

**Health Professions Council
Finance & Resources Committee Meeting on 20th November 2006**

FINANCIAL PROCEDURES REVISED – PUBLIC PAPER

1. Introduction

The current Financial Procedures held in Finance were produced August 2003 by BDO Stoy Hayward (External & Internal Auditors of HPC in 2003) and since then not been revised or updated. These Financial Procedures are now out of date and lack completeness. For example, the contents do not include any of the Registration financial transaction work taken on by Finance since May 2005.

2. Decision

The Committee is asked to note the revised '**Financial Procedures October 2006**'.

Background information

The Financial Procedures is a vital document, as this entails all the tasks and activities of the Finance Department and the way to carry out these tasks with allocation of responsibility and duty. This document needs to be complete and up to date at all times, as this document will be used as first reference in a disaster recovery, succession planning and new employee training.

Resource implications

None

Financial implications

None

Appendices

Financial Procedures Document is attached

Date of paper

8th November 2006