

FINANCIAL LIMITS ANNEX

This Financial Limits Annex sets out the limits that apply to certain financial decisions made by the Council. The financial limits set out in this Annex apply to the Financial Regulations as if they were written out into those Regulations. These limits are relevant as at the end of January 2024.

If there is any doubt as to the application of the financial limits in this Annex, advice should be sought from the Chief Finance Officer or their nominated representatives. Note that the financial limits set out in this Financial Limits Annex may change over time and advice should be sought from Finance on the current applicable financial limits.

KEY DECISION THRESHOLD

The financial threshold for Key Decisions is £250,000.

For the avoidance of doubt, any decision that will have a financial impact in terms of expenditure or savings in excess of £250,000 will be a Key Decision.

Provisions relating to Key Decisions are set out in section 13 of the Constitution.

SIGNIFICANT FINANCIAL IMPACT

Where the Financial Regulations refer to a decision or other action having a “significant” impact on a capital project or otherwise, this means that the financial impact is:

- in excess of £250,000; or
- 10% or more of the total project budget / relevant financial amount; and/or
- would represent a change in the anticipated outcomes.

EXTERNAL FUNDING

The following financial limits apply to approval of external funding applications:

Value of external funding	Approval
Up to £250,000	Chief Finance Officer
Above £250,000	Executive

VIREMENTS

The following financial limits apply to virements under section 18.37.4 of the Financial Regulations.

Virement category	Below £250,000	£250,000 or more
Virement or reallocation of budgets between Directorates	Relevant Chief Officer OR If the virement crosses Portfolios, the Chief Finance Officer in consultation with relevant Portfolio Holders	Executive
Virements or reallocation of budgets within Directorates	Relevant Chief Officer in consultation with the Chief Finance Officer's nominated deputy	Executive
Virements or reallocation of budgets within a Division of service	Head of Service in consultation with the Chief Finance Officer's nominated deputy	Executive
Virement or reallocation of capital budgets from one capital project to another (including underpends)	Relevant Chief Officers in consultation with the Chief Finance Officer	Executive

DEBT WRITE OFF

For the purposes of section 18.77 of the Financial Regulations, the following thresholds apply to the writing off of bad debts:

Council Tax Debt

Authorisation to write off in respect of individual accounts is delegated as follows:

- Director of Finance up to £10,000.
- Executive £10,000.01 and above.

Business Rates Debt

Authorisation to write off in respect of individual accounts is delegated as follows:

- Director of Finance up to £100,000

- Executive £100,000.01 and above.

Subscription Debt

Authorisation to write off is delegated to the following officers:

- Director of Finance up to £50,000.
- Executive £50,000.01 and above.

Sundry Debts (including Housing Benefit Overpayments)

Authorisation to write off in respect of individual accounts is delegated to the following officers:

- Director of Finance up to £10,000.00
- Executive £ 10,000.01 and above.

DISPOSAL OF ASSETS

The following thresholds apply to the disposal of assets by the Council for the purposes of section 18.45.3 of the Financial Regulations:

Total value or stocks / stores or assets	Disposal procedure
Up to £1,000	Two (2) written Quotations or public auction
Above £1,000 and up to £100,000	At least three (3) written Quotations or public auction
Above £100,000	Invitation to Tender to at least four (4) Bidders or public auction with a reserve price

BONDS

For the purposes of section 19.81(a) of the Contract Procedure Rules, a bond will be required where the Total Value of a contract exceeds £250,000. For the avoidance of doubt, the Total Value is inclusive of VAT.

PARENT COMPANY GUARANTEE

For the purposes of section 19.82(a) of the Contract Procedure Rules, a bond will be required where the Total Value of a contract exceeds £250,000. For the avoidance of doubt, the Total Value is inclusive of VAT.