

Invoice Payment Procedure

1. Introduction

- 1.1** In accordance with SEStran's approved Financial Rules, the Partnership has in place a procedure for the certification and authorisation of invoice payments. These arrangements have existed largely unchanged, since establishment of the Partnership as a statutory body in 2005.
- 1.2** As part of the findings of the 2017/18 Annual Audit, the Partnership's External Auditor has recommended the existing arrangements should be revised to ensure separation of officer and member roles to facilitate effective challenge and scrutiny.

2. Details

- 2.1** Since its creation as a statutory body in 2005, the process to pay Partnership invoices has required that the Partnership Director sign invoices of value greater than £2,000, along with a nominated officer of the Partnership and that during the Partnership Director's holiday period, invoices with a value greater than £2,000 be signed by the nominated officer, in consultation with the Partnership Chairperson.
- 2.2** The currently-nominated officers are the Partnership's Head of Programmes and the Business Manager, who authorise payments of up to £2,000 in each of their respective disciplines. The current "Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority" is attached at **Appendix 1**.
- 2.3** Once relevant signatures are obtained by the Partnership, invoices are passed to the Treasurer's service in the City of Edinburgh Council for scrutiny by a Principal Accountant and Accountant, before being passed to the Council's Invoice Payment Team. The Invoice Payment Team review invoices to ensure the supplier is an approved supplier, before payment is processed.
- 2.4** Scrutiny of all payments is made as part of the quarterly financial performance reporting to the Partnership Board. In addition, any invoice payment subject to European grant funding is subject to review by external auditors who are appointed as part of the EU grant funding process.
- 2.5** As part of the findings of the 2017/18 Annual Audit, the Partnership's External Auditor has recommended the existing arrangements should be revised to ensure separation of officer and member roles, to facilitate effective challenge and scrutiny.

- 2.6** To address the External Audit finding it is recommended that, where the Partnership Director is absent for a period of longer than one working week and an invoice with a value of more than £2,000 requires to be paid, the invoice be authorised for payment by the relevant budget manager – either the Programme Manager or Business Manager - and then counter-signed by the Business Manager or Programme Manager, respectively. It is also proposed that the invoice payment request be counter-signed by a Principal Accountant in the City of Edinburgh Council. The proposed amended “Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority” is attached at **Appendix 2**.
- 2.7** During the Partnership Director’s absence, invoice payment requests have been passed to the City of Edinburgh Council following the existing procedure. **Appendix 3** provides details of payments greater than £2,000 authorised during the period of the Partnership Director’s absence.
- 2.8** In the External Auditor’s Annual Report, it is noted that the External Auditor conducted audit testing over 2017/18 transactions, which were greater than £2,000 and were approved in consultation with the Chairperson. The Annual Audit Report confirms that these transactions were in the normal course of business for the Partnership.
- 2.9** The Partnership’s Performance and Audit Committee reviewed the proposed Invoice Payment Procedure at its’ meeting on 7th September 2018 and recommended approval of the Revised Procedure. The Chair of the Performance and Audit Committee will have an opportunity to report to the Board on any issues arising from the Performance and Audit Committee’s consideration of the revised Procedure.

3. Recommendations

- 3.1** The Partnership is recommended to approve the amended “Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority” as detailed in Appendix 2.

Hugh Dunn
Treasurer
21st September 2018

Appendix 1: Existing “Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority”

Appendix 2: Amended “Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority” form

Appendix 3: 2017/18 and 2018/19 Payments of value greater than £2,000

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising as a result of this report.
Race Equalities Implications	There are no race equality implications arising as a result of this report.
Gender Equalities Implications	There are no gender equality implications arising as a result of this report.
Disability Equalities Implications	There are no disability equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.



CURRENT - AUTHORISATION OF INVOICES FOR PAYMENT – CERTIFYING OFFICERS AND LIMITS OF AUTHORITY

To: Iain Shaw
Principal Accountant
The City of Edinburgh Council
Business Centre 2.5
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

In accordance with SEStran financial regulations, the following officers can authorise invoices on behalf of SEStran:

Name	Job Title	Limit of Authority	Type of Invoice	Specimen Signature
	Partnership Director	No Limit	All	
	Head of Programmes	£2,000**	Project related	
	Business Manager	£2,000*	Administration	

* During the Partnership Director’s holiday period, can authorise administration type invoices valued £2,000 and above, in consultation with the Chair.

** During the Partnership Director’s holiday period, can authorise project type invoices valued £2,000 and above, in consultation with the Chair.

Signature of the Partnership Director.....



PROPOSED - AUTHORISATION OF INVOICES FOR PAYMENT – CERTIFYING OFFICERS AND LIMITS OF AUTHORITY

To: Iain Shaw
Principal Accountant
The City of Edinburgh Council
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Waverley Court
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In accordance with SEStran financial regulations, the following officers can authorise invoices on behalf of SEStran:

Name	Job Title	Limit of Authority	Type of Invoice	Specimen Signature
	Partnership Director	No Limit	All	
	Head of Programmes	£2,000*	Project related	
	Business Manager	£2,000**	Administration	

* When the Partnership Director is absent for a period of longer than one working week and an invoice with a value of more than £2,000 requires to be paid, the invoice can be authorised for payment by the Head of Programmes and counter-signed by the Business Manager.

