

Isle of Man Financial Governance Foundation Course

Resources



# Financial Governance Foundation Course

[Start Course](#)



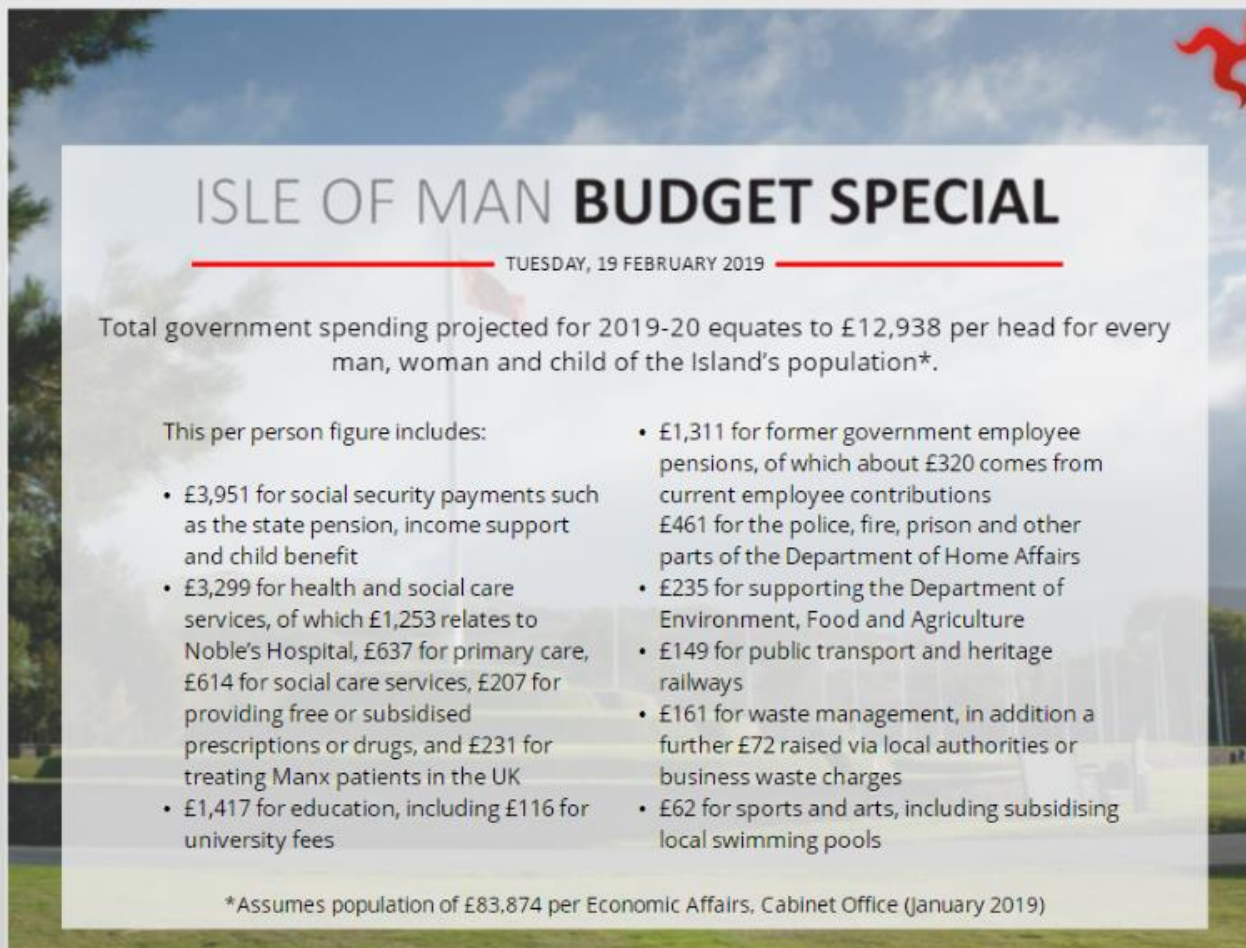


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The graphic features a background image of a coastal scene with a lighthouse and a red Manx flag in the top right corner. The text is overlaid on a semi-transparent white box.

## ISLE OF MAN BUDGET SPECIAL

TUESDAY, 19 FEBRUARY 2019

Total government spending projected for 2019-20 equates to £12,938 per head for every man, woman and child of the Island's population\*.

This per person figure includes:




- £3,951 for social security payments such as the state pension, income support and child benefit
- £3,299 for health and social care services, of which £1,253 relates to Noble's Hospital, £637 for primary care, £614 for social care services, £207 for providing free or subsidised prescriptions or drugs, and £231 for treating Manx patients in the UK
- £1,417 for education, including £116 for university fees
- £1,311 for former government employee pensions, of which about £320 comes from current employee contributions
- £461 for the police, fire, prison and other parts of the Department of Home Affairs
- £235 for supporting the Department of Environment, Food and Agriculture
- £149 for public transport and heritage railways
- £161 for waste management, in addition a further £72 raised via local authorities or business waste charges
- £62 for sports and arts, including subsidising local swimming pools

\*Assumes population of £83,874 per Economic Affairs, Cabinet Office (January 2019)





## What could possibly go wrong...

-  Poor Value for Money
-  Fraud – Internal and External
-  Reputational Damage

Even if we get it 90% 'right', we're still potentially risking:





**£100,000,000 per year**  
**£274,000 every day**  
**£11,400 every hour; 24/7**  
**£190 every minute.**





# Aims

**By the end of this eLearning you should :**

-  Be able to identify what the Financial Regulations are;
-  Know where to find them;
-  Understand which regulations apply to everyone;
-  Know where you can seek advice from.





## What are the Financial Regulations?



ISLE OF MAN  
TREASURY  
*Yn Taishtey*

### The role of Treasury and the Financial Regulations

The Financial Regulations are issued by the Treasury, as required by Section 3 of the Treasury Act 1985 which states that one of their primary aims is **“to supervise and control all matters relating to the financial affairs of the Government”**.









## What are the Financial Regulations?

...and consist of two types of written instructions:

**Directions: High Level & Lawful.**

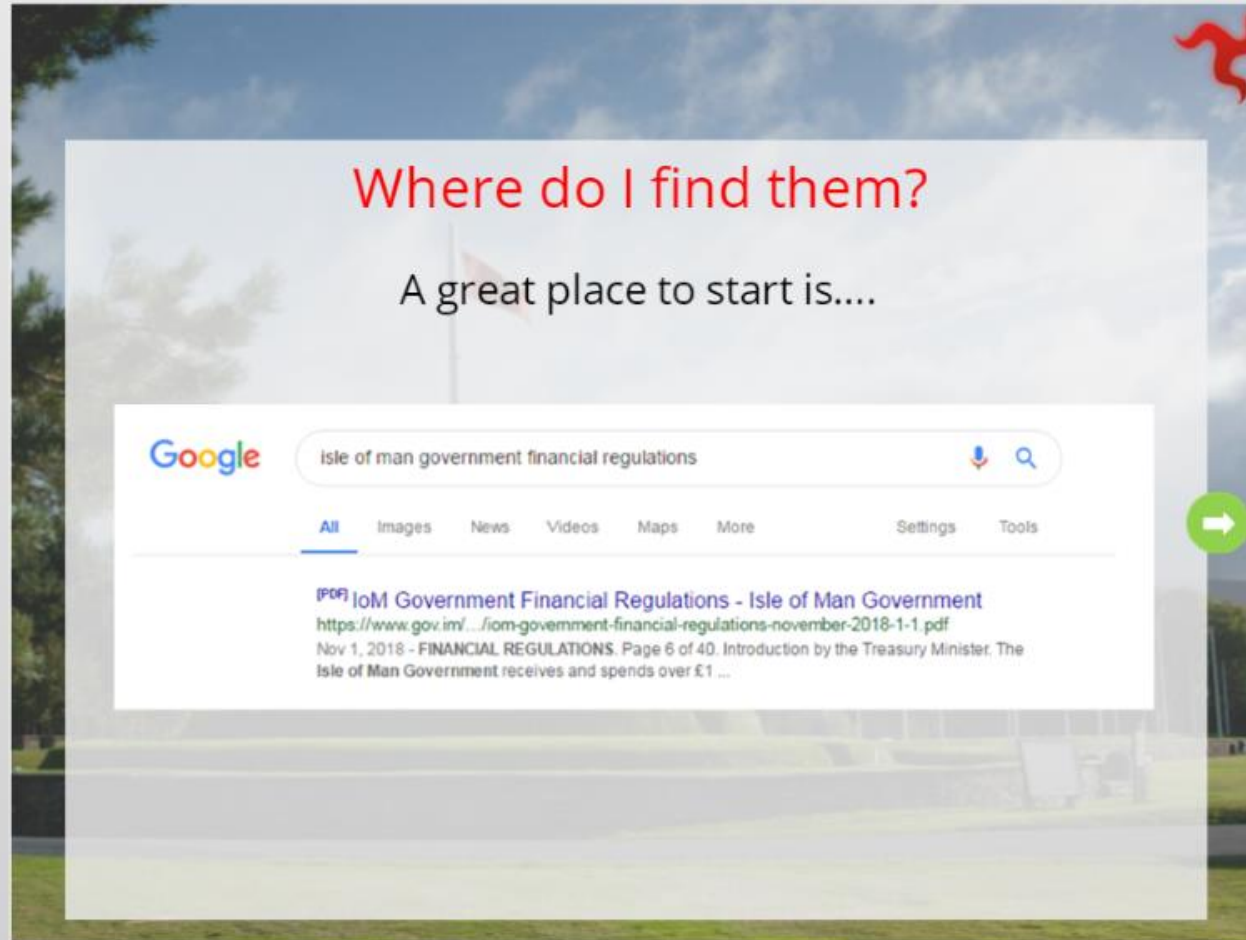
**Financial Practice Notes:  
Operational & 'Mandatory'.**





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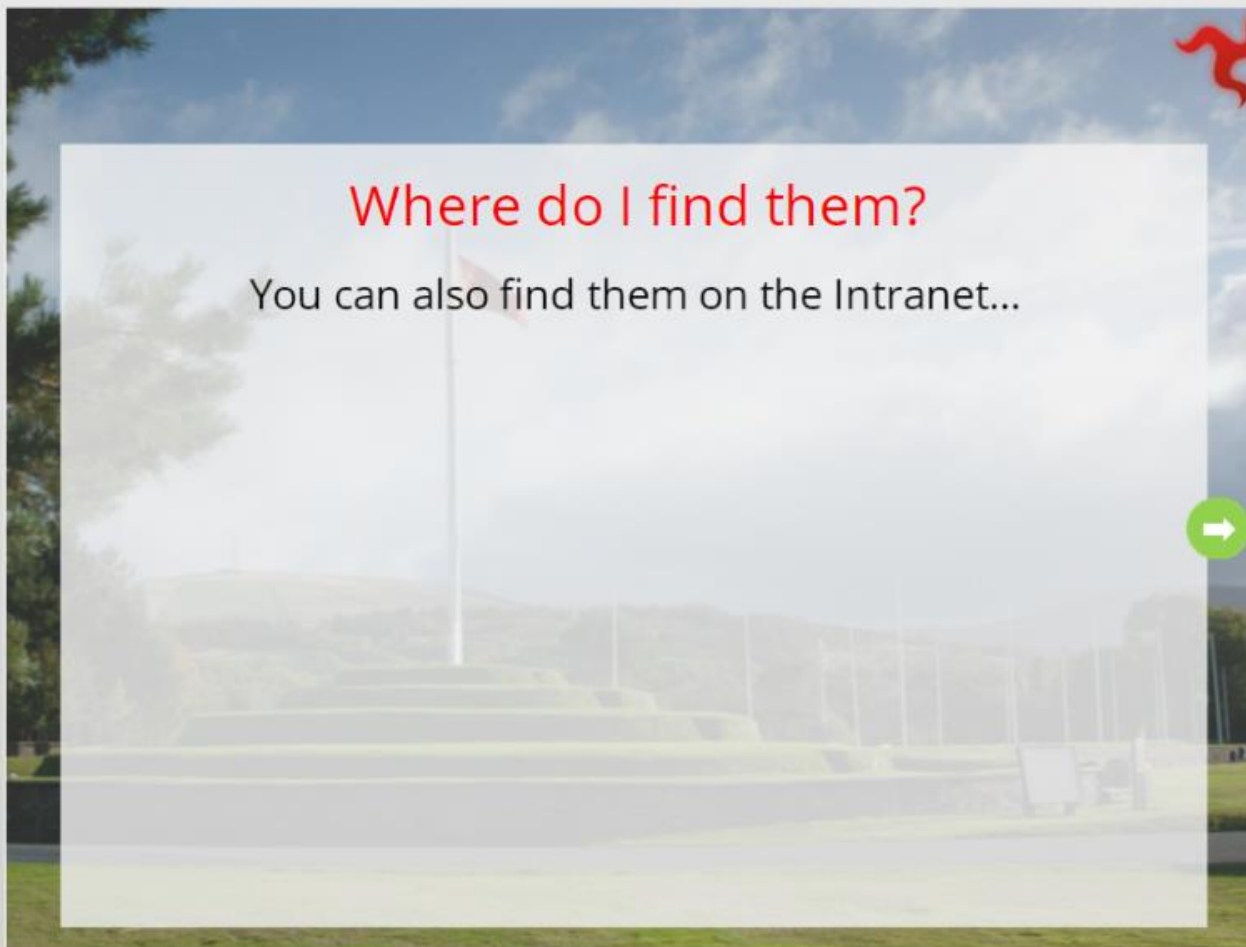
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## Which regulations apply to everyone?

