**LEICS. POLICE/DBS MONTHLY BUDGET RETURN FLOWCHART**

**In response to Mazars Audit Report – September 2016 Action 4.2**

1. **ANNUALLY THE DBS (PPM) & LEICS. POLICE VETTING MANAGER SET A BUDGET TOGETHER** (T.I.C. HEADCOUNTS/ FORECASTS, ETC.)

2. **MONTHLY LEICS. POLICE VETTING UNIT RAISE A BUDGET RETURN (INVOICE) FOR THE UNIT’S PREVIOUS MONTHS’ COSTS**

3. **VM SENDS TO FORCE FINANCE TO CONFIRM SALARIES AND HEADCOUNT**
   - (Verification 1 – Confirmation of total by Police Finance Department)

4. **CONFIRMED MBR SENT TO DBS PPM TO COMPLETE A QUALITY AUDIT OF THE MBR (MAY COME BACK TO THE VETTING UNIT WITH QUERIES, OR FINANCE, IF ANY QUERIES RE HEADCOUNT, ANY OVERSPEND, OVERTIME, ETC.)**
   - (Verification 2- Confirmation of total by DBS and reconciliation of any differences in calculations with Force)

5. **DBS PPM SENDS TO DBS FINANCE WHO MAKE ELECTRONIC PAYMENT DIRECT TO FORCE** (WITHIN A MONTH)
   - (Verification 3 – Check by Force Finance Department that income received from DBS is equal to the monthly return submitted)