



One Minute Guide

Children's Social Work Service Finance Hub

No. 3, Nov 2023

All finance requests for Children & Families social work teams, Looked After Children and Care Leavers are processed through a centralised email and mosaic inbox.

- Email: BAS.Childrens.Financehub@Leeds.gov.uk
- Mosaic: BAS Children's Finance Hub

This guide sets out some reminders on how to make finance requests to ensure it is correct first time which will help reduce delays for processing finance request.

UPDATES AND CHANGES

- Faster BACS should only be used in exceptional circumstances.
- Finance requests cannot be re-opened if your request is rejected you must submit a new one.
- ID and proof of address is required to set up a pre-payment card for either a service user or a worker.
- To pay nursery/afterschool clubs TM's/SDM's could approve upto their limit if a one off/or for a short period, otherwise HoS or Finance panel approval is needed.
- Requests for Hotels/ Travel must be sent to Finance hub and not area admin teams.

DELEGATION LIMITS (up to)

When submitting a finance request please send to the correct approver.

TM can approve anything up to **£500**

SDM can approve anything up to **£1,000**

HOS can approve anything up to **£20,000**

Please bear in mind the 'cumulative' amount needs to be considered. E.g. Once an ongoing request goes over £500 it will then need to be approved by an SDM etc.

To pay nursery/afterschool clubs TM's/SDM's could approve upto their limit if a one off/or for a short period, otherwise HoS or Finance panel approval is needed.

Finance requests and ongoing finance requests

If your Finance request is rejected for any reason, you must submit a new request. Finance requests cannot be re-opened.

Please bear in mind in the majority of cases, especially when renewing an ongoing payment the request will start on a Monday and finish on a Sunday.

Do ensure all mandatory sections are completed

Do complete request in a timely manner (if the request must be cash) to ensure monies can be ordered in for large payments

Do ensure you obtain a receipt from shop/supplier or signed receipt if passing to parent/carer.

Do ensure the recipient is the person receiving the payment.

Where payments relate to allowances approved at NRPF Panel, please state this in your finance request at the top of the description field.

Renewal of ongoing payments cannot be approved by TM, regardless of cost. These must be signed off by SDM, or HoS depending on running total (see delegation limits above).

FINANCE PAYMENTS

We can only pay petty cash out in exceptional circumstances (all other methods must have been exhausted). If all other methods have been explored cash is available from Kernel House Tuesday- Thursday.

The preferred method is always BACS, if the young person is unable to obtain a bank account, we can issue pre-payment cards but there is a cost to the council for these. We must also have ID and proof of address provided for the young person before a card can be issued.

Alternatively, we can refund workers by BACS but only where payment has been made first (proof of purchase must always be provided).

BACS (INCLUDING FASTER BACS)

BACS payments take up to 5 working days to be received into a bank account.

To be able to pay by BACS we need a signed bank details form (must not be typed signature) or an email from the payee with their bank account details (sort code and account no).

If requiring a faster BACS payment this must be received by 12pm. You must make this clear in the finance request that a faster BACS payment is required and there must be exceptional reasons why this is needed, such as the payee is at risk of significant financial hardship.

A follow up email to BAS.Childrens.Financehub@Leeds.gov.uk is required, stating in the subject header so it can be identified: Urgent BACS payment. Reminder, this must be submitted by 12pm.

To note: The cost to LCC of same day payment is £3 and next day is £0.25p Standard 4 day BACS payments are free.

Emergency cash – Prepayment cards

Prepayment cards can be offered to families if they have NO bank account or are unable to open an account for specific reasons.

The prepaid card will work in the same way as any debit card supplied by banks.

To set up a prepayment card the client cardholder agreement needs signing by the individual and returning to BAS.Childrens.Financehub@Leeds.gov.uk before the card can be activated.

You must supply valid ID and proof of address to set up a pre-payment card and we must keep this on file for 5 years.

Payments to the card will be made weekly...

