MORAY COUNCIL

**YEAR-END PROCEDURES PACK**

**ECONOMY, ENVIRONMENT**

**& FINANCIAL SERVICES**

**February 2024**

**INDEX**

|  |  |
| --- | --- |
| **CONTENTS** | **PAGE** |
| **FOREWARD BY THE CHIEF FINANCIAL OFFICER** | [3](#_PURCHASE_ORDERING_SYSTEMS)  |
| **PURCHASE ORDERING SYSTEMS** | [4](#_PURCHASE_ORDERING_SYSTEMS_1)  |
| **EXPENDITURE – CAPITAL AND REVENUE** | [5](#_EXPENDITURE_–_CAPITAL) |
| **INCOME & TRADE UNON REPORTING** | [6](#_INCOME) |
| **INVENTORY AND VALUATION OF STOCKS** | [7](#_INVENTORY_AND_VALUATION_1) |
| **WORK IN PROGRESS** | [7](#workinprogress) |
| **IMPRESTS AND CASH FLOATS** | [7 - 8](#imprestandcashfloats) |
| **FORM - IMPREST/CASH FLOATS** | [9](#_IMPREST/CASH_FLOATS_OVER) |
| **KEY DATES TABLE** | [10](#_KEY_DATES) |
|  |  |

**Please ensure you understand and follow the procedures contained within this pack.**

**If you require any help, please contact your Accountant or the Accountancy Support email (****accountancy.support@moray.gov.uk** **).**

#### FOREWARD BY THE CHIEF FINANCIAL OFFICER

The financial year is rapidly drawing to a close and, as is usual, Financial Services have developed a year- end pack of instructions to facilitate the smooth closure of the accounts.

The deadlines in the pack have been worked out to allow all the many year- end procedures to dovetail and to be completed in time so that the statutory deadline for the preparation of the accounts, approval by members and submission to the auditors can be met. So the deadline dates are of great importance. We have very little leeway and your co-operation in adhering to them is of great importance for this corporate process.

The various year-end procedures have been designed to ensure that the basic accounting principle of matching income and expenditure to the correct financial year is achieved, with as little scope for error as possible from any of the people involved in the process, be they finance staff or other departmental staff. This is a key area for our auditors, and one which they pay keen attention to. In this they are supported by the work of the Internal Audit section.

Effectively the year-end pack is a small but vitally important part of the tools used to project-manage the preparation of the annual accounts. I hope that it clarifies the role which you have in this corporate process and assists you to play your part in the success of this major annual task.

Lorraine Paisey

Chief Financial Officer

#### PURCHASE ORDERING SYSTEMS

**Orders for goods/services required prior to year end**

Only goods/services received by the 31 March 2024 are eligible for inclusion in the 2023/24 accounts and therefore any purchase that has to be made from that financial year will have to be requisitioned in good time. All orders for 2023/24 spend **must be placed on the requisition system before 3 March**.

**Any requisition received after 3 March, will be considered New Year spend and will not receive any preferential attention.**

The Payments section usually encounters a high volume of orders during March and whilst the section will endeavour to ensure that all orders are placed before 10 March, this cannot be guaranteed. Some orders may be subject to a long lead in time and even if the order is processed, it may not be available for delivery until after year end.

Please ensure that Budget Managers authorise any old year orders as soon as possible as they are not sent to suppliers until this is done and any delay may result in delivery beyond 31 March.

##### CORPORATE PROCESSING UNIT (CPU) ORDERS

Automatic Goods Receipting is in operation for orders placed through the procurement team and requires **no action** by departments **unless the following circumstances apply:**

* If your order was placed and authorised **on or before 8 March 2024,** but was **not received by 31 March 2024**
* If your order was placed and authorised **after 8 March 2024** and the goods were received **before 31 March 2024.**

Then please notify goods receipting on – grn@moray.gov.uk and Nicky Gosling (nicky.gosling@moray.gov.uk )

Orders for the New Year can be processed as normal from 1 April 2024.

##### PURCHASING CARD ORDERS

Please ensure that all transaction logging and authorisation are completed as quickly as possible during the last two weeks of March 2024.

Actual transaction dates are automatically recorded on the card system and will be used to determine ‘Old Year’ and ‘New Year’ spend.

**Please ensure VAT receipts are sent to Payments to ensure that the Council can claim all VAT back on purchases**. Please ensure the Cardholders name and financial codes are clearly marked on them. Any VAT on purchases without a receipt will be unable to be claimed back resulting in a loss of income to the Council.