Below are the Financial Directions we touched on earlier.  
Starting with 'Financial Values & Governance', click on the boxes to find out more about which parts of the Financial Regulations apply to everyone...

- Financial Values & Governance
- Managing Resources
- Buying & Making Payments
- Safeguarding & Optimising Assets
- Paying Staff
- Selling & Receiving Payments







**Financial Direction A**

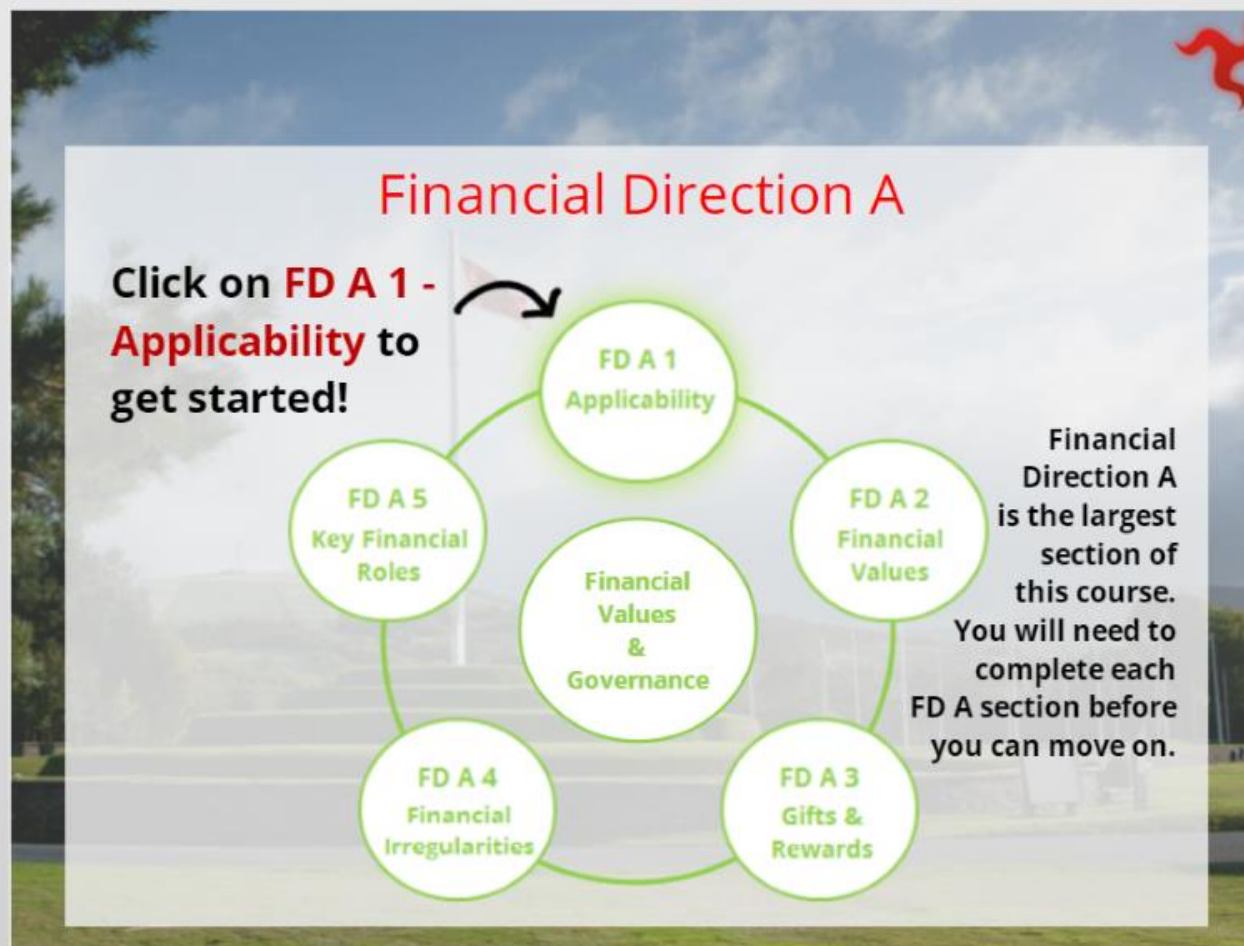
**Financial Values & Governance**

Establishes:

- the **core financial values** that must be adhered to;
- the overarching **financial governance framework** within which all other Treasury directions operate.







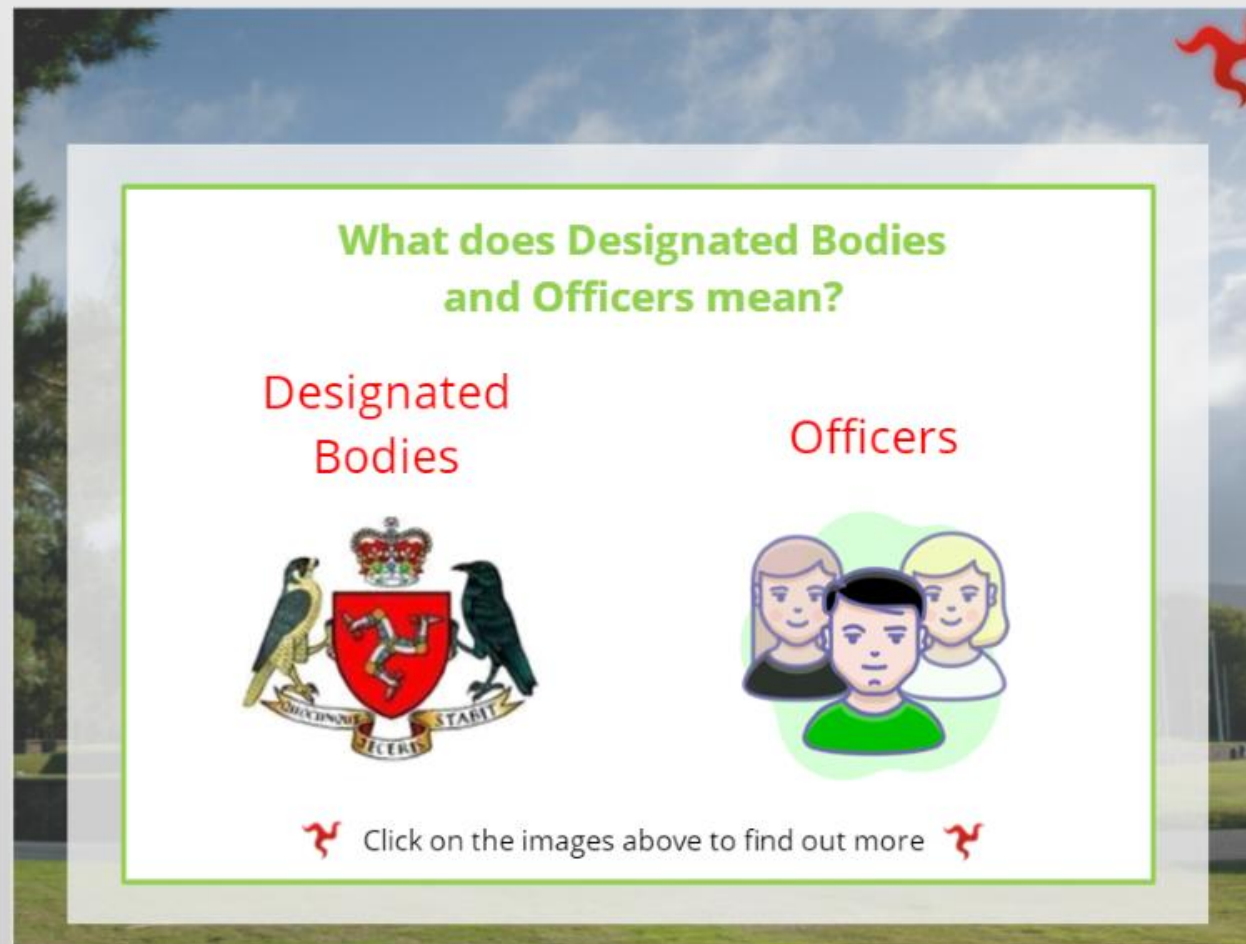


## Financial Direction A1: Applicability

“[...] all **Designated Bodies, Ministers, Members and Officers** **must comply** with all Financial Regulations unless they have obtained an appropriate **exemption** not to do so.”











