



Special Branch

28 November 1973

MEMORANDUM

[1] 

Commander Rodger.

SPECIAL DEMONSTRATION SQUAD - TRANSPORT FINANCES.

1. The arrangements for paying bills for the maintenance of SDS vehicles are working well except in one respect - there is an inherent delay in the time the individual officer pays the bill with his own money and his being re-imbursed.
2. The procedure, as you know, is for the officer to pay the bill for servicing, repairs or replacement of parts (previously authorised by me or DI Greenslade if the amount is for £25 or less or by Mr  2, senior transport engineer if it is above that amount); the bill is then submitted for certification to Inspector  3 B10 and Mr  4 senior transport engineer then to F2 for payment.
3. For security reasons it was agreed that only those officers named above should handle these accounts which means, of course, that the settlement of the bills must await their availability. In practice it has been found efficacious to submit the bills monthly which results in the delay in re-imbursing the officers.
4. Your agreement to advance money from the Special Branch imprest for the settlement of large bills has assisted to some degree but as most of the bills are of less than £25, their settlement by such means would, I feel, impose unacceptable additional demands on your time. There will also inevitably be occasions out of office hours, at weekends when there will be a need for officers to be advanced money to pay for emergency repairs to their vehicles.
5. I would be against using the SDS budget for such purposes as it would add an unnecessary and dangerous complication to our accounting system. Mr  5 F2 our auditor agrees  but sees nothing against our having a special imprest of about £200 to pay for all transport bills as soon as they are incurred and re-imbursed monthly when the bills are cleared by B10 and 



Mr ⁶ [REDACTED] has also undertaken, if you are agreeable, to shepherding such a request for a permanent imprest through F1, who are responsible for such matters.

6. All that is apparently required is an application from you to F1 - see attached copy.

[REDACTED] ⁷
[REDACTED]
[REDACTED] HN294
[REDACTED]

Inspector

