

WICKMERE PARISH COUNCIL

FINANCIAL REGULATIONS

These regulations govern how the council conducts its financial affairs. They set out how all money matters are dealt with (with reference to Governance & Accountability 2016) and should be complied with at all times. They are approved by full council and can only be amended by full council as an agenda item with proper notice.

1. The Budget

The Budget is constructed referring to the last completed year, the present year and plans for the following year. This will be approved by full council in time to submit the precept request to the District Council at the end of the year. The RFO reports regularly to Council on actual spending against budget highlighting significant variances. Unspent balances at the year end are transferred into reserves. Urgent expenditure of up to £250 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to Council as soon as possible and the budget should be amended accordingly.

2. Accounting and Audit

Accounting procedures and financial records shall be determined by the RFO.

The RFO shall be responsible for preparing the council's financial statements, completing the relevant sections of the Annual Return required by proper practices, and submitting to them Council in accordance with the statutory time limits.

The RFO will advertise Electors Rights and completion of Audit.

A suitably competent and independent person shall be appointed by the council as its internal auditor, to undertake regular reviews of the council's internal control systems and report thereon to the Council. The appointed person should complete the relevant section of the Annual Return.

All reports by the Internal or External Auditor shall be considered by council. Any recommendations should be implemented or reasons why they are not, recorded in the minutes.

The council should review the effectiveness of its internal audit arrangements on a regular basis.

3. Banking

Monies received should be banked on a regular basis by the RFO.

Bank reconciliations of all accounts should be presented to each ordinary meeting of the council, including the original bank statement at year end.

Invoices for payment should be checked by the Clerk and presented for approval by council. Payments should be made by cheques signed by two authorised members. Where electronic banking is used, arrangements, approved by council, must ensure that at least two people authorise any transaction, who are members authorised to as signatories on the bank's mandate.

Payments may be made between council meetings subject to clerk's authority to do so, and reported to the next meeting with appropriate explanations and evidence.

Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule.

The RFO may move money between bank accounts without prior approval by the council.

4. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council.

5. Payments and Receipts

The RFO should issue invoices promptly and institute efficient collection arrangements. Irrecoverable amounts should be written off by the council, following a report from the RFO.

VAT claims and returns should be completed promptly by the RFO.

Before placing an order two quotes for items costing in excess of £1000 should be sought. Before committing to expenditure the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure.

For capital projects and other contracts estimated to cost in excess of £10,000 the council should prepare a budget/time schedule for each phase.

6. Assets

Assets should be recorded on an inventory list, which should be checked periodically by the RFO. Appropriate assets should be properly maintained and sufficient funds should be included in the revenue budget to enable this to happen. Surplus assets should be disposed of, with the approval of council, for the best possible price.

7. Risk Management

The council needs to be aware of the significant risks that it faces and decide how to manage them. The risks will be assessed and action taken to minimise the risk. Risk can be managed through insurance and Council will regularly review its Insurance Policy.

Date Approved.....

Date to be reviewed.....

Signed

Capacity

Signed

Capacity