

BUS LANE ADJUDICATION SERVICE JOINT COMMITTEEFINANCIAL STANDING ORDERS AND RULESOF FINANCIAL MANAGEMENT 2011-12.

1. All cheques and other negotiable instruments and all receipts for monies paid to the BLASJC shall be signed endorsed or otherwise executed as the case may be in such manner as the BLASJC Standing Orders and/or Financial Regulations may from time to time specify.
2. Whenever any sum of money is recoverable from or payable by a Participating Authority the same may be deducted from any sum then due or which at any time thereafter may become due to that Participating Authority
3. Upon demand of a Participating Authority the BLASJC will provide reasonable proof that the BLASJC charges are properly based and this obligation will continue for 18 months after the lawful termination of the arrangements entered into pursuant to the Agreement.
4. The BLASJC shall cause proper books of account to be kept and audited such as are necessary to give a true and fair view of the state of the affairs of the BLASJC and to explain its transactions.
5. The books of account will be kept at the office of the Lead Authority or at such other place as the BLASJC thinks fit and they shall during normal office hours be open to inspection and copying by a Participating Authority

6. The Lead Officer shall provide an annual statement each year to the BLASJC identifying the proposed budget for the next financial year which shall be submitted to the BLASJC by no later than 31 day of January for ratification and approval. The BLASJC will also provide timely statements monitoring expenditure against the budget and identifying where appropriate the basis and level of charges to the Participating Authorities
7. The Accounts of the BLASJC shall be prepared to the CIPFA Accounting Standards or similar best practice.
8. The Annual Accounts for the preceding year shall be submitted to the BLASJC for approval not later than 30 June in each year. A copy of the Report of the BLASJC auditor shall be submitted to a subsequent meeting of the BLASJC.