

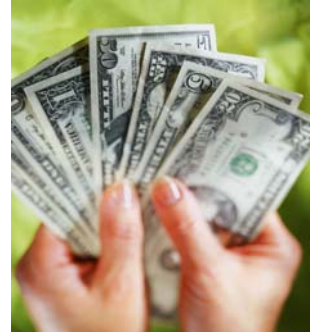
## WHAT TO DO WITH CHEQUES

If you receive a cheque in the post and you do not have the facility to bank these yourself please forward them on to Exchequer Services Rm 3.45 Sessions House, County Hall, Maidstone with the following information attached to the cheque:-

1. Invoice number if an ORACLE AR has been raised. Please do not give a code as well as an invoice number.
2. If no invoice has been raised then the full accounting code you wish this money to be credited to.



Please be aware that the Cashiers Section deal with all directorates and therefore require the directorate letter at the beginning of your code.



## Payments by Cheque for General Invoices

- ◆ **Payments by cheque are costly, both for KCC and the supplier. A cheque payment takes longer to make as we only produce one cheque run a week—on a Wednesday. There are inbuilt delays for the supplier both in banking and accessing the funds.**
- ◆ **In 2009, KCC needs to be working smarter and reducing costs. Sometime ago we introduced a charge for producing cheques in the hope that this would be a deterrent but this has not resulted in the significant reduction in numbers we had hoped for.**
- ◆ **Therefore from 1st October 2009 we will not be setting up any new suppliers (or reactivating any old ones) without bank details. If there are no bank details on the invoice it will be returned to the budget manager to obtain the bank details and an email address so that the remittance advice note can be emailed to the supplier instead of printing and posting.**
- ◆ **If you are processing an invoice for a supplier you haven't paid before, and the details are not already on the invoice, please obtain them from the supplier (preferably by email) and staple to the invoice.**



## Problems with CIS

We have recently discovered a loophole in our procedures and therefore we are introducing some **MANDATORY** processes to ensure that procedures are robust.

### FROM 1ST OCTOBER 2009

- ◆ The chief accountant has insisted that every invoice (not just CIS ones) should have a meaningful description next to the coding line on the data capture stamp. It must state clearly what work has been undertaken eg. "Fence erected at Chapel Street" or "Building works at Chapel Street". "Work as agreed" is not acceptable. Any invoice without a description will be returned to the Directorate Central Finance Section for clarification.
- ◆ Place a sticker (see below) on any invoice which relates to CIS work.

Stickers will be issued to Directorates before 1st October to distribute.

For more information about CIS please see the item on page 2.

## Ticket on Departure (TOD)

### Ticket on Departure (TOD)

Most train Tickets can now be obtained at the station of your departure, rather than being delivered to an address.

### How do I order a TOD?

Send the normal booking form to the Contact Centre but instead of entering a delivery address put "TOD".

### What happens next?

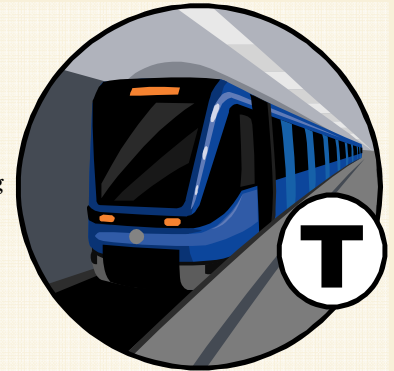
When you are emailed with the confirmation of your ticket you will be sent a reference number.

### On the Day of travel

Take the reference no. with you. At the station go to a ticket machine and use the on screen prompts, putting in your debit or credit card. THIS CARD WILL NOT BE CHARGED. The card MUST be in the name of the ticket holder. It is used for verification of the name of the traveller. Your ticket will be issued from the machine.

### What does it cost?

It costs £3.00 extra to have TOD. You will be advised of the travel costs when receiving your travel confirmation.



### PEAK OR OFF PEAK?

**For ALL staff  
who request tickets  
to London**

*If requesting a travel card and you are arriving around 10am you must specify if you want to arrive in London by 10am or at your final destination—eg. Ealing by 10am.*

*This could mean the difference between peak and off peak and avoids ordering tickets unnecessarily.*

*If arriving in London before 10am you will be charged at peak rate.*

*If arriving after 10am in London you will be charged off peak.*

*The tickets are based on when you first arrive in London.*

## Construction Industry Tax Scheme (CIS)

*The Government has laid out a scheme by which KCC have to follow taxation guidance when making payments to any company or sole trader doing work for us under the construction banner. Simply put we may need to deduct tax from companies or sole traders undertaking work which falls within the Construction Industry Scheme. We are required to make a monthly return of all payments to HMRC.*

*Guidance on what type of work falls within the scheme can be found on KNet:*

*<http://knet2/polices-and-procedures/finance-and-procurement/construction-industry-scheme-guidance-notes.doc>.*

*If you are unsure about whether any specific work that you intend to contract for falls within the scheme please contact Bob Lane: 01622 694568 (VPN 7000 4568).*