



## Financial Regulations Policy

### Policy

#### 1. Introduction

This document sets out the financial regulations of the Office of the Surrey Police and Crime Commissioner and the Office of the Surrey Chief Constable.

All employees of Surrey Police are required to follow Financial Regulations.

#### 2. Policy Statement

Key sections of those Regulations relate to:

- Financial Management including the duties of the PCC, the Chief Finance Officer of the PCC, the Chief Executive and Audit Committee; the Chief Constable, Assistant Chief Officer – Support Services and the Chief Finance Officer of the Chief Constable. This section also deals with other financial accountabilities including accounting policies and the production of the annual Statement of Accounts
- Financial Planning including budgeting and preparation of the Local Policing Plan
- Risk Management & Business Continuity, covering audit requirements, internal audit, internal control
- Assets
- Treasury Management and preventing fraud and corruption
- Financial Systems and Procedures including payments to members and employees, gifts, loans and sponsorship, and taxation
- Joint Working Arrangements including partnership, consortia and collaborations

In addition to the Financial Regulations, all employees of Surrey Police are required to follow the Financial Scheme of Consent which sets out the responsibilities of devolved budget holders.

##### 2.1. Contract Standing Orders

This document sets out the procedures to be followed when procuring goods and services for the Joint Procurement Service.

##### 2.2. Cash Handling

There is a procedure on cash handling which all Surrey Police personnel should follow. In addition there are a number of associated pieces of guidance on cash handling:

- Guidance for Front Counter Staff
- The Property Manual

As part of their normal work the internal auditors will check periodically that the Financial Regulations are being adhered to and whether there are any problems.

If they do find any issues they will report those to the Joint Audit Committee so that action can be taken.

There should be no impact on communities.

**Team: Finance and Services, Financial Accounting**