

Policy name: HMPPS Finance Manual

Reference: n/a

Re-issue Date: 1 April 2026

Implementation Date: 1 October 2019

Replaces the following documents (e.g. PSIs, PSOs, Custodial Service Specs) which are hereby cancelled: PSI 2013-37 / AI 2013-15 - NOMS Finance Manual

Introduces amendments to the following documents:

Action required by:

<input checked="" type="checkbox"/>	HMPPS HQ	<input checked="" type="checkbox"/>	Governors
<input checked="" type="checkbox"/>	Public Sector Prisons	<input checked="" type="checkbox"/>	Heads of Group
<input type="checkbox"/>	Contracted Prisons	<input type="checkbox"/>	Contract Managers in Probation Trusts
<input checked="" type="checkbox"/>	National Probation Service	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	HMPPS Rehabilitation Contract Services Team	<input checked="" type="checkbox"/>	HMPPS-run Immigration Removal Centres (IRCs)
<input type="checkbox"/>	Other providers of Probation and Community Services	<input checked="" type="checkbox"/>	Under 18 Young Offender Institutions

Mandatory Actions: All groups referenced above must adhere to all of the mandatory actions in this Policy Framework, as set out in the attached Manual.

For Information: By the implementation date Governors¹ of Public Sector Prisons and Contracted Prisons must ensure that their local procedures do not contain the following: references to the old Finance Manual.

Governors must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

How will this Policy Framework be audited or monitored? All elements of financial regularity are monitored via the Annual Assurance Statement.

Resource Impact: The policy is a reduced version of the existing finance manual that has been embedded within HMPPS for many years. The updated version makes no changes to any of the guidance, but gives details of where sections have been relocated to. guidance. As this document is BAU there should be no resource implications.

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¹ In this document the term Governor also applies to Directors of Contracted Prisons.

Approved by OPS for publication: Sonia Crozier, Michelle Jarman-Howe, Joint Chairs, Operational Policy Sub-board, July 2019.

Revisions

Date	Changes
16 January 2020	Contact email address updated
31 January 2020	References to IEP have been changed to the Incentives Policy Framework (IPF), which came into force on 13 January 2020
3 November 2020	Chapter 12 and 13 revised to reflect the amendments to PSI 01/2012
1 April 2026	The HMPPS Finance manual has been slimmed down to reduce unnecessary information about HMPPS internal processes going into the public domain. The text of the slimmed down manual is the same as that in the existing manual. Chapters that have been removed from the current manual have been added to the MoJ intranet. A document has been prepared that provides relevant links.

1. Purpose

This Finance Policy Manual is intended to provide key information to prison staff about sending money to prisoners, making a donation to a prison or providing a grant or grant in aid. This information is also likely to be relevant to people outside who wish to send money in to a prison. The information retained in the manual is the same as that in the previous version of the manual. The sections which do not need to be in the public domain have been added to the MoJ intranet where necessary.

2. Evidence

N/A

3. Outcomes

All parts of the business following the correct financial procedures and protocols, thus avoiding sanctions from HM Treasury and legal proceedings against the Agency.

4. Manual (Requirements and Guidance)

The Finance Manual can be found on the [finance manual policy framework](#) intranet page.

All mandatory requirements are clearly identifiable.