

**FOI Reference Number:** FOI/088/1920

**Date:** 17 July 2019

**Request:**

Good morning,

I hope this email finds you well.

Under the Freedom of Information Act I request the following:

A copy of your current finance, accounting or financial control procedures manual detailing all of your finance processes covering the ordering of goods and services and income receipts. If these processes are not contained in one consolidated manual I am happy to receive a copy of each individually by email.

**Response:**

Thank you for your information request which Mid and East Antrim Borough Council received on 14 June 2019.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to a copy of your current finance processes manual.

***Please find attached a copy of the Mid and East Antrim Finance Policy Manual. Please note that this manual is currently being reviewed and updated.***

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/088/1920 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeastantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.