### What does Designated Bodies and Officers mean?

Designated Bodies



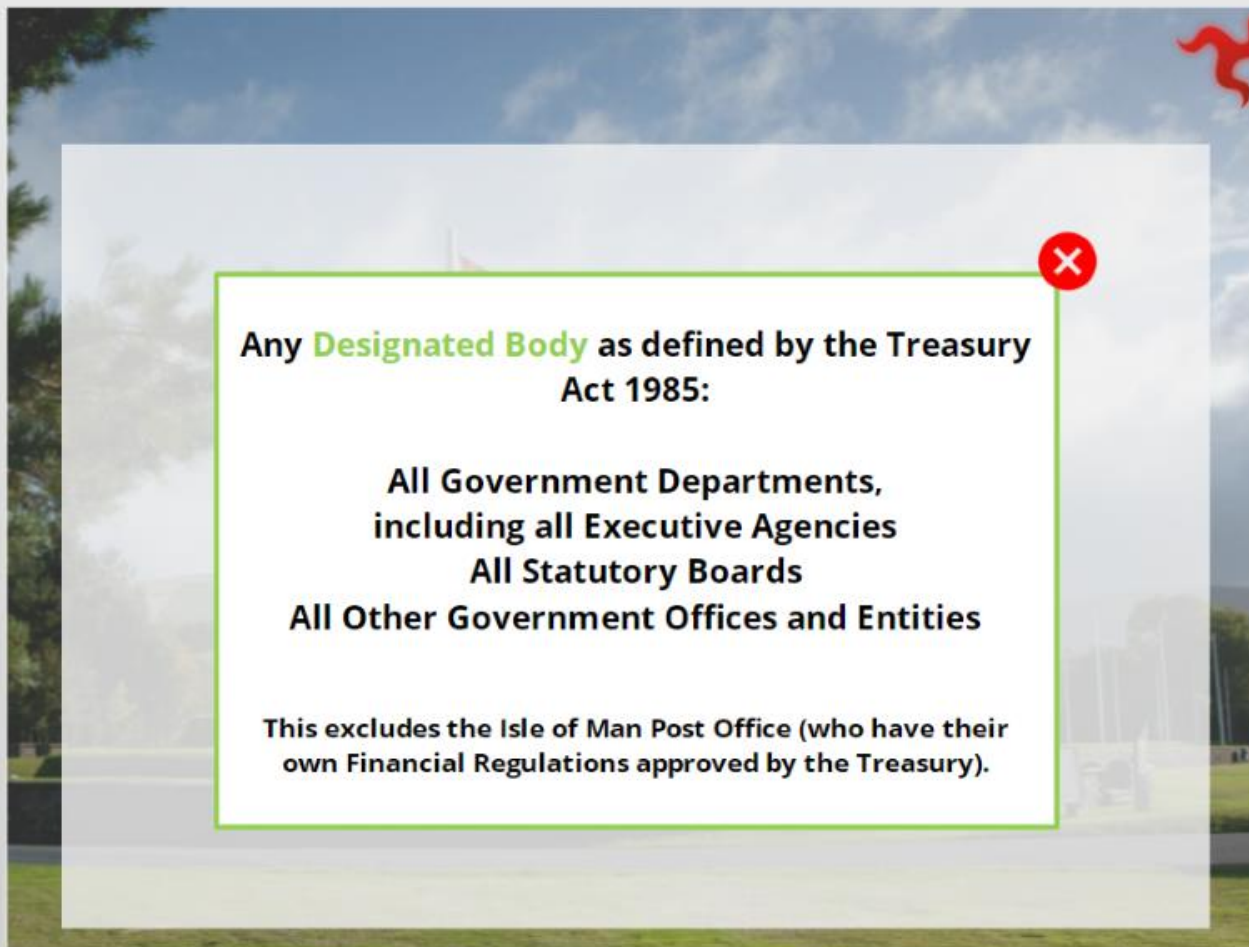
Officers



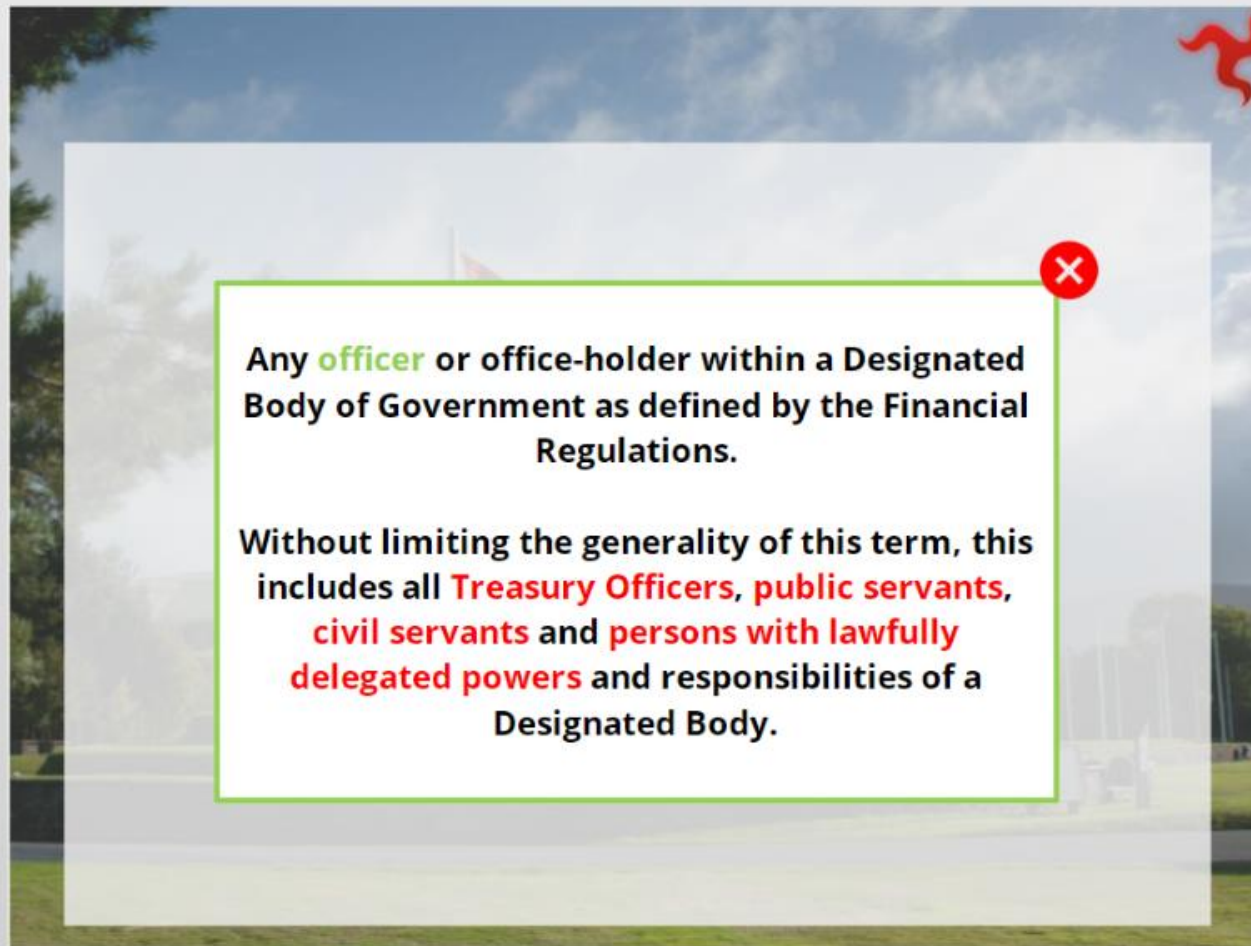
 Click on the images above to find out more 









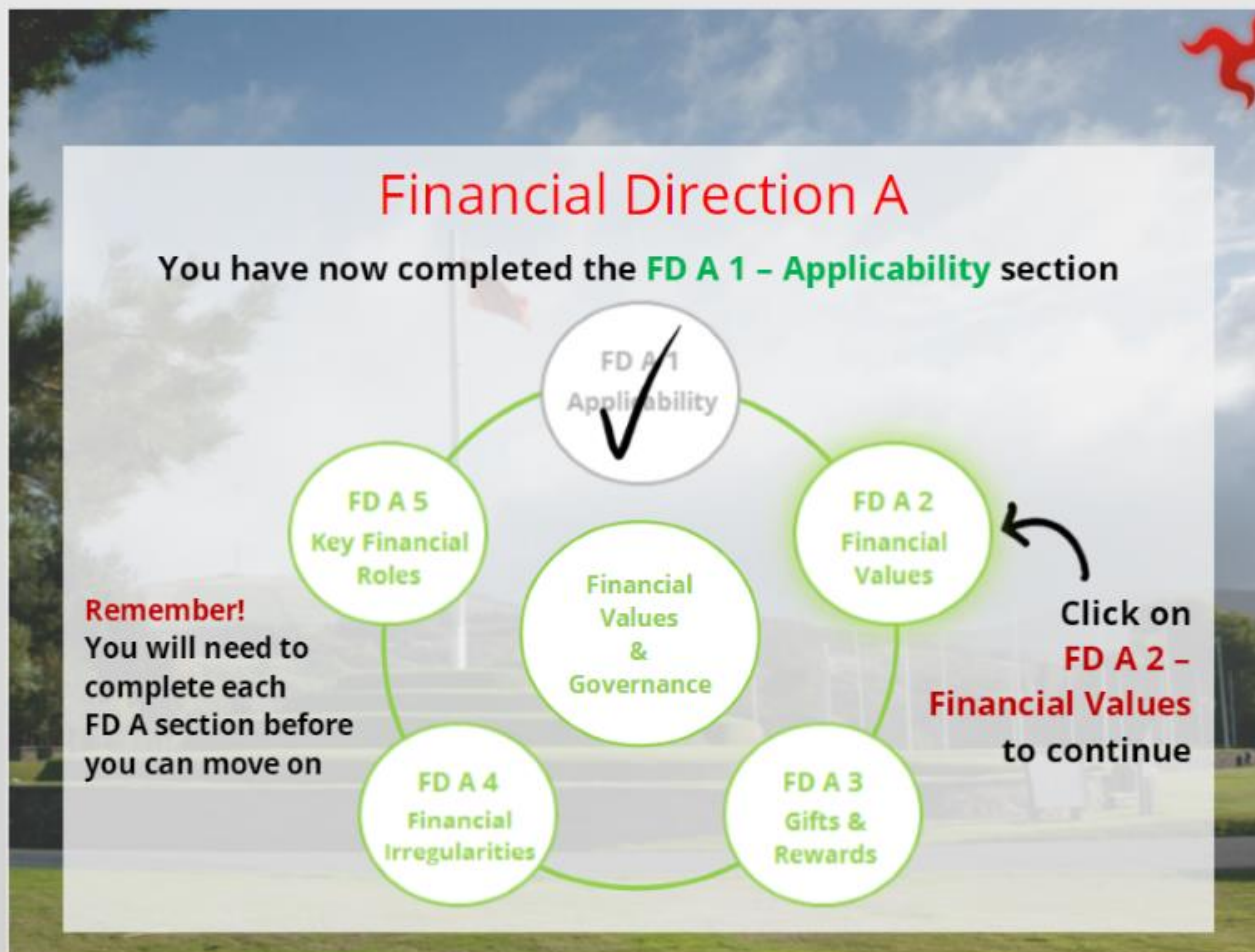


Any **officer** or office-holder within a Designated Body of Government as defined by the Financial Regulations.

Without limiting the generality of this term, this includes all **Treasury Officers, public servants, civil servants and persons with lawfully delegated powers** and responsibilities of a Designated Body.









## Financial Direction A2: Financial Values

### Key Principle

**Be, and be seen to be, doing things right.**

We are all using the general public's resources and need to ensure that they have confidence that we are acting in their best interests at all times.



[Click here to watch video](#)









## Financial Direction A2: Financial Values

### Our Core Financial Values

**Government utilises public monies and resources, and everyone within Government is required to:**

- at all times meet the highest financial standards;
- ensure these core values are maintained throughout all activities.





The diagram consists of three overlapping green circles. The top-left circle is labeled 'Regularity' and contains the text 'Legal Framework & Compliance'. The top-right circle is labeled 'Propriety' and contains the text 'Core Governance Values'. The bottom circle is labeled 'Value for Money' and contains the text 'Effectiveness', 'Efficiency', and 'Economy'. The background of the slide is a blurred image of a flagpole and a building.

## Financial Direction A2: Regularity

All financial decisions must comply with the law and all applicable statutory frameworks:

However... if you follow the Financial Regulations then you won't have to worry about these statutory frameworks ...

...unless you have received any exemptions.





**Financial Direction A2: Propriety**

All financial decisions must be and be seen to be:

- Transparent**  
clearly communicated, open to scrutiny and documented sufficiently to enable scrutiny.
- Impartial**  
unbiased with no preferential treatment to individuals or firms.
- Reasonable**  
made with sufficient diligence to ensure benefits and risks are appropriately managed.
- Accurate**  
made using sufficiently accurate information and accurately transacted and recorded.
- Accountable**  
clearly taken by someone with appropriate delegated authority who, if required, has to account for their decisions to someone with appropriate powers to take sanctions against them.





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## Financial Direction A2: Propriety

Click here to watch  
a short video on  
**Integrity &  
Reasonableness**

Click here to watch  
a short video on  
**Transparency &  
Accountability**





**Financial Direction A2: Value for Money**

VFM is about making the most economic, efficient and effective use of available resources to achieve set policies and objectives:

**Effectiveness**  
The relationship between the intended & actual results of spending – outputs

**Efficiency**  
The relationship between output and the resources used to produce it – outputs vs. inputs

**Economy**  
Minimising the cost of resources used or required - inputs.





The diagram consists of three overlapping green circles. The top-left circle is labeled 'Regularity' and contains 'Legal Framework & Compliance'. The top-right circle is labeled 'Propriety' and contains 'Core Governance Values'. The bottom circle is labeled 'Value for Money' and contains 'Effectiveness', 'Efficiency', and 'Economy'. The background of the slide is a scenic view of a golf course with a flag on a green under a blue sky with clouds.

