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DC12/06
IMM12/06

TO: CLERKS & CHAIRS OF THE INDEPENDENT MONITORING BOARDS

BOARDS EXPENDITURE REPORT FOR PERIOD 12 2005-2006

Please find enclosed a copy of the expenditure report for your Board to February 2006. There are undoubtedly some errors in a few of the reports. Unfortunately HMPS' reporting last year was not all that it should have been. Hopefully the Adelphi system will prove more accurate.

CLAIMS FORMS AND PROBLEMS WITH CLAIMS

Meanwhile, some members' claims are being rejected by Liverpool. There are a variety of reasons for rejection:

Use of the incorrect form.

Liverpool are still receiving completed claims submitted on PHX094. PHX094 is a Prison Service form. It is now totally obsolete, and will not be processed either by Liverpool or by HMPS. Please destroy all stocks of PHX094 immediately. Members should only be using AFF138.

Contrary to claims by some in Liverpool, ACC1(dd) forms used to claim for National Training courses and in contracted-out prisons are still being accepted. I have this in black and white from the head of the unit processing IMB claims. If a claim is rejected by Liverpool's post room for being on ACC1(dd), send it straight back to Liverpool, addressed to Steve Joynt, and mark the envelope 'Personal'. If the ASC Customer Service Team tell a member that their claim has been rejected because it is on ACC1(dd), correct the Team member and refer them to Steve Joynt.

Nevertheless, ACC1(dd) is now obsolete, and any stocks of this form should also be destroyed. Form AFF138 is the only form that should be used. I have enclosed the current version of this form, along with instructions.

Rejection due to coding errors, or else no coding.

Firstly, it is the duty of all Clerk's to code the expenditure correctly on page 3 of the claim form. One column has been left blank, namely the column for the cost centre. Clerks need to enter their cost centre into this column. If they have any queries on the procedure, please phone me.

Secondly, some Clerks have been coding the cost centre as 6xxx, rather than 606xxx, in the mistaken belief that the 60 in the Directorate column is part of the 606 in the cost centre. If you miss off the 60 at the beginning of the cost centre **the claim will be rejected.**

A correct line of coding should look like this:

01-60-606xxx-[account type]

All Clerks and prison finance departments were notified of their cost centres prior to April 1 2006. I have however enclosed the cost centre list again.

Finally, it appears that some Members have been discarding the account code distribution page, namely the one marked "IMB Members do not fill in: for Clerks or for Secretariat use only." As a result, the Clerk thought that they had received a complete form that did not need coding. The Clerk duly sent the uncoded claim to Liverpool, where it was promptly rejected.

Members are to submit complete claims consisting of four pages; they are not to discard any page simply because they do not have to fill it in. Discarding pages will result in delays in paying claims.

Lack of supplier number

There is one golden rule for ASC when it comes to member's supplier numbers, and I have it in writing from, Steve Joynt, the head of the unit processing IMB claims:

"We have however agreed a special allowance for all AFF138/AFF139 expense forms to be sent straight through to my Supplier Files Team on receipt so that any relevant supplier records/numbers can be created . . . If you are aware of any other forms that get returned for not having a relevant Adelphi Supplier number then please send them for my attention."

In short, if you use form AFF138 your claim should not be rejected due to the lack of a supplier number – which is a very good reason for phasing out the use of ACC1(dd) as soon as possible.

This does not mean that members should neglect to put their supplier number on the form if it is known. The lack of a supplier number will increase the length of time taken to process a claim. Members should therefore use their supplier number if they have one. However, not every member has one, and not every member has been notified of their number. This is an area of developing policy, although we have extracted some concessions from ASC, as stated in an earlier email to me:

"In the meantime to save holding onto claim forms just send them up as they all come to my team anyway to be checked before they get paid. So once we have carried out our checks and we establish that they already have a supplier number we simply send them through for payment. If they don't we create a record for them from the claim form. This is what happens at present so I suggest this continues until we can get all the supplier numbers that you require."

There are some issues that still need clarifying, such as whether AFF108's are still necessary, but I shall write to you separately on this when discussions are complete.

In the meantime, Members without supplier numbers are to fill in the front of AFF138 as a first time claim, including bank details. The claim is then passed to the Clerk, who checks it and codes it. The Clerk then passes it to the authorising officer who, after signing it, sends it to Liverpool. Liverpool will then pay the claim and send a remittance advice slip to the Member. This slip will have a 6 figure supplier number on it; it is not the same as the Phoenix supplier number. Members will then use this 6-figure number on subsequent claims, which means that they do not have to supply their bank details all over again.

If a claim is rejected for lacking a supplier number, put it in an envelope and send it straight back to Liverpool for the personal attention of Steve Joynt. If a member of the Customer Service Team tells you or a Member that claims will be rejected if they lack supplier numbers, tell them that they are wrong and refer them to Steve Joynt.

ALLOWANCE RATES

Finally, the Department of Constitutional Affairs has confirmed that it has increased the allowance rates with effect from 1 May 2006. A copy of the new rates is enclosed. Since members have been paid on the old rates since 1 May 2006, they may like to submit claims for the difference, though in the case of mileage allowances these are minimal.

If there are any further questions or problems, please email me or contact me on 0207 035 2256.

ORDERING OF BADGES

Please find enclosed a copy of the badge order form. The completed form is to be sent to Recognition Express by the Clerk.

Yours sincerely,

Kevin Jones
Finance Officer