

22. FINANCIAL SYSTEMS

22.1 GENERAL

The Head of Finance shall make such rules and set out such procedures as they consider should be followed by all Departments of the Council in order to provide and maintain satisfactory financial systems. It shall be the duty of the Chief Officer of each Department to ensure compliance with these rules and procedures. Any subsidiary or memorandum analysis of income and expenditure shall in all cases, and prior to implementation, be specifically approved by the Head of Finance.

22.2 CORPORATE FINANCIAL SYSTEMS

The Head of Finance shall issue detailed rules and procedures for the operation of all Integra modules (i.e. General Ledger, Purchase Ledger, Sales Ledger and Purchase Order Processing (RSS)); for ResourceLink (integrated payroll and personnel system) and for PECOS. These rules and procedures shall be in the form of User Operations Manuals, copies of which shall be available from the office of the Head of Finance.

22.3 SYSTEMS SECURITY ACCESS

The Head of Finance shall maintain a register of all allocated security accesses to the Integra and ResourceLink systems. Security access shall be issued to individual users only following written application. A proforma for this purpose is available on request from the Payments/Income manager via the contact noted at the end of this section.

It shall be the responsibility of the Chief Officer, or other officer he may authorise, to control applications to the Head of Finance for security access in order that compliance with the principle of separation of duties etc is ensured.

Additionally, employees should be aware that they have individual responsibilities in respect of basic Integra and ResourceLink security, and should recognise the confidential nature of the data held on these systems.

**For clarification or any queries in respect of this section please contact
Gillian Woodcock on extension 6170**