Financial Direction A2: Value for Money

**Do the right thing  
In the right way  
At the right price.**





## Financial Direction A

You have now completed the **FD A 2 – Financial Values** section

**Remember!**  
You will need to complete each FD A section before you can move on

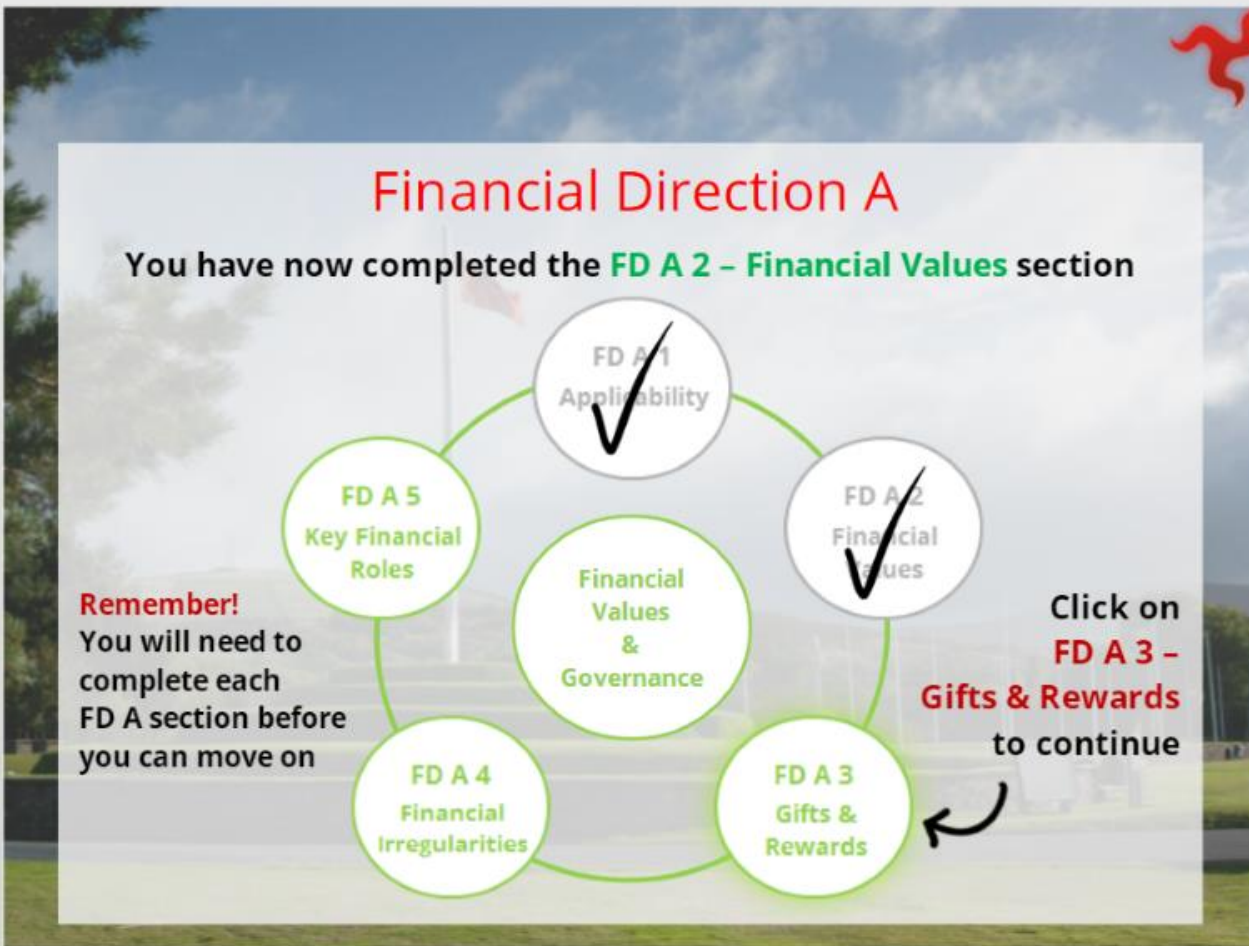
Click on **FD A 3 – Gifts & Rewards** to continue

## Financial Direction A

You have now completed the **FD A 2 – Financial Values** section

**Remember!**  
You will need to complete each FD A section before you can move on

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## Financial Direction A

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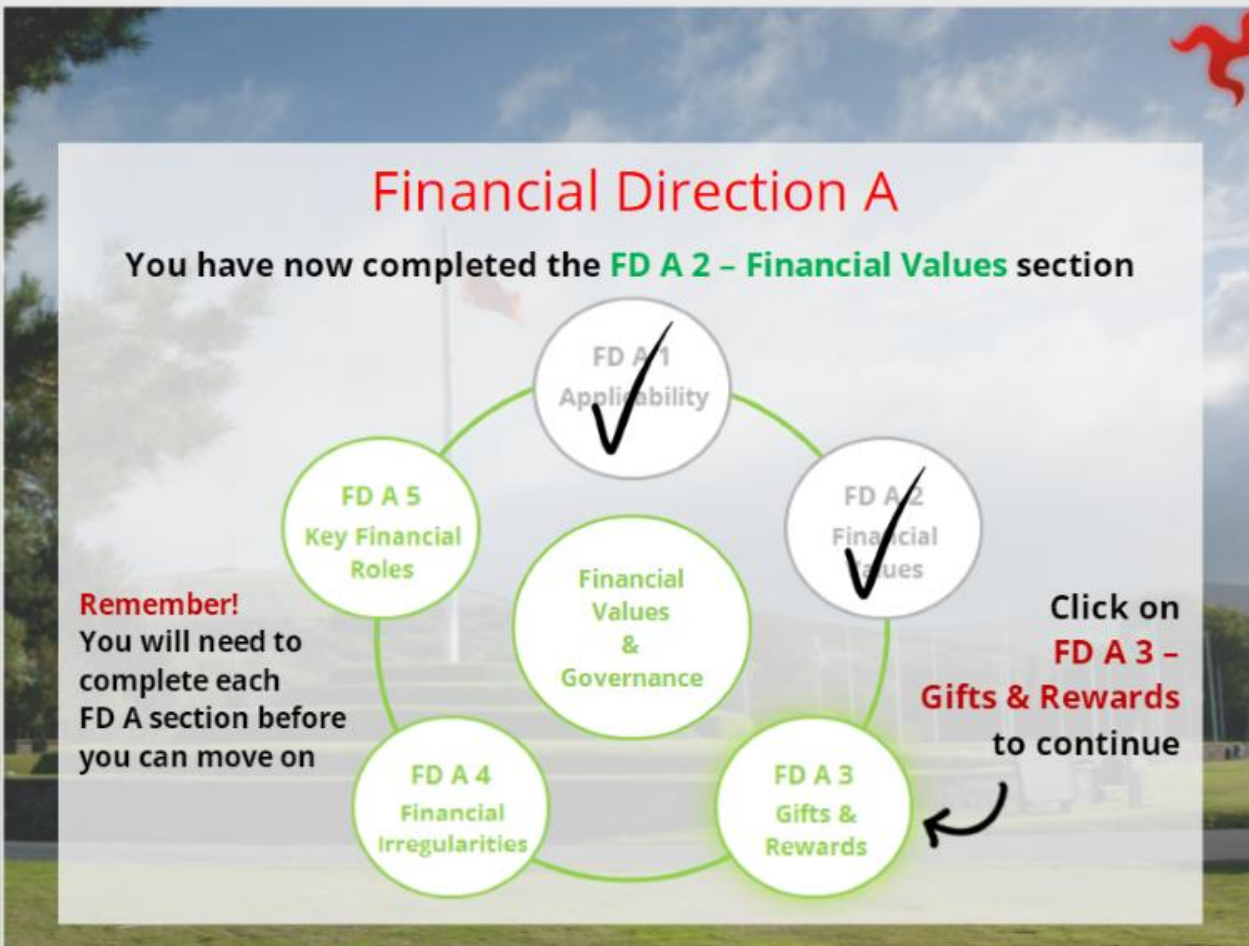
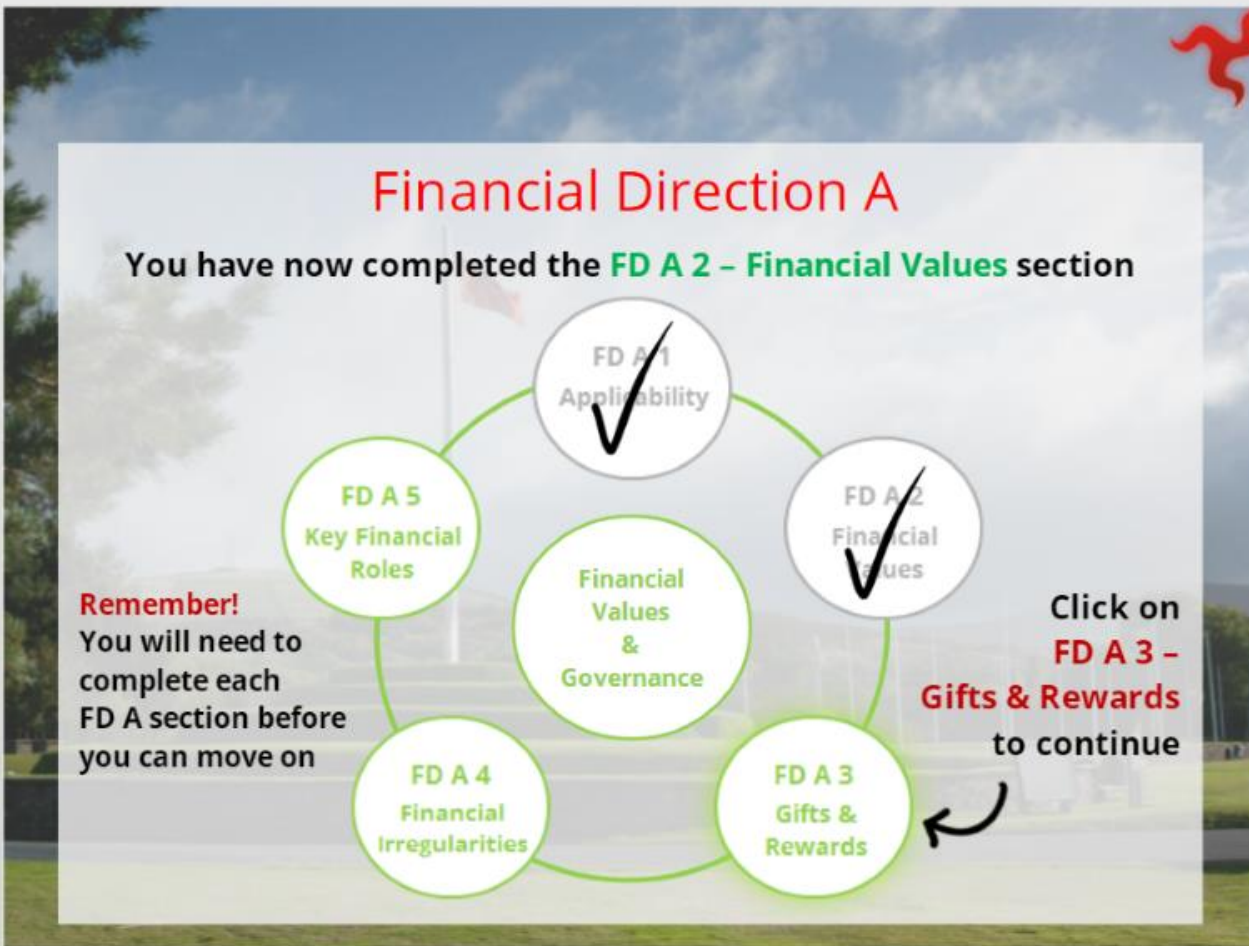
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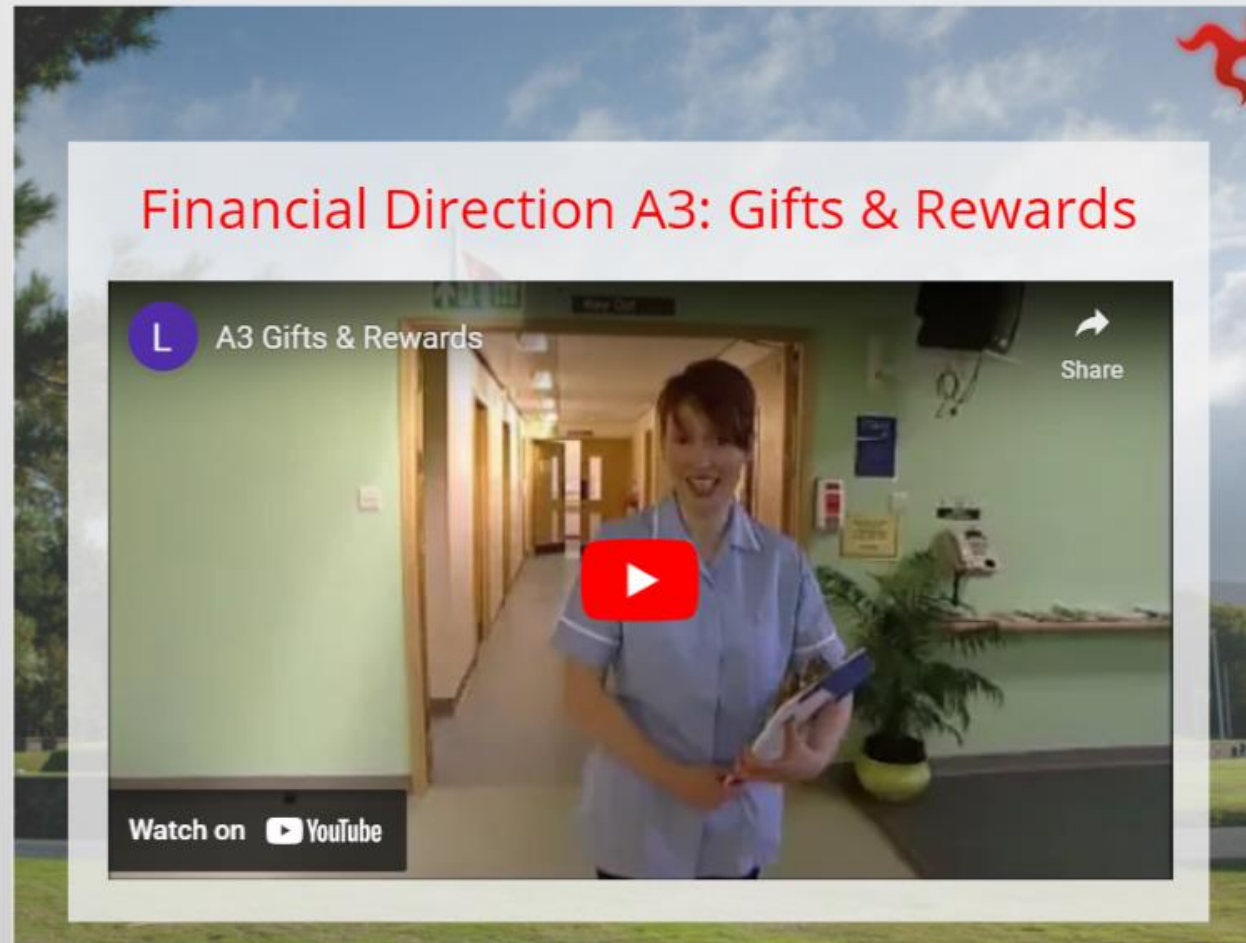
**Click on FD A 3 – Gifts & Rewards to continue**





