

APPENDIX 1

**FINANCIAL REGULATIONS (APPENDIX F) – EXTERNAL FUNDING**

**PART A - Present Wording**

**“Responsibilities of the Chief Finance Officer**

- 2.3 To ensure that all funding notified by external bodies is received and properly recorded in the authority’s accounts.
- 2.4 To ensure that the match-funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- 2.5 To ensure that audit requirements are met.

**Responsibilities of Chief Officers**

- 2.6 To ensure full compliance with the Council’s External Funding strategy in respect of any external funding proposals undertaken within each service directorate, including obtaining and acting upon advice on any legal and financial aspects of such proposals from the Solicitor to the Council and the Chief Finance Officer.
- 2.7 To ensure that all claims for funds are made by the due date.
- 2.8 To ensure that the project progresses in accordance with the agreed project plan and that all expenditure is properly incurred and recorded.”

**PART B - Proposed Wording (NB Changes in Bold Type)**

- 2.3 To ensure that all funding notified by external bodies is received and properly recorded in the authority’s accounts.
- 2.4 To ensure that the match-funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- 2.5 To ensure that audit requirements are met.

**2.6 To approve and sign all applications for external funding.**

**Responsibilities of Chief Officers**

- 2.7 To ensure full compliance with the Council’s External Funding strategy in respect of any external funding proposals undertaken within each service directorate, including obtaining and acting upon advice on any legal and financial aspects of such proposals from the Solicitor to the Council and the Chief Finance Officer.

- 2.8 To ensure that any applications for external funding within their service responsibilities are approved and signed by the Chief Finance Officer before submission to the funding agency concerned.**
- 2.9 To ensure that all claims for funds are made by the due date.
- 2.10 To ensure that the project progresses in accordance with the agreed project plan and that all expenditure is properly incurred and recorded.