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08. Accounting Arrangements

8.1. The CFO shall, not later than the date specified in government regulations, prepare and submit to the Authority the annual statement of accounts for the year ending on the preceding 31 March; such statements of accounts being in a form prescribed by the CFO in compliance with the Accounts and Audit Regulations currently applicable.

8.2. The CFO shall, from time to time when he deems it necessary, issue instructions, which must be followed by all Officers, in relation to:-

8.2.1. Assets The systems and procedures to be used in the recording, and the valuation of, all stocks and items of furniture, equipment, plant, vehicles and properties etc. held by, or under the control of, any Officer of the Authority. All such assets shall be the responsibility of the appropriate officer who shall take all necessary steps to ensure their safe custody.

8.2.2. Income Safe and efficient arrangements for the receipt and recording of all monies payable to the Authority.

8.2.3. Payments The checking and certification of all invoices, vouchers, contract certificates, wages and salary records, members allowances and all other documents appertaining to the disbursement of monies by the Authority, through the Executive or Leeds City Council.

8.2.4. Petty cash The amount and rules under which any petty cash advance may be operated and reimbursed.

8.2.5. Financial Information The prompt furnishing of any information required for financial reports and appraisals on any matters howsoever arising affecting the Authority.

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