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[Click here to watch video](#)



## Financial Direction A3: Gifts & Rewards

No Officer of a designated body may accept, directly or indirectly, any gift, reward, hospitality or benefit from any member of the public or organisation with whom they are brought into contact by reason of their official duties other than:



Conventional 'corporate' hospitality in the course of working visits or meetings;

Isolated gifts of low value such as diaries, calendars, flowers or chocolates or other items up to the value of £20. Where feasible, such gifts must be shared amongst all of the team members within the relevant budget area.





## Financial Direction A3: Gifts & Rewards

### Refusing any other gift

If refusal may cause offence, or a gift has been inadvertently received, seek (and follow) the early advice of the Designated Finance Officer (DFO).




If the DFO is the recipient, the advice of the Director of Audit Advisory Division must be sought and followed.





## Financial Direction A3: Gifts & Rewards

**Ministers and Members of Departments and Statutory Boards must declare the acceptance of gifts and benefits in kind from private sources of any amount which might be taken to affect the way in which a Member may vote or otherwise carry out their public duties, but excluding:**

-  all inheritances;
-  gifts or benefits received from the Ministers or Members immediate family; and
-  attendance at functions in the course of governmental or official parliamentary sponsored duties.







## Financial Direction A3: Gifts & Rewards

### Marketing and Other Individual Benefits

Corporate marketing and promotion often involves not only gifts, but also the offer to individuals of services or goods provided at discount prices. All such offers are **not** considered to be part of conventional 'corporate' hospitality and accordingly **must not be accepted**.





## Financial Direction A3: Gifts & Rewards

### Recording of Offers in an Official Register

The **recipient** of any **offer** of any gift, reward or hospitality received (whether received or refused) must ensure that it is properly **recorded within the register** designated for their budget area.



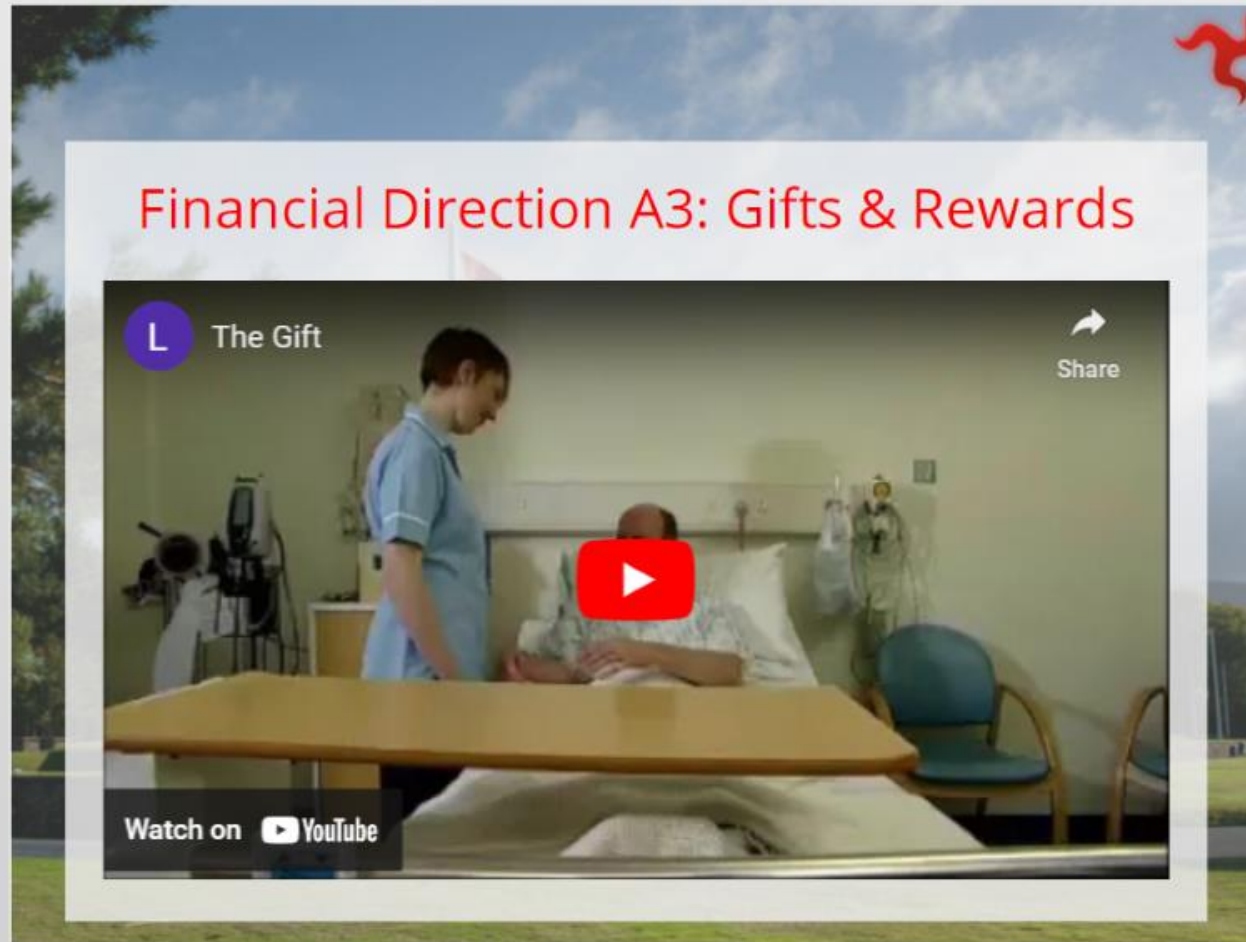
Conventional 'corporate' hospitality that meets the earlier description, with an estimated value below £20, does not need to be entered into the register.





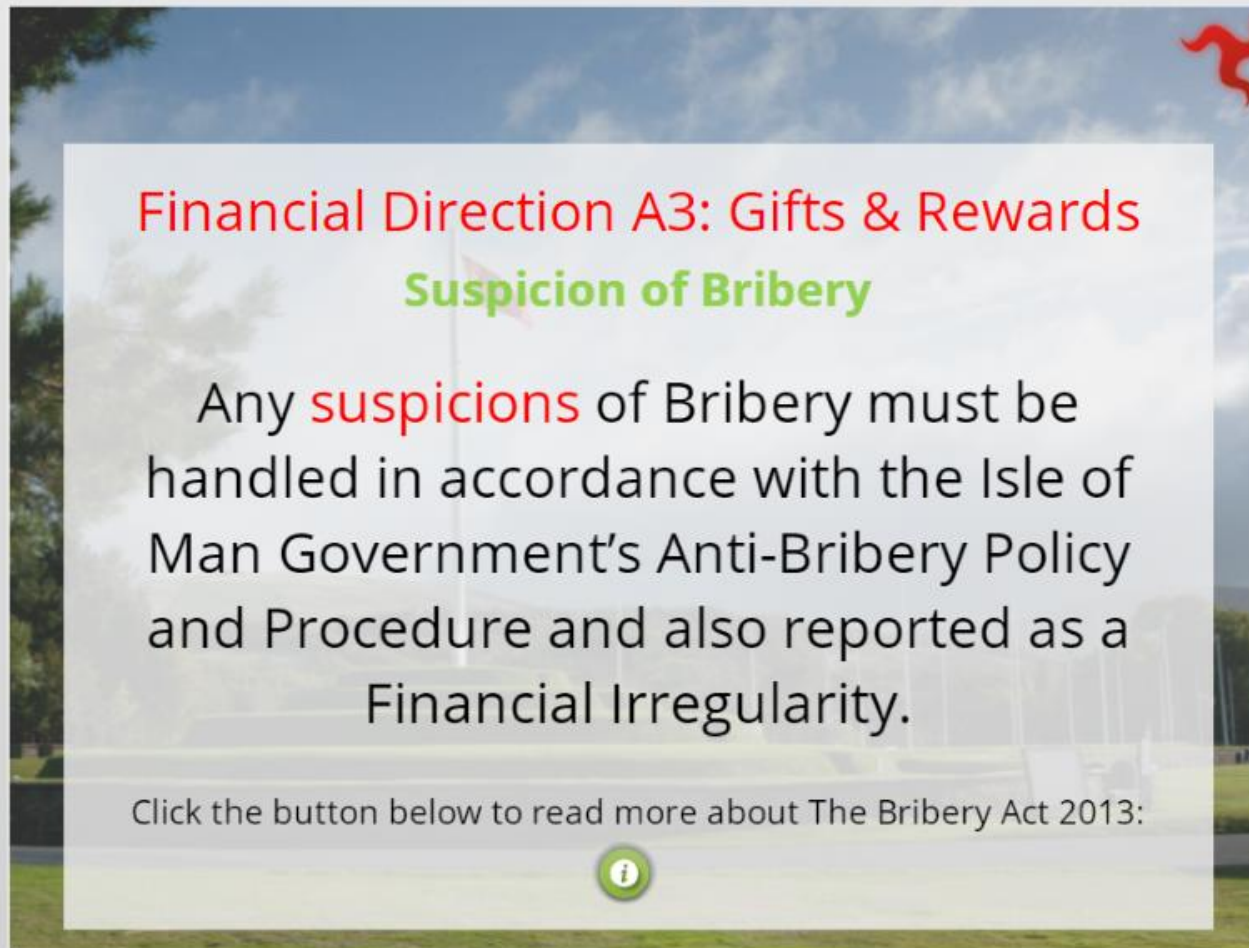
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## Financial Direction A3: Gifts & Rewards

### Suspicion of Bribery

Any **suspicious** of Bribery must be handled in accordance with the Isle of Man Government's Anti-Bribery Policy and Procedure and also reported as a Financial Irregularity.

