

West Yorkshire Passenger Transport Authority

(Extract from the detailed staffing instructions)

Note re interrelationship LCC/PTE/PTA transactions

Leeds City Council

Will have the responsibility for the following which is the subject of a service level agreement (SLA) signed between LCC and the PTA. The schedule to that agreement is attached. In essence it is understood to be:

- treasury management, including attending regular meetings to determine policy, and for all transactions relating to investments and borrowing via both the current and business reserve bank accounts.
- operating the PTA bank account (including conducting daily bank reconciliations) and ensuring all treasury movements into and out of the account are fully authorised. All non-treasury movements, other than PTE grant related items, are immediately notified to the PTA for verification. LCC staff will follow all regulations and procedures as laid down by the Council. ie
 - ◆ all movements from the account will be electronic
 - ◆ they will ensure all Levy receipts are received on a timely basis
 - ◆ transfers to PTE must only be to account 00205196 at Lloyds plc, Leeds
 - ◆ no payments may be made unless specifically authorised
 - ◆ they will maintain a daily cash book and send a copy monthly to the DCFO
 - ◆ they will certify all brokerage or other payments required and pass them with full details to the PTA for payment
 - ◆ notifying the PTA of any unusual transaction either payment or receipt occurring on the PTA bank account
- maintaining the LATIMA system and providing up to date forecasts of borrowing, investments and cash flows to enable debt charge forecasts to be prepared.
- providing information, statements and advice to the PTA on the prudential financial system to enable the PTA to fully comply.
- providing annual guidance to the PTA on any all changes to the Local Authority Accounting SORP likely to affect the PTA's accounts, and providing advice on request on the implementation of the SORP and relevant accounting standards.

- for each Governance and Assurance meeting LCC shall provide a statement, signed by an authorised officer (Assistant Director or above), stating what transactions have been carried out on the bank account and that the cash book is complete and accurate view of the bank account.
- for each Governance and Assurance meeting LCC shall provide a statement, signed by an authorised officer (Assistant Director or above), stating that the accompanying loans statement is an accurate and complete record of the transactions carried out.
- at the end of each year the LCC Internal Audit section will supply a certification that they have audited the LATIMA system and are satisfied it is operating satisfactorily for for the LCC and PTA.

PTE

Will have responsibility for:

- maintaining DREAM and entering journals as requested by the PTA
- maintaining the PTA VAT account, completion of the VAT return and submitting it to the PTA for certification. Thereafter for making any appropriate payment to Customs and Excise. A copy of the signed return to be sent to both LCC and PTA to enable a check to be made on receipt or payment for the quarter.
- producing written requests on letter headed paper signed by an authorised officer for drawdown of grant from the PTA. (email to LCC, copy of email to DCFO, followed by original to LCC in the post). On receipt of grant in their bank account to promptly journal it through the inter-company account.
- liaising with PTA on DREAM and all accounting matters to ensure compatibility between the PTE and PTA accounts

PTA

Will through the DCFO have responsibility for:

- receiving regular (not less than monthly) copies of the LCC cash book, LATIMA outputs and prudential statements from LCC
- receiving bank statements direct from National Westminster plc.
- Performing a monthly bank reconciliation to compare bank transactions with available supporting documentation (grant notifications, levy receipts, net borrowing/investment transactions etc)
- Reviewing and signing the VAT return and checking any refund is received
- Maintaining the PTA accounts within DREAM, including entering the monthly cash book and requesting journals as required.
- Preparing the PTA final accounts

A Darbyshire

PTA – DCFO

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