NRPF PANEL

Where payments relate to allowances approved at NRPF Panel

- These can be signed off by TM irrespective of costs
- Finance request MUST state at the top of the description field: Allowances approved at NRPF panel
- Attach the approved minutes when the first request is made

Purchasing Cards

A reminder: Your purchasing card should never be shared or given to another worker to use.

Cards cannot be used to purchase from Leeds City Council e.g. birth certificates, council tax on behalf of service user. Please speak with your admin officer for advice.

When making a purchase it is the cardholders responsibility to request a VAT receipt or invoice to allow any VAT to be reclaimed.

Receipts must be attached to the mosaic finance request within 2 working days.

Failure to upload receipts within 10 working days can result in your purchasing card being suspended until transactions are up to date.

If for any reason you need your limit increasing, you must seek approval from your line manager then email your admin officer that reviews your transactions.

Leaving Care and other Grants – Where purchases are made on p-cards against an already approved grant your receipt should be emailed with **Purchase Card Record of Spend** to your allocated admin officer. This enables correct allocation and coding of spend. The worker should also keep a running record of spend to ensure no overspend is made.

BUSINESS TRAVEL – hotels and trains

Before requesting business travel you must have a click travel account, please request a click travel account by following the link below:

[InSite - Booking business travel \(leeds.gov.uk\)](https://leeds.gov.uk/in-site)

Please check amounts on Click Travel (or alternative means) and then the relevant Hotel or Rail form.

Raise a 'request for finance' on Mosaic and attach the completed form. Amount must be entered on the request and then the booking can be made so long as there is no more than 15% increase in cost.

If this is an urgent request you may follow up with an email to BAS.Childrens.Financehub@Leeds.gov.uk

Invoices

The council have launched new digital technology called Kefron AP to change the way we work with suppliers and to make the payment of invoices quicker and easier.

All suppliers have been notified of the new system and have been made aware that invoices **must** be submitted to a central email address or PO Box. They have also been informed that they should request a purchase order to include on their invoice otherwise no purchase order number means no payment/delayed payment, or the invoice being returned to the supplier.

What does this mean for me?

- Once you have authorisation to engage with a supplier for their goods/service you **MUST** complete a finance request ahead of the invoice. Include as much information as you can such as:
 - Supplier name & address and contact details
 - Details of service/goods supplying and dates e.g. For delivery or service
 - Cost
- The admin officer will raise the order asap and then email the supplier directly with the order number, they can then submit their invoice direct to the central inbox for Kefron.

Note: payment will be made 30 days after supplier sends their email to Kefron.

BIRTH/MARRIAGE/DEATH CERTIFICATE

Please complete the relevant request form and attach it to a 'request for finance'

Costs: Leeds: £11 (delivery within 3 weeks) or £15 if priority

Outside of Leeds: £18.00 or £38.00 if priority

Method of Payment if purchased via Leeds Registrar – Interfund Recharge/Internal Recharge... this used to be available as an option... no longer there does this need to be re-added with an explanation to what it means.

Reminders and top tips

To help us deal with your queries as smoothly as possible and to support the team we would like to ask the following:

- When emailing please use the subject header accordingly – e.g. use 'urgent' where needed/include Mosaic IDs where required.
- When collecting petty cash be mindful of collection times 9:30am – 12pm and 2pm – 4pm. Advice is to email the finance hub email if you are in doubt and need to collect outside of these hours.
- From April 2023 collection of petty cash will only be Tuesday to Thursday.
- Please allow 24 hours for non-urgent emails to be responded to before chasing.
- Please be mindful the more notice the finance hub can be given the happier they will be – we know this can't always happen but where it can be it would be appreciated.

Queries

If you have any queries relating to finances, please email BAS.Childrens.Financehub@Leeds.gov.uk and one of our admin officers will call you back.

Title	'Finance Guide'
Purpose	The purpose of this document is to set out some reminders on how to make finance requests to ensure it is correct first time which will help reduce delays for processing finance requests.
Replaces	
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