** When the Partnership Director is absent for a period of longer than one working week and an invoice with a value of more than £2,000 requires to be paid, the invoice can be authorised for payment by the Business Manager and counter-signed by the Head of Programmes.

When the Partnership Director is absent for a period of longer than one working week and an invoice with a value more than £2,000 requires to be paid, the invoice payment request will be counter-signed by a Principal Accountant of the City of Edinburgh Council in addition to signatures required above by officers of the Partnership.

Signature of the Partnership Director.....

2017/18 and 2018/19 Payments of value greater than £2,000

2017/18	Net (£)	VAT (£)	Gross (£)
Mobius Networks	4,366.80	873.36	5,240.16
City of York Council	11,770.00	0.00	11,770.00
Systra Ltd	10,005.00	2,001.00	12,006.00
Ineo Systrans	169,230.93	33,846.19	203,077.12
Carplus Trust	27,000.00	0.00	27,000.00
Carplus Trust	20,000.00	4,000.00	24,000.00
Carplus Trust	46,748.06	9,349.61	56,097.67
Ticketer	24,675.00	4,935.00	29,610.00
Ticketer	31,716.00	6,343.20	38,059.20
Ticketer	121,850.00	24,370.00	146,220.00
Ticketer	21,696.00	4,339.20	26,035.20
Ticketer	4,874.00	974.80	5,848.80
Audit Scotland	3,167.00	0.00	3,167.00
Mobius Networks	4,364.90	872.98	5,237.88
STV Central Limited	3,462.33	692.47	4,154.80
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STV Central Limited	3,462.33	692.47	4,154.80
Fife Council	15,000.00	3,000.00	18,000.00
STV Central Limited	3,462.33	692.47	4,154.80
Scottish Government	3,738.98	0.00	3,738.98
WYG	11,357.61	2,271.52	13,629.13
Mobius Networks	4,372.60	874.52	5,247.12
Fife Council	3,363.11	672.62	4,035.73
STV Central Limited	3,462.33	692.47	4,154.80
Anderson Strathern	2,097.20	419.44	2,516.64
Young Scot	2,600.00	520.00	3,120.00
Car Plus Bike Plus	12,246.00	2,449.20	14,695.20
Trapeze	45,060.57	9,012.11	54,072.68
Mobius Networks	4,374.00	874.80	5,248.80
Links Design	2,399.00	479.80	2,878.80
WYG	3,021.00	604.20	3,625.20
Sodexo Prestige	2,991.67	598.33	3,590.00
Scottish Government	3,738.98	0.00	3,738.98
Ineo Systrans	56,410.31	11,282.06	67,692.37
Trapeze	2,600.00	520.00	3,120.00
Edinburgh College	18,000.00	0.00	18,000.00
Midlothian Council	25,000.00	0.00	25,000.00
Queen Margaret University	10,640.00	0.00	10,640.00
2017/18 (continued)	Net (£)	VAT (£)	Gross (£)
Carplus Bikeplus	20,000.00	4,000.00	24,000.00

Radisson Blu Hotel, Edinburgh	2,255.00	451.00	2,706.00
WYG	6,420.27	1,284.05	7,704.32
Mobius Networks	4,246.00	849.20	5,095.20
Carplus Bikeplus	14,617.40	2,923.48	17,540.88
East Lothian Council	50,000.00	0.00	50,000.00
Edinburgh & Lothians Greenspace Trust	40,000.00	8,000.00	48,000.00
East Lothian Council	9,595.78	0.00	9,595.78
Carplus Bikeplus	11,250.00	2,250.00	13,500.00
Falkirk Council	17,287.50	0.00	17,287.50
Carplus Bikeplus	31,638.54	6,327.71	37,966.25
City of Edinburgh Council	22,950.00	0.00	22,950.00
TOTAL	984,971.52	156,416.67	1,141,388.19

2018/19	Net (£)	VAT (£)	Gross (£)
STV Central Ltd	3,462.33	692.47	4,154.80
Mobius Networks	4,251.00	850.20	5,101.20
Audit Scotland	4,267.00	0.00	4,267.00
Cycling Scotland	4,903.00	0.00	4,903.00
STV Central Ltd	6,924.66	1,384.93	8,309.59
Mobius Networks	4,064.60	812.92	4,877.52
Spring Signage	2,431.86	486.37	2,918.23
Scottish Government	3,999.55	0.00	3,999.55
Tweeddale Youth Action	5,000.00	0.00	5,000.00
WYG	12,955.56	2,591.11	15,546.67
One Stop IT Solutions	2,007.15	401.43	2,408.58
TOTAL	54,266.71	7,219.43	61,486.14