

FINANCIAL REGULATIONS

Financial Regulations of Shotteswell Parish Council

1. GENERAL

These financial regulations govern the conduct of financial management by this Council. The Council is responsible for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control, which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

The Responsible Financial Officer (RFO) shall be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs. The RFO shall ensure that the accounting records of the Council are maintained and kept up to date

The RFO shall produce financial information as required by the Council.

2. BUDGET

All receipts payments and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.

The RFO shall issue the precept to the billing authority

The annual budgets shall form the basis of financial control for the ensuing year.

3 BUDGETARY CONTROL

Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved precept budget.

During the budget year and with the approval of Councillors having considered fully the implications, unspent and available amounts may be moved to other budget headings or earmarked to reserve as appropriate.

The RFO may incur expenditure on behalf of the Council, which is necessary to carry out any repair replacement or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The RFO shall report the action to the Council as soon as practicable thereafter.

No expenditure shall be incurred in relation to any capital project unless the Council is satisfied that the necessary funds are available.

4. ACCOUNTING AND AUDIT

The RFO shall complete the financial statements of the Council, as soon as practicable after the end of the financial year and shall report thereon to the Council.

The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting

The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person the Internal Auditor shall be free from conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

5. BANKING ARRANGEMENTS AND CHEQUES

Cheques drawn on the bank account shall be signed by two members of Council.

To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

All payments shall be effected by cheque or other order drawn on the Council's bankers.

All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services, to which the invoice relates, have been, carried out, examined and approved.

The RFO shall examine invoices in relation to arithmetic accuracy. The RFO shall take all steps to settle all invoices submitted, and which are in order.

If a payment is necessary to avoid a charge to interest under the Late Payment, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payment, the RFO may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

The Council will not maintain any form of cash float.

7 INCOME

The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually or as they arise by the Council.

Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

The RFO shall promptly complete any VAT Return that is required. Any repayments claim due shall be made at least annually coinciding with the financial year end.

Should any significant sums of cash be received by the Council, the RFO shall take such steps to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control and that appropriate care is taken in the security and safety of individuals banking such cash.

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ORDERS FOR WORK, GOODS AND SERVICES

All members and Officers are responsible for obtaining value for money at all times. An officer issuing an order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, whenever practicable, subject to any de minimis provisions. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council

No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

INSURANCE

The RFO shall arrange insurance and negotiate all claims on the Council's insurers.

The RFO shall identify all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

The RFO shall keep a record of all insurances by the Council and the property and risks covered thereby and annually review it.

The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

The Council shall include a suitable fidelity guarantee, in respect of the RFO, which shall cover the maximum risk exposure as determined by the Council.

RISK MANAGEMENT

The Council is responsible for putting in place arrangements for the management of risk.

REVISION OF FINANCIAL REGULATIONS

It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.