



These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. The council is responsible in law for ensuring 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) is a statutory office and 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 in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1. BANK ACCOUNTS

- Bank accounts shall not be set up or closed without the authority of the Council and recorded in the minutes.
- Every account shall be identified with the Council's name as part of the title.
- In addition to a current account a high interest account will be maintained for funds not immediately required. The RFO is responsible for effecting transfers as required to keep the current account in credit.
- Cheques must be signed by two nominated Councillors.
- Cheques are to be used in sequential order.

2. INCOME

- The RFO will be responsible for collecting all monies due to the Council and banking such on a regular basis.
- Bank paying slips will show details of the origin of payments received.
- The Council will annually review all charges made for premises, services etc.
- The RFO will report to the Council all bad debts in excess of 3 months.

3. ANNUAL BUDGETS

- The RFO and Chairman will prepare estimates of anticipated capital requirements prior to the meeting in December.
- The RFO shall prepare and circulate to Councillors a budget for the December meeting.
- The Council will discuss and approve the budget at the December meeting as the basis for setting the precept and for the regular monitoring of the Council's finances. The RFO shall issue the precept to the billing authority.

4. CONTROLLING EXPENDITURE AND REPORTING TO COUNCIL

- Capital expenditure will require prior agreement of the Council.
- The potential of raising a loan will require the prior agreement of the Council.
- The RFO shall supply to each member a statement of the receipts and payments of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of June.

5. PAYMENT OF ACCOUNTS - EXPENDITURE APPROVAL

- The RFO will, before presenting accounts for payment, satisfy him/herself that the account is correct, relates to the supply of goods or services that have been received and where relevant that VAT has been shown.
- Cheques to cover verified invoices will be raised by the RFO and presented for signature to those Councillors with mandated authority to sign.
- The cheque signatories will initial the cheque payment stubs to indicate that it agrees with the cheque details.
- The cheque number will be added to the paid invoice for audit trail purposes.
- By resolution, from time to time, two of the Councillors who act as signatories in consultation with the RFO may authorize expenditure on behalf of the Council to a maximum of £500 between full council meetings provided that in their view the interests of the Council require such authority to be given prior to the next Council meeting, by reason of emergency or extraordinary circumstances and provided a full report of the expenditure and reason for it is made at the next meeting.
- The Clerk may incur expenditure on behalf of the Council which is necessary for the day-to-day running of the Council's business and obligations, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Council as soon as practicable thereafter.
- All payments and claims upon the Council shall be laid before the Council.
- The RFO is authorized to pay any regular bills which require payment between meetings (salaries, electricity bills, etc). All regular payments shall be laid before the Council at the next meeting.
- If a payment is necessary to avoid interest being charged due to late payment and the due date is scheduled before the next meeting of the Council, the RFO may settle such invoices, provided that a list of such payments shall be submitted to the next meeting of the Council.
- If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable direct debit provided that the instructions are approved by the council and the decision recorded in the minutes
- A schedule of payments to be made shall be included in the agenda and presented to the council for approval. Approval of all payments will be shown in the minutes.
- The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

6. SALARIES AND OTHER STAFF PAYMENTS

- The Council will review salaries and other payments annually (as per NALC).
- All salary levels and adjustments to be advised, approved and minuted.

- Records to be kept to satisfy Inland Revenue inquiries.
- The RFO will ensure that Tax and NI liabilities, if any, are met.
- If thought appropriate by the council and minuted, payment of employee's salaries may be made by standing order. Standing order mandates should be signed by two signatories.

7. EXPENSES - Staff and Councillors

- Staff will be able to claim authorised travel and out of pocket expenses.
- Councillors will be able to claim travel and out of pocket expenses for travel outside the parish, attending training or on other authorised Council work.
- Rates to be in line with SALC guidelines.
- All claims to be made in writing in the name of the person claiming and to be signed.
- Records to be kept to satisfy Inland Revenue inquiries.

8. PETTY CASH

- There is to be no Petty Cash, the reimbursement of payments made by the RFO or Councillors shall be put before Council at the next meeting and paid immediately.
- Any credit card payments by individuals for Council purchases shall be put before Council at the next meeting and paid immediately.

9. CONTRACTS - TENDERS

- Contracts covering a period of one year or more shall be approved by the Council.
- Where the supply of regular services is required, the RFO shall seek a minimum of 3 tenders. Invitation to tender will be in writing with a similar and full specification and set closing date; return envelopes should indicate Sealed Tender.
- Sealed tenders will only be opened before the Council on the date previously agreed.
- Where there is an expenditure for goods, services or machinery and the expenditure is expected to be over £500, a minimum of 3 quotes are required.
- The Council will not be obliged to seek the lowest of any tender or quote.
- Failure to obtain 3 tenders or quotes, where there is evidence of at least 3 potential suppliers being sought, will not make the process invalid.
- Exceptions to these rules may be made for:
 - The continued supply of services such as electricity, water, phone
 - The extension of an existing contract in order to allow for completion or supply or if the annual increase is less than inflation, the Council may choose to continue the contract.
 - The provision of specialist services such as those provided by solicitors, accountants and other similar consultants.
 - The repair or supply of parts for existing machinery, equipment or plant.
 - Items that can be repaired or maintained by the Parish 'Handyman'.

10. INSURANCE

- The RFO will be responsible for ensuring that the Council has adequate Insurance to include cover for property, third party liability, fidelity guarantee, employer's liability and other areas as directed by the Council.

- The RFO will notify the Council of any new risks arising.
- The level of cover will be reported annually to the Council for approval.
- The RFO will be responsible for processing all claims and informing the Council.

11. ASSET REGISTER

- The RFO will maintain a Register of Council Assets, which will be reviewed annually by the Council. This is currently in the back of the Cemetery Account book.
- No property shall be sold or otherwise disposed of without the consent of the Council.

12. INTERNAL AUDIT

- The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.

13. REVISION OF FINANCIAL STANDING ORDERS

No amendment to these Standing Orders can be made without reference to the Council.

An addendum is to be maintained to show, with section numbers, when amendments are made.

These Financial Standing Orders were approved at the meeting held on 12th May 2020.

Signed: (Chairman)

Date of Issue: