other resources and retaining operational flexibility.

Financial Regulations must of course be relevant to the needs of users, kept up-to-date and allow for controlled operational flexibility. It was on this basis that the Financial Regulations were first prepared and approved in April 1996 and revised in full in September 1997, May 2000, December 2004 and November 2008.

In order to maintain the Regulations as fit for purpose therefore, a process of ongoing review and monitoring was established. Through this process, individual rulings and clarification on the interpretation of the Financial Regulations have been included as necessary within this review. These changes have been augmented by comments received from consultation exercises with all Chief Officers. Further regular reviews will take place to take account of new policies which are developed and to ensure that the Financial Regulations continue to be fit for purpose.

This revised edition has been issued in loose-leaf format to enable new sections to be inserted when necessary and also to enable existing sections/appendices to be updated as and when required.

A contact point within the Finance Division is indicated at the end of each section of the Financial Regulations. **Where queries arise in respect of clarification or interpretation of any matter, the named contact for the relevant section must be contacted in the first instance. This officer will provide any clarification or interpretation required or will co-ordinate any input from other Finance Officers as necessary.** Where different interpretations of any point arise, the Head of Finance will be the final arbiter.

It is hoped you will find the updated version of "Angus Council Financial Regulations" as approved by the Angus Council on 24 June 2010 an essential, easy to use source of information and guidance, although it is my intention to operate periodic training sessions to assist in this regard.

**IAN LORIMER
HEAD OF FINANCE**