Click the button below to read more about The Bribery Act 2013:





## The Bribery Act 2013

There are four key offences under the Bribery Act:

**1**  
Offering/ Promising/  
Giving of a bribe

**2**  
Agreeing to/ Receiving/  
accepting a financial or  
other bribe

**3**  
Bribery of a foreign public  
official

**4**  
Failure of an organisation  
to prevent a bribe being  
paid for, or on its behalf





## The Bribery Act 2013

There are four key offences under the Bribery Act:

**1**  
**Offering/ Promising/  
Giving of a bribe**

**3**  
**Bribery of a foreign public  
official**

**2**  
**Agreeing to/ Receiving/  
Corporate Offences**

Of significance within the Act is the introduction of a 'corporate offences' whereby employers will be liable to criminal prosecution for the action of employees involved in bribery, whether or not they were aware of it, unless they can show that they had adequate measures in place to prevent bribery happening.





## The Bribery Act 2013

The Isle of Man Bribery Act 2013 also places a duty on public officials, YOU, to report certain types of dubious/improper conduct in the **prescribed manner**, a failure to report can be an offence.





## The Bribery Act 2013

The Isle of Man Bribery Act 2013 also places a duty on public officials, YOU, to

**What do we mean by 'Prescribed Manner'?**

*For all employees and officers of the Isle of Man Government (i.e. Designated Bodies) this means that you must report improper/dubious behaviour in accordance with the Isle of Man Government Whistleblowing Policy (more information later) and to a member of the Isle of Man Constabulary Economic Crime Unit.*





## The Bribery Act 2013

The Isle of Man Bribery Act 2013 also makes it an **offence** where a person intentionally takes action harmful to any person, including interference with a person's lawful employment or occupation, on the ground that a person has made or may make a disclosure.





## The Bribery Act 2013



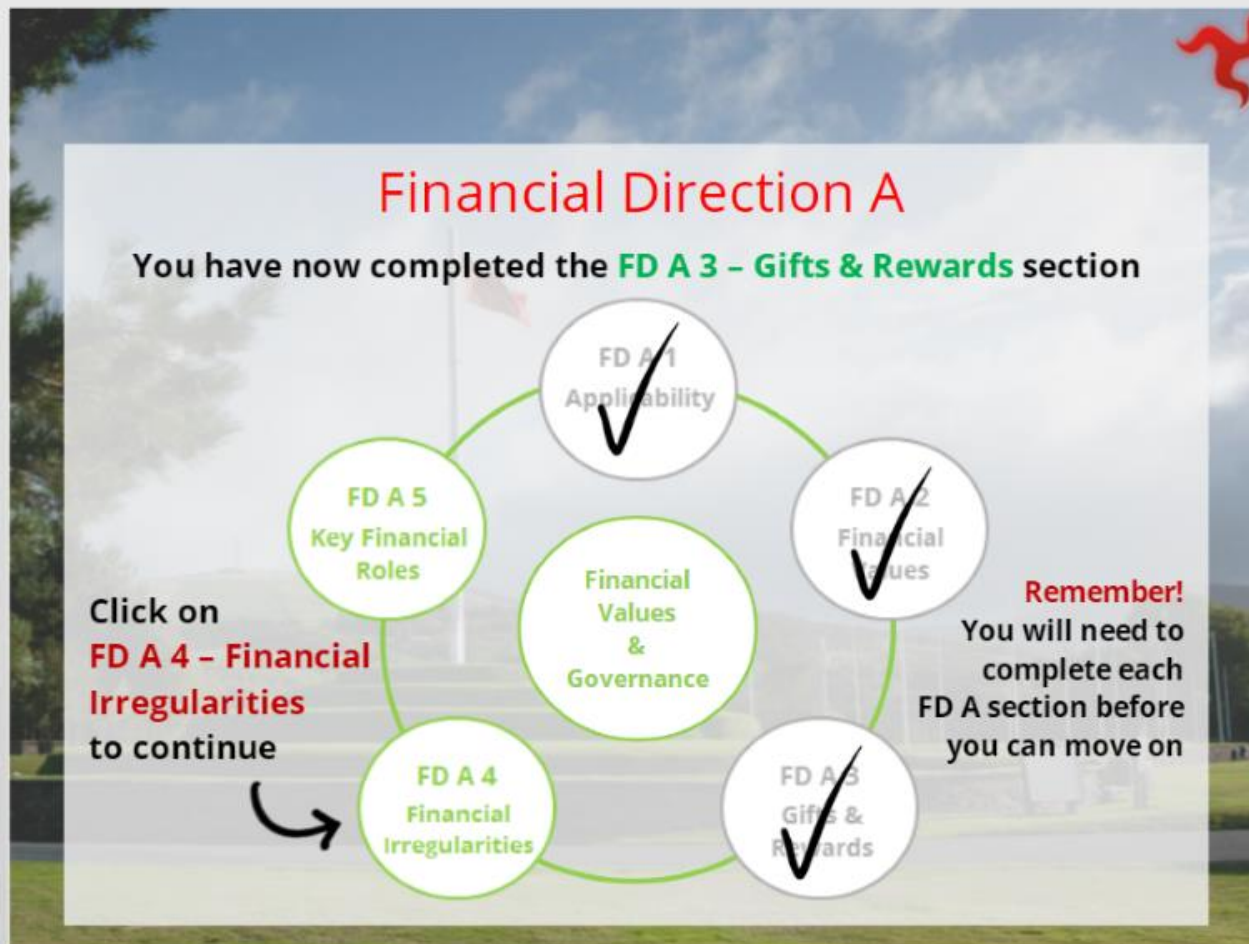
The Isle of Man Government Anti-Bribery Policy and Procedure (2016) aims to provide a coherent and consistent framework to enable Government staff to:

- understand and implement procedures to enable compliance with the law;
- enable members of staff to identify and effectively report a potential breach, in conjunction with related policies and key documents.

[Click here to read the policy in full](#)









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## Financial Direction A4: Financial Irregularities

### Notification

On becoming aware of any actual or suspected financial irregularity, an Officer must make a note of their concerns immediately, recording as many details as possible in relation to the actual/suspected irregularity e.g.

**the nature of the suspected fraud or irregularity;**

**the names of those involved;**

**dates & times of any relevant incidents;**

**as much other detail available.**





## Financial Direction A4: Financial Irregularities

### Notification

**You must immediately:**

- 🔥 notify the Accountable Office (AO), Budget Holder (BH), Designated Finance Officer (DFO) or alternatively, the Whistleblowing Officer (WO);
- 🔥 in writing using the S1 reporting form;
- 🔥 including a copy of any notes/supporting information.

**If the Financial Irregularity involves the AO, BH, DFO or WO, they should be omitted from the notification.**

**The Director of Audit Advisory must also be notified.**





## Financial Direction A4: Financial Irregularities

### No Precipitate Action to be Taken

**Officers must not take any pre-emptive action unless the situation is such that no alternative exists.**

This includes:

- contacting or interviewing the person(s) under suspicion to determine further facts or information;
- discussing the case with anyone other than the Budget Holder, Accountable Officer, Designated Finance Officer, Whistleblowing Officer or a member of Audit Advisory Division (and providing they are not directly implicated in the irregularity);
- Removing or copying any documentation unless under the instruction of the Attorney General's Chambers, Police or Audit Advisory Division.





## Financial Direction A4: Financial Irregularities

### Notification of the Police & Protection of Evidence



Where it is evident that a crime has been committed with 'prima facie' evidence present, e.g. straightforward theft, property damage, premises breaking etc., the police must be informed immediately and the scene of crime must not be compromised.





## Financial Direction A4: Financial Irregularities

### Notification of the Police & Protection of Evidence



Where it is evident that a crime has been committed with 'prima facie' evidence of a straightforward theft, property damage, or criminal damage, the police should be notified immediately and the scene protected to ensure evidence is not compromised.

#### What does 'prima facie' evidence mean?

In legal practice the term generally is used to describe two things: the presentation of sufficient evidence by a civil claimant to support the legal claim (a prima facie case), or a piece of evidence itself (prima facie evidence).






## Financial Direction A4: Financial Irregularities

### Whistleblowing Policy

The Whistleblowing Policy seeks to promote a culture in which workers can raise concerns without fear of victimisation or recrimination, but in the knowledge that complaints shown to be malicious or vexatious will lead to disciplinary action.

The Whistleblowing Policy makes it clear that any attempt to thwart the whistleblower by a fellow worker will be treated as serious misconduct.



 [Click here to read the policy in full](#)





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Financial Direction A4: Financial Irregularities

L Financial Irregularities

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## Financial Direction A5: Key Financial Roles

There are several key Financial Roles defined within the Financial Regulations that everyone needs to be aware of within a Department, Board or Office:

Click on each of the boxes to find out more

**Accountable  
Officer**



**Designated  
Finance  
Officer**



**Budget  
Holder**



**Delegated  
Officer**





## Financial Direction A5: Key Financial Roles

### Accountable Officer (AO)

This will be the Chief Executive Officer.

There are some financial decisions that can only be made by or with the approval of the Accountable Officer.

The Accountable Officer will be ultimately accountable to Treasury and Tynwald for financial governance within the organisation.

A Deputy AO must be appointed. For continuity purposes more than one Deputy can be appointed but they cannot act at the same time: a single point of accountability must be maintained within the Department at all times.

Whilst Deputies may be appointed to act on behalf of the Accountable Officer, the responsibilities of the Accountable Officer cannot be delegated.

The Accountable Officer is the Departmental Budget Holder.





## Financial Direction A5: Key Financial Roles

### Designated Finance Officer (DFO)

They will be appointed by the Accountable Officer and must have a direct line of reporting to the AO in relation to the Designated Body's financial governance.

Every Designated Body must have a DFO.

They are responsible for providing financial advice to the Accountable Officer and the Budget Holders.







## Financial Direction A5: Key Financial Roles

### Budget Holders (BH)

The Accountable Officer is the Departmental budget holder for their organisation, however...

They may also appoint other designated Budget Holders throughout the organisation in relation to key service areas.

Budget Holders are responsible for ensuring that there are adequate controls in their designated budget areas to manage financial risks and comply with Financial Regulations.

The Budget Holder will usually also be the service manager for an area.







## Financial Direction A5: Key Financial Roles

### Delegated Officer (DO)

Is any Officer who has been delegated financial authority by a Budget Holder to make financial decisions on behalf of the designated body; these authorities may include:

- Ordering goods/services and approval of invoices (up to key limits);
- Authorisation of overtime, travel & subsistence claims;
- Writing off debts and assets.

They must undertake any additional required training in accordance with Financial Practice Note *FPN A.05 Financial Training*.





## Financial Direction A5: Key Financial Roles

### The Importance of Financial Delegations

All financial delegations must be made in writing and in accordance with the Financial Regulations.