####

#### EXPENDITURE – CAPITAL AND REVENUE

## Budget managers are reminded that expenditure should only be met from the budgets for the period in which goods and services were received.

## Goods and Services received by 31 March 2024 must be charged to the ‘Old Year’.

Goods and Services **received after 31 March 2024** must be charged to the ‘New Year’.

Any expenditure on works **partially complete at 31 March 2024** can be accrued. Contact your service accountant for advice.

**Internal Audit will be undertaking compliance testing on invoices passed for payment immediately prior to the year end and checking that goods and services were actually received prior to 31 March 2024.**

**CAPITAL EXPENDITURE**

Payments Section will process 2023/24 invoices received by **noon on 8 April 2024.**

**ALL INVOICES RECEIVED AFTER THAT DATE WILL BE CHARGED TO THE NEW YEAR.**

Capital works completed/in progress at 31 March 2024, for which an invoice has not been received, must be accrued. Please contact Susan Souter, Senior Accountant, for advice. (susan.souter@moray.gov.uk )

# Revenue expenditure

## ACCOUNTS PAYABLE INVOICES

Payments Section will process 2023/24 invoices received by **noon on 8 April 2024. Please ensure that the Accounts Payable documentation is clearly marked with the appropriate year for payment.** This will be checked and confirmed by Accountancy before processing.

As all orders/payments should be made via Payments there should be no invoices other than recurring charges or stock system purchases that should be directly received by Departments to process. Indication of the appropriate year should be given when processing stock interfaces.

**NO REVENUE EXPENDITURE WILL BE WRITTEN BACK AFTER MONDAY 8 APRIL 2024. IT WILL BE CHARGED TO THE NEW YEAR.**

#### INCOME

**CASH/CHEQUES**

All services who use the CAPITA Pay360 Income Solution, (Pay.net), to administer receipt of cheques and cash are to ensure that they cash up in time to allow Cashiers the opportunity to carry out the Cashier Banking process by the end of play 31 March 2024 (last banking day before year end). Cashier Bankers are to make sure Cash ups are completed and funds are banked before end of business 31 March 2024. As is normal with this system no income sheets are required.

Staff that do not use Paye.net are to deposit no later than 3 April 2024 all cheques received on or before 31 March 2024. Income Sheets should preferably be emailed to banking@moray.gov.uk in the Payments Section to identify sums deposited at the bank. If you normally bank weekly, and your banking day falls mid-way through the week, please ensure a further income sheet is prepared to account for the income received for the balance of the week to 31 March 2024.

For any old year cash/cheques received after **5 April 2024**, please contact Accountancy for advice.

## ACCOUNTS RECEIVABLE (AR) INVOICES

Please ensure any backlog of invoice processing is cleared by **mid-March**. If any Departments anticipate a problem, they should contact Accountancy. For information, please note that the AR system will be denied to end users from midday 31 March to allow for invoice printing.

Departments should create **all** invoices for the old year by **4:00p.m on 3 April 2024**. These invoices will automatically be posted to period 1 of 2024/25 but will be written back by Accountancy to period 13 in 2023/24.

Any Department wishing to raise a New Year invoice during the period 1 - 3 April should contact Accountancy for instructions.

Invoices raised on or after 3 April will **not** automaticallybe written back by Accountancy and will remain in period 1 of the New Year.

Any Department wishing to raise an Old Year invoice after that date should contact Accountancy.

No Old Year invoices will be written back after 3 April 2024.

**TRADE UNION REPORTING**

Last day for returns to be submitted to HR in order to fulfil statutory reporting deadline is **Friday 12 April 2024**.

####

#### INVENTORY AND VALUATION OF STOCKS

A full inventory and valuation of stocks is required as at close of business on **31 March 2024**.

A de minimis stock value of £6,000 per establishment has been set, and all services holding stocks valued in excess of this amount should carry out a stock take. Internal Audit has already been in contact with sections expected to carry out a stock take to agree procedures.

**All completed stock sheets to be sent to** **James.lipscombe@moray.gov.uk** **in Internal Audit by 5 April 2024.**

**If you are in any doubt as to whether your stockholding should be valued for year end accounting purposes please contact Internal Audit on 07880472546.**

**WORK-IN-PROGRESS**

Any work in progress as at **31 March 2024** will have to be valued for inclusion in the Final Accounts as at that date. A list is required for each service area showing the jobs concerned and the value of labour and stores involved. Such information should be available from Work Tickets for jobs uncompleted as at **31 March 2024.**

For audit purposes, persons preparing such lists should certify, date and sign for the valuation of Work-in-Progress on the last sheet prepared by them as well as initialling each sheet.

