

Finance Team – Action plan**Attachment ‘A’**

This follows on from comments made at the financial standards presentation to Team Leaders. Team leaders showed interest in suggesting a number of ways in which Finance can improve its services. They also accepted responsibility for running their services within budget and also contributing to the overall finances of their business area.

Item	Action – who, when
Prompt & standardised reports direct from Forte. - Use the system as much as possible, fewer adjustments before reports go out (so more timely). Reports issued within 5 days.	PT & Fin C's When Ledger is upgraded
Virements rules & Financial Regs – <ul style="list-style-type: none"> - TL's wanted clear & accessible guidelines - Current virement levels seen as inflexible - How / who should record commitments ? 	Issue clearer financial regs + possibly a 1 pg. summary Review the virement levels (who can approve any change?) Des & Di
Access to and use of Forte as The financial system <ul style="list-style-type: none"> - end duplicate + off-line systems - offer access + training 	Offer access & training to Forte. Promote via 'champions' within services. Show that duplicate systems are not necessary. Longer term – could review the coding structure
Area coding Seen as unnecessary (in most circumstances).	Summarise current position – ie. no. of area related codes. Determine which still relevant. Being progressed by Di/ PT
Budgets Clarity on these & before the start of the year.	Load budgets by end of March '06. Fin C's & all