**If you haven't been given a written delegation of financial authority to do something...**

**DON'T DO IT!**

**If you have been given a written delegation of financial authority**

**DON'T EXCEED IT!**

**If in doubt...**

**Ask the Designated Budget Holder for your area.**





## A11: Training Requirements

All Mandatory Training Requirements are outlined within FPN A.05 Financial Training 1.1:

- **all Officers** within 3 months of appointment, need to complete this course and every 5 years thereafter;
- **all Delegated Officers** need to complete the online training relevant to their delegated authorities;
- **all Budget Holders** within 3 months of appointment need to complete the online training courses "*Managing Public Money*" and "*General Government Procurement*" and every 3 years thereafter.







## Exemptions

### Comply or Explain Empowerment with Accountability

**'Comply or explain' i.e. where you have been empowered to decide not to comply with a requirement, you need to document & explain what you've done and why.**

Exemptions must not be applied for retrospectively; if you believe an exemption should already have been in place then you must refer to FPN A.03 Financial Irregularities and report it as a Financial Irregularity.

Financial Waiver Forms must be submitted electronically on the central register maintained by Treasury Audit Advisory Division (AAD).

In the event that the electronic form or central register is not available to you, a copy of the form can be obtained from AAD and your approved version submitted to AAD by email using enquiries.audit@gov.im..

An ['Exemptions Form User Guide'](#) details the process. Please refer to it and FPN A.01 Obtaining Approval for Exemptions.









## Financial Direction B

### Managing Resources

Establishes core requirements and responsibilities for:

- 🌀 planning
- 🌀 obtaining
- 🌀 managing

financial resources for the delivery of goods and services.

**It is most relevant to Budget Holders, Designated Finance Officers and Accountable Officers and is covered under additional training modules.**





## Which regulations apply to everyone?

You have now completed the section on Managing Resources.

Next, click on Buying & Making Payments to find out more:





## Financial Direction C

### Buying and Making Payments

Covers:

- the purchase/obtaining of goods, services and assets from third parties; and
- making payments for the same.





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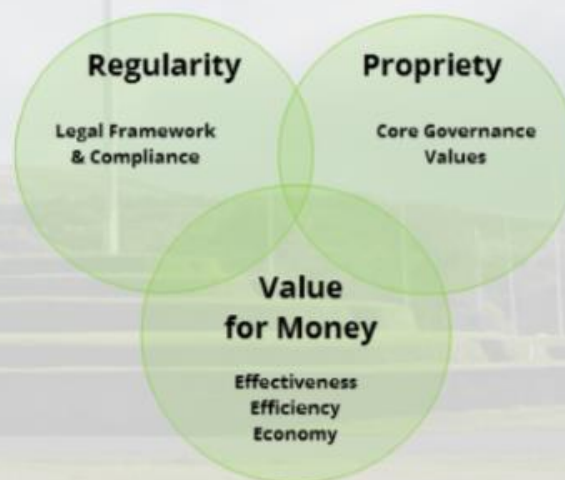




## Financial Direction C: Buying & Making Payments

When buying and making payments it is important to remember the Core Financial Value, **Propriety**.

Here's a reminder of the 3 Core Financial Values:





The diagram consists of three overlapping green circles. The top-left circle is labeled 'Regularity' and contains the text 'Legal Framework & Compliance'. The top-right circle is labeled 'Propriety' and contains the text 'Core Governance Values'. The bottom circle is labeled 'Value for Money' and contains the text 'Effectiveness', 'Efficiency', and 'Economy'. The intersection of all three circles is the central focus of the diagram.

## Financial Direction A2: Propriety

All financial decisions must be and be seen to be morally correct and proper and:

***Impartial***  
unbiased with no preferential treatment to individuals or firms.

**Impartiality is key when buying & making payments.**





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The video player thumbnail features a woman in a dark blazer talking on a black telephone. The background is a bright office with large windows. A red play button is centered over the image. In the top right corner of the thumbnail, there is a red logo of a stylized animal. Text overlays include 'Financial Direction A2.2: Propriety' in red, 'Managing Conflicts of Interest' in green, 'L Managing Conflicts of Interest' in a purple circle, 'Share' with a share icon, and 'Watch on YouTube' with the YouTube logo.



[Click here to watch video](#)



## Financial Direction A2.2: Propriety

### Managing Conflicts of Interest

Some of the main issues which could lead to a real, or a perceived, conflict of interest are:

**Relevant financial or other interests outside of the Department, Board or Office for which you work;**

**Relationships with parties/organisations which could lead to split loyalties, real or perceived;**

**Family relationships;**

**Perception of rewards in return for favours;**

**Area of residence;**

**Membership of some societies or organisations.**





## Financial Direction A2.2: Propriety

### Managing Conflicts of Interest

No one should use, or give the appearance of using, their public position to further the private interests of themselves, their families, their friends or organisations in which they may have an interest.

#### **All Officers must ensure:**

Whenever they have an actual or perceived conflict of interest that they immediately notify the relevant Budget Holder. Where it is the Budget Holder raising the conflict then they should inform their Line Manager.

All actual or perceived conflicts of interest are recorded in a Conflicts Register covering the relevant Budget Area.





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The video player thumbnail features a woman in a dark jacket looking slightly to the side. Overlaid on the image is a red play button icon. The background of the player is a blurred outdoor scene with trees and a building.

**Financial Direction A2.2: Propriety**  
**Managing Conflicts of Interest**

L Managing Conflicts of Interest 2

Share

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## Financial Direction C: Buying & Making Payments

**Additional Handbooks are available, covering these decisions and processes:**

-  **General Government Procurement:** Purchases of goods and services of £100,000 or less;
-  **Tendering:** Good and services of more than £100,000;
-  **Budget Holders – Managing Public Money:** responsibilities of the Budget Holder.







## Which regulations apply to everyone?

You have now completed the section on Buying & Making Payments.  
To continue, click on 'Safeguarding & Optimising Assets':

Financial Values Governance	Managing Resources	Buying & Making Payments
Safeguarding & Optimising Assets	Paying Staff	Selling & Receiving Payments









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## Financial Direction D: Safeguarding & Optimising Assets

### All Officers must ensure:

The 'disposal' of any of our assets (which includes their write-off, loan, lease or sale and offering opportunities to 3rd parties) must be undertaken in accordance with *Financial Direction F: Selling and Receiving Payments*.

Assets must be disposed of in an open and fair manner, which encourages competition, demonstrating impartiality and that the best value for the Government is obtained.

Wherever cash is handled by officers then Financial Practice Note *FPN D.05 Cash Handling* must be followed.

In particular:

There must be formal acknowledgement when responsibility for cash is passed from one officer to another (including at the end of shifts);

All cash must be kept physically secure until banking.







## Financial Direction D: Safeguarding & Optimising Assets

### Use of Government Assets

**All Officers must ensure:**

For Government-owned Motor Vehicles...

- they have an individual mileage record log;
- mileage records are completed at the end of each journey;
- any private mileage is recorded on the mileage record and an appropriate reimbursement for personal use is made by the Officer to the Government at the prescribed rate (currently of 50p per mile).

Equipment is **not lent free of charge** and that when borrowing equipment for personal use the organisation **must be reimbursed with a sum equivalent to the hire charge were it to be hired from a private business** (agreed by the Budget Holder in advance).



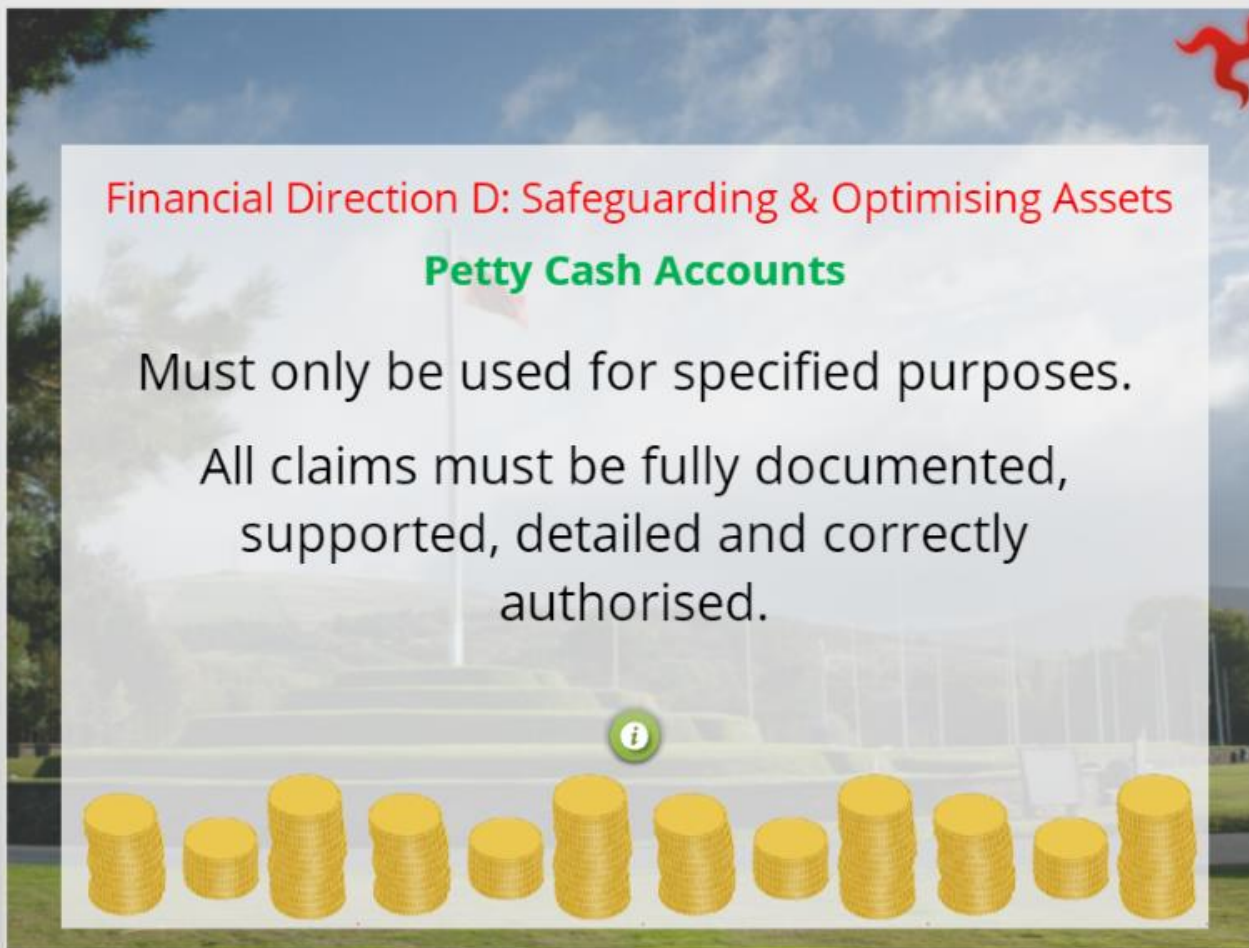


## Financial Direction D: Safeguarding & Optimising Assets

### Petty Cash Accounts

Must only be used for specified purposes.

All claims must be fully documented,  
supported, detailed and correctly  
authorised.





### All Officers must ensure:

Any claim from petty cash is adequately supported by third party documentation, e.g. a VAT invoice or a VAT till receipt;

A petty cash voucher is:

- **completed** detailing the items purchased, reasons for the purchase and the value and quantity of the items purchased;
- **signed** by the claimant and an independent Delegated Officer;
- **attached** to the supporting documentation, e.g. VAT Invoice or VAT till receipt;

If cash is taken as an advance: that a signed and dated (by both the claimant and the Budget Holder) receipt is left in its place. If the petty cash voucher already provides for the recording of cash advances, they should be used instead);

These accounts are not used for the payment of standard creditors, travel or subsistence, or any other reimbursement to Officers, unless the reason for doing so is an exceptional circumstance and has been documented (see [FPN C.07 Ordering, Receiving, Paying for Goods and Services](#)).





