

County Projects Financial and Budget Policy

Purpose

1. To ensure that projects are planned and costed.
2. To ensure that actual versus budget variance is monitored and that significant variances are explained and reported.
3. To ensure that budgets are reviewed at the end of the event and lessons learned.

Planning

4. Budgets are to be prepared and agreed with F&GP Committee (and CMC for Centre Projects) BEFORE any items are purchased or work started.
5. Proposals should be received in good time for the approval process.
6. The line manager of the person responsible must approve the budget and project before it is sent to any Committee.
7. All budgets must include, and show, a 10% contingency unless otherwise agreed at the time of approval by the F&GP Committee.
8. Contracts entered into should be approved in line with the Financial Approvals – Level of Authority Policy. Material¹ external commitments should not be entered into without a contract.
9. Quotes for purchases and labour should follow the “Northamptonshire County - Policy re obtaining quotes for equipment or services”

Monitoring

10. The event must be managed to the agreed budget. No commitment may be entered into which does not represent the agreed budget.
11. Material² variations to the approved budget must be raised with the F&GP Committee.
12. An project with a budgeted expenditure in excess of £5,000 must submit up-to-date financial information and a progress report to **each** F&GP Committee meeting (and CMC for Centre Projects).

Review

13. Full accounts to be drawn up and passed to F&GP Committee (and CMC for Centre Projects) as soon as possible and within 6 weeks of the project ending. If final figures are not available, an interim report must be given within 6 weeks of the project ending.
14. The report should show clearly expenditure items rather than aggregate items under individual “expenses”.
15. Any surplus money from projects determined once the final accounts are completed will be returned to general funds.

Determining Costs

16. The F&GP Committee may require that the budget to be presented in person.
17. A member of the F&GP Committee may be appointed to act as financial guardian to the project.
18. For the format for presenting a proposal and budget see “Projects - Outline, Budget & Review.xls”
19. For the format for presenting a report on the event see “Projects - Outline, Budget & Review.xls”

¹ Above £500

² Above £500 or 5% of the budget whichever is the lower

20. Out of committee approvals can be considered in line with the Financial Approvals – Level of Authority policy but only with very good reason.
21. Expenditure within an agreed budget must still be authorised by a signature of the project manager before the County Treasurer will authorise payment.
22. Once it has been agreed by F&GP each event will be added to the county accounts in Xero as a “chart of accounts” entry. All expenses and payments should be clearly allocated to this entry. The lead for the project will be sent regular reports from Xero to help them manage the budget.

Policies which should also be referred to:

Financial Approvals – Levels of Authority Policy

Financial and Budget Policy

Northamptonshire County - Policy re obtaining quotes for equipment or services

Assets Policy

Amendment History

Date	Detail
September 2020	Approved by Northamptonshire F&GP sub-committee