LEICS. POLICE/DBS MONTHLY BUDGET RETURN FLOWCHART

In response to Mazars Audit Report – September 2016 Action 4.2

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

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

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VM SENDS TO FORCE FINANCE TO CONFIRM SALARIES AND HEADCOUNT

(Verification 1 – Confirmation of total by Police Finance Department)

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)

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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)