



Financial Processing: Guidance for Practitioners

Document Title	Financial Processing: Guidance for Practitioners
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1. Introduction

Adopt North East is hosted by North Tyneside Council. Accordingly, the Agency follows the processes in place for all North Tyneside Council services. The details on how to pay a person can be found on the intranet at the link below:

<http://intra.northtyneside.gov.uk/page/766/how-pay-someone>

All Forms referred to are available from the Local Resources section of this website.

2. Payment Request Forms

Payment Request Forms are used for reimbursement of all costs over £25.00 for staff/adopters.

1. Complete Form – Payment Request Form
2. Make sure all sections are complete, including GL Code/Subjective Code
3. Approved by Senior Manager
4. Forward to FS Procure To Pay Team – FSProcure.ToPayTeam@northtyneside.gov.uk
5. Payment made into bank account

Also used for cheque requests, i.e. Court Fees

- 1-4 As above
5. Cheque received in Courier for HMRC

3. Petty Cash/Staff Travel & Subsistence

Claims can be made via Petty Cash if under £25.00. For amounts above, complete Payment Request Form as above.

For petty cash less than £25.00:

1. Complete Form - Petty Cash Claim Form
2. Make sure all sections are complete, including GL Code/Subjective Code
3. Attach receipt
4. Approved by Senior Manager/Manager
5. Given to Business Support Manager to reimburse

4. Invoices

1. All invoices received to be forwarded to Adopt North East Mailbox
2. Dedicated Business Support staff will process/pay through BMS IProcurement
3. Seek Approval from Senior Manager
4. Invoice paid direct to Supplier via AP Supplier – AP.supplier@northtyneside.gov.uk

5. Inter-Agency Fees

Once Business Support receives the completed/signed Financial Arrangement for Inter-Agency Placements Form IA payment of Inter-Agency Fees will be processed through **ASH Debtors and BMS**.

6. Travel/Accommodation for Adoption Introductions

1. Fully complete the BSS Travel Request Form, including GL Code/Subjective Code
2. Seek approval from Senior Manager (Budget Holder)
3. Forward to BSS Travel Team – BSSTravel@northtyneside.gov.uk
4. BSS Travel Team will book travel arrangements/accommodation through Click Travel (NTC preferred choice)
5. If accommodation you require is not on Click then SW/BS Manager will need to book through own Service; on internet using ANE Purchase Card or Payment Request Form (BACs) completed with Proprietor's details and sent to FS Procure To Pay Team – FSProcure.ToPayTeam@northtyneside.gov.uk Business Support Manager and one Business Support Assistant holds the ANE Purchase Cards.

7. Subjective Codes

GL Code	Subjective	Descriptor	To Include
04022	2070	Marketing	Print Literature Digital, Radio and Social Media Event attendance ANE Branded Items and Recruitment Equipment Profiling Costs

		Community Group Engagement (e.g. NFS)
0901	Training	Annual Staff Conference (Total Costs) Individual and Team Participation/Attendance Training Materials, Books and Webinars
2904	Professional Fees	Disruption Chairing Non-ASGSF Funded Therapies Consultancy
2331	Members Allowances	Panel Members Attendance
2301	Travel	Adopter Accommodation and Subsistence Adopter Travel Costs (inc. Mileage/Tunnel/parking) Staff Travel e.g. train – (not mileage – use 1701) Staff Accommodation and Subsistence
2888	Payments to contractor	Commissioned Services Only ➤ CATCH ➤ PAC UK ➤ Coram IAC
1912	Medical	Stage 1 Medical Checks
2310	Court	Application Costs Provision of Independent Legal Advice
1701	Car allowances	Staff Only (Not Adopters) Mileage
1156	Other rent	Rental of Meeting Rooms and Other Venues
1801	Equipment	Activity Day, Stay and Play, Training Equipment Summer and Christmas Party Equipment
1851	Furniture	Office furniture inc. Specialist Desk/Chairs
2051	General expenses	Please seek Management Advice to use this Code
2069	Licenses	Coram BAAF Link Maker LCS
2164	Interpretation	Translator and Translation of Documents

	2201	Postages	All Post Costs
	2210	Telephones	Mobile Phone Use, New and Replacement
	2251	Computer equipment	Lap Tops (New & Replacement) IT Equip. (Screen/Keyboard/Mouse/Headset)
	2352	Subscriptions	Coram BAAF Forms Link Maker
	0070	Additional Hours	Work for the RAA as Independent Social Worker Agreed Additional Hours