

Financial Process Guidance

1. Introduction

Adopt North East is hosted by North Tyneside Council. Accordingly, the Agency follows the processes in place for all North Tyneside Council services. The details on how to pay a person can be found on the intranet at the link below:

<http://intra.northtyneside.gov.uk/page/766/how-pay-someone>

All Forms referred to are available from the Local Resources section of this website.

2. Payment Request Forms

Payment Request Forms are used for reimbursement of all costs over £25.00 for staff/adopters.

1. Complete Form – Payment Request Form
2. Make sure all sections are complete, including GL Code/Subjective Code
3. Approved by Senior Manager
4. Forward to FS Procure To Pay Team –
FSProcure.ToPayTeam@northtyneside.gov.uk
5. Payment made into bank account

Also used for cheque requests, i.e. Court Fees

- 1-4 As above
5. Cheque received in Courier for HMRCs

3. Petty Cash/Staff Travel & Subsistence

Claims can be made via Petty Cash if under £25.00. For amounts above, complete Payment Request Form as above.

For petty cash less than £25.00:

1. Complete Form - Petty Cash Claim Form
2. Make sure all sections are complete, including GL Code/Subjective Code
3. Attach receipt
4. Approved by Senior Manager/Manager
5. Given to Business Support Manager to reimburse

4. Invoices

1. All invoices received to be forwarded to Adopt North East Mailbox
2. Dedicated Business Support staff will process/pay through BMS IProcurement
3. Seek Approval from Senior Manager
4. Invoice paid direct to Supplier via AP Supplier –
AP.supplier@northtyneside.gov.uk

5. Inter-Agency Fees

Once Business Support receives the completed/signed Financial Arrangement for Inter-Agency Placements Form IA payment of Inter-Agency Fees will be processed through **ASH Debtors**

6. Travel/Accommodation for Adoption Introductions

1. Fully complete the BSS Travel Request Form, including GL Code/Subjective Code
2. Seek approval from Senior Manager (Budget Holder)
3. Forward to BSS Travel Team – BSSTravel@northtyneside.gov.uk
4. BSS Travel Team will book travel arrangements/accommodation through Click Travel (NTC preferred choice)
5. If accommodation you require is not on Click then SW/BS Manager will need to book through own Service; on internet using ANE Purchase Card or Payment Request Form (BACs) completed with Proprietor's details and sent to FS Procure To Pay Team – FSProcure.ToPayTeam@northtyneside.gov.uk
Business Support Manager holds the ANE Purchase Card.