## Financial Direction D: Safeguarding & Optimising Assets

### Maintaining and Safeguarding of Assets

**With regards to the use of assets, all Officers must ensure:**

- they undertake an appropriate risk assessment before using Government assets to ensure the asset is ready and safe for use;
- they do not use assets that have failed any Health and Safety risk assessment;
- they report faults immediately and clearly mark the asset as faulty, detailing the fault to prevent other officers from using the asset;
- assets are well looked after and kept clean after use; and
- when left unattended, assets are secured to minimise the risks of theft or damage.







## Financial Direction D: Safeguarding & Optimising Assets

### All Officers must ensure:

Click each of the boxes to find out:

All items used from stocks and stores have been requisitioned/obtained in accordance with the procedure determined by the Budget Holder responsible for the management of those stocks and stores.

Assets must only be used for official Government business, unless personal use has been approved in advance, in writing, by the Budget Holder. Where the proposed personal use is by the Budget Holder then approval must be obtained by their Line Manager.





## Financial Direction D: Safeguarding & Optimising Assets

### Insurances

All Officers must ensure:

they **do not admit liability** or make any other offer to pay compensation that may prejudice the assessment of liability in respect of any Government insurance claim;

that they **notify** the relevant Budget Holder immediately (or as soon as practicable) of any **potential claim** for or against any Designated Body.







## Which regulations apply to everyone?

You have now completed the section on Safeguarding & Optimising Assets

Click on 'Paying Staff' to continue your learning:

Financial Values Governance	Managing Resources	Buying & Making Payments
Safeguarding & Optimising Assets	<b>Paying Staff</b>	Selling & Receiving Payments





## Financial Direction E

### Paying Staff

Covers the handling of all payments to employees of designated bodies.

Specific responsibilities of the Payroll Section are outlined in **FPN E.01 Payroll Procedures** including:

- Processing of Payroll;
- Over or Under Payments; and
- Arrangements for recovering an overpayment.





## Financial Direction E: Paying Staff

### All Officers must ensure:

All pay must be processed in accordance with **FPN E.01 Payroll Procedures**.

#### In particular:

Any claim for overtime or additional payments are a correct statement and that the claim is in accordance with the relevant terms & conditions of employment and was incurred wholly, exclusively and necessarily in the course of Government's business.

All claims are made on a system approved by the Executive Director of Human Resources (Cabinet Office).

All Officers must check their payslip for accuracy and notify the Payroll Section of any errors **immediately**. There is an obligation to **repay the full amount at the earliest opportunity**, even if the salary overpayment is by Government's own mistake.





## Financial Direction E: Paying Staff

### Travel & Subsistence

All Travel & Subsistence claims are made in accordance with **FPN E.02 Travel and Subsistence**. You will need to refer to the General Officer Handbook for specific details.

In brief, all Officers have a responsibility regarding:

Click each box for more information

Form of  
Claims

Eligibility,  
Rates and  
Applicability

Use of Motor  
Vehicles for  
Government  
Business





### **Form of Claims**

All claims must be complete, accurate, easy to understand and submitted in the approved format. Times of departure and arrival must be recorded.





### **Eligibility, Rates and Applicability**

All claims must be paid in accordance with:

- employees' terms and conditions;
- prevailing Travelling Allowances Order for mileage claims;
- prevailing Subsistence Allowances Government Circular for subsistence claims, and;
- mileage as specified.





### **Use of Motor Vehicles for Government Business**

All Officers must

- have a valid driving licence for the category of vehicle being driven;
- if using a private motor vehicle, ensure that there is adequate insurance to cover the business use;
- ensure the Budget Holder is notified immediately if they no longer have a valid driving licence or insurance.





## Financial Direction E: Paying Staff

### Mileage Claims - all Officers must ensure:

that where applicable, the standard distances and rates detailed within **FPN E.02 Travel and Subsistence** are used for mileage claims. Other mileages must be on an **actual** basis.

Mileage rates are currently (pence per mile):

	Travelling within the Island		off-Island Travel
	Within a 12 month period commencing 1 <sup>st</sup> April		
	First 6,000 Miles	Over 6,000 Miles	
Motor Vehicle	50.0	34.0	34.0
Motor Cycle	26.0	17.0	17.0

there is an additional 5p per mile for any 'eligible passenger'





## Financial Direction E: Paying Staff

### Mileage Claims - all Officers must ensure:

that where applicable, the standard distances and rates detailed within **FPN E.02 Travel and Subsistence** are used for mileage claims. Other mileages must be on an **actual** basis.

Mileage rates are currently (pence per mile):

	Travelling within the Island		off-Island Travel
	Within a 12 month period commencing 1 <sup>st</sup> April		
	First 6,000 Miles	Over	<b>Eligible Passenger</b>  Is a person who is also travelling on official business in the same vehicle as the officer making the claim
Motor Vehicle	50.0		
Motor Cycle	26.0		

#### Eligible Passenger

Is a person who is also travelling on official business in the same vehicle as the officer making the claim

there is an additional 5p per mile for any 'eligible passenger'





## Financial Direction E: Paying Staff

### Subsistence Claims - all Officers must ensure:

that all claims for subsistence are made at the rates detailed within *FPN E.02 Travel and Subsistence*.

That all off-Island travel has received the prior written approval of:

**Domestic Travel (British Isles and Ireland):**  
the Accountable Officer or other Delegated Officer



**Worldwide Travel:**  
the Accountable Officer

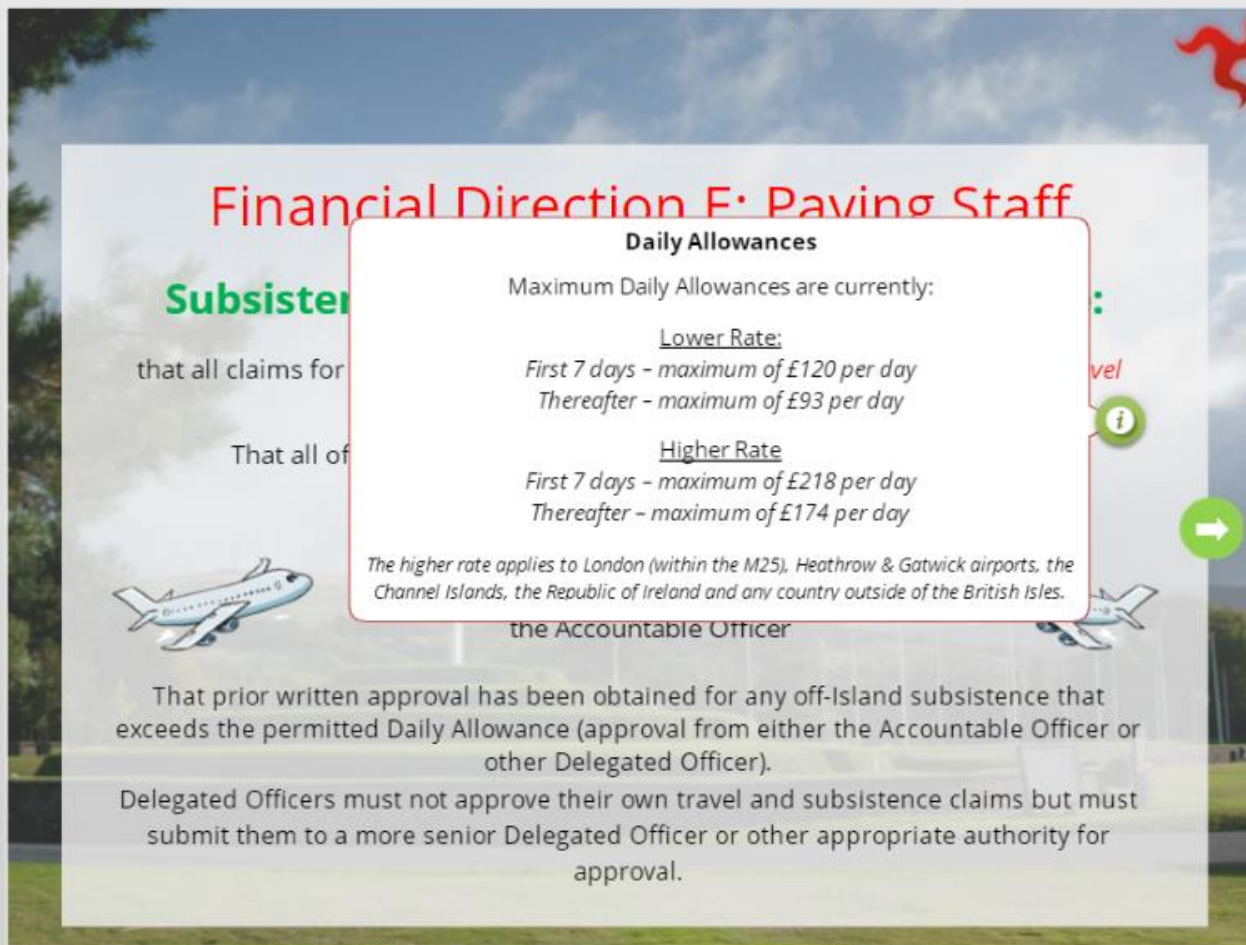


That prior written approval has been obtained for any off-Island subsistence that exceeds the permitted Daily Allowance (approval from either the Accountable Officer or other Delegated Officer).

Delegated Officers must not approve their own travel and subsistence claims but must submit them to a more senior Delegated Officer or other appropriate authority for approval.







## Financial Direction F: Paying Staff

### Subsistence

that all claims for

That all of

the Accountable Officer

That prior written approval has been obtained for any off-Island subsistence that exceeds the permitted Daily Allowance (approval from either the Accountable Officer or other Delegated Officer).

Delegated Officers must not approve their own travel and subsistence claims but must submit them to a more senior Delegated Officer or other appropriate authority for approval.

#### Daily Allowances

Maximum Daily Allowances are currently:

Lower Rate:  
First 7 days - maximum of £120 per day  
Thereafter - maximum of £93 per day

Higher Rate  
First 7 days - maximum of £218 per day  
Thereafter - maximum of £174 per day

*The higher rate applies to London (within the M25), Heathrow & Gatwick airports, the Channel Islands, the Republic of Ireland and any country outside of the British Isles.*





## Which regulations apply to everyone?

You have now completed the section on Paying Staff

Finally, click on 'Selling & Receiving Payments' to learn more:





Isle of Man Financial Governance Foundation Course

Resources

## Financial Direction F

### Selling & Receiving Payments

Covers:

- 🔥 the selling of goods, services and assets;
- 🔥 receiving payments from third parties.





## Financial Direction F: Selling & Receiving Payments

### Disposal of Assets

'Disposal' refers to the disposal, loan, sale, donation or other assignment or use of any Government asset by an officer, member or third party not covered by the Financial Regulations.

Disposal includes the lease of land, the loan of, the use of, sale or lease of other assets such as plant, equipment, vehicles and intellectual property.

**It includes any rights granted from which economic value can be derived (for example the selling or offering of exclusivity rights, sponsorship or opportunities to earn income).**












## Isle of Man Financial Governance Foundation Course

Resources

## Where to get further advice...

-  **all Officers** need to complete this course once every 5 years;
-  **all Delegated Officers** need to complete the online training relevant to their delegated authorities;
-  **all Budget Holders** need to complete the online training course "*Managing Public Money*" and "*General Government Procurement*".

## Handbooks on the Intranet:



Exemptions Form  
User Guide



General Officer  
Handbook



General Procurement  
Handbook



Budget Holder  
Handbook

Handbooks for **Tendering, Sales, Receipts and Managing Debt**, and **Managing Capital Projects** are coming soon.





## Where can I get advice?

### Further Advice

**Officers** and **Delegated Officers** should seek advice from their **Budget Holder**;

**Budget Holders** should seek advice from their **Designated Finance Officer**;

**Designated Finance Officers** should seek advice from the **Director of Audit Advisory**.





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Resources



You have now  
completed the  
Financial Governance  
Foundation Course