Work-in-Progress returns are expected from Trading Operations. **These should be submitted to your Accountancy representative by 5 April 2024.**

**IMPRESTS AND CASH FLOATS**

Staff responsible for petty cash imprests and/or cash floats with a combined value of over £200 are required to complete the certificate on page 9 as at **31 March 2024.**

**Returns are expected from the following offices and should be submitted to Linda Cameron electronically to** **linda.cameron@moray.gov.uk** **by 5 April 2024.**

**IMPRESTS**

Centralised Fund (mail room) Ms S Strong

Child Protection Unit Ms A Mitchell

Criminal Justice - North Guildry Street Ms K Reid

### Elgin CEC (Trinity Road) Mrs N Gerrard

Elgin Library Ms C Overend

Forres Academy Ms S Hindle

Forres Swimming Pool Mr K Brown

Keith Grammar School Ms A Miller

### Keith Swimming Pool Mr K Brown

Lossiemouth High School Mr M Inkson

Lossiemouth CEC Mr K Brown

### Murray Street Project, (HQ Room 101) Ms L Cameron

PTU Buses (driver floats) Ms S McGlinchley

Social Work – Continuing Support Team East

 (Buckie Office) Mrs S Hay

Social Work – West Team (Forres House) Mrs S Roy

Social Work - Continuing Support Team East

 (Keith Resource Centre) Ms K Cruickshank

Social Work – West Team (Beechbrae) Ms R Madden

Speyside High School Mr A MacMillan

Throughcare/Aftercare Mrs J Leil

Trading Standards Ms N Hood

Woodview Ms K Coleman

Ukrainian Resettlement Scheme Mr R Geddes

If your service does not appear above, and you feel it should, please contact Linda Cameron on linda.cameron@moray.gov.uk .

Staff holding floats or imprests valued at or below £200 need **not** submit a return at the year end.

###### IMPREST/CASH FLOATS OVER £200

DEPARTMENT .............................................................................................................

SECTION/LOCATION ....................................................................................................

NAME OF IMPREST/FLOAT HOLDER ..........................................................................

I certify that as at 31 March 2024 the position with regard to the Imprest/Cash Float, for which I am responsible is as follows:-

(1) The **TOTAL** approved combined imprest/cash float is: £

(2) Actual cash on hand amounts to: £

**Signature:** ...................................................................................................................

**Designation:**..............………..........................................................................................

**Date:** .......………………………………..................................................................................................................

**RETURN TO LINDA CAMERON, SECRETARIAT,** **linda.cameron@moray.gov.uk** **BY 5 APRIL 2024**

**MUST BE COMPLETED ON 31 MARCH 2024**

###### KEY DATES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |  Purchase Ordering Systems | Accounts Payable (Purchase Invoices) | Accounts Receivable (Sales Invoices) | Cash/Cheques | **Stocks, Work in Progress,Trade Union reporting and****Imprests & Cash Floats** |
| **3 March 2024** | Last day for placing orders on the requisition system. |  |  |  |  |
| **28 March 2024FMS not available after 4:00pm** | Last day for receipting via Payments Section |  |  |  | Stock take complete by close of business |
| **28 March 2024** |  |  | Access to AR system denied at midday |  | Imprest & cash floats at close of business.W-I-P at close of business. |
| **1 April 2024** | Purchasing card and Goods Receipting posted to ‘New Year’. |  |  |  |  |
| **1 April 2024****FMS not available a.m.** |  |  |  |  |  |
| **3 April 2024** |  |  | 4pm Deadline to create ‘old year’ invoices. (Will be written back by Accountancy) | Last day to bank cash/cheques received by 31 March 2024. |  |
| **5 April 2024** |  |  |  |  | Imprest and cash floats returns to Linda Cameron. Completed stock sheets to Internal Audit. Completed W-I-P sheets to Accountancy. |
| **8 April 2024** |  | Noon Deadline for:* receipt of Capital Invoices
* receipt of ‘old year’ invoices.
 | Last day to write back ‘old year’ invoices.Invoices raised on or after this date remain in pd 1 of the new yr |  |  |
| **8 April 2024** |  | Last day to charge to ‘old year’ (Revenue only) |  |  | Trade Union returns completed by departments and sent to HR (12 April) |