

SHELFANGER PARISH COUNCIL FINANCIAL REGULATIONS POLICY

General

These regulations govern how the parish council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance & Accountability 2018 and "proper practises"). The RFO administers the finances of the parish council according to proper practises. Financial Regulations are approved by the parish council.

These regulations were approved 13th February and will be reviewed annually unless the law or the parish council's financial activities require that this is done sooner.

Accounting and Audit

The RFO must be responsible for maintaining the parish council's cash book, and completing the year end accounts. The RFO shall complete the year end accounts, and the relevant sections of the AGAR in accordance with the statutory time limits.

The RFO must advertise Electors Rights, as required by law.

An independent person must be appointed by the parish council as its internal auditor, to undertake an annual review of the parish council's internal systems and they shall report their findings to the parish council. They will complete the relevant section of AGAR.

The parish council will have an agenda item for the approval of AGAR (Governance Statement followed by Annual Accounting Statement). The parish council will ask the Chair to sign on behalf of the parish council.

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

The Budget

The Budget is constructed referring to the last completed year, the present year, and plans for the next year. This will be approved by the parish council in time to submit the precept request to the District Council in January each year. The RFO reports regularly to the parish council on actual spending against budget highlighting significant variances.

Authority to spend

Urgent expenditure of up to £200.00 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the parish council as soon as possible and the budget should be amended accordingly. Expenditure may be authorised by the Clerk provided this has been included within the budget.

Banking

Monies received should be banked on a regular basis by the RFO. Handling cash should involve at least two people.

Bank reconciliations of all accounts should be presented to each ordinary meeting of the parish council, including the original bank statement at year end. The chairman must sign this. Direct debit or standing order payments may be permitted, with the approval of parish council, for regular items such as invoices, NALC fee or payroll. Amounts so paid should be reported to parish council along with the normal payment schedule. The RFO may move money between bank accounts without prior approval by the parish council.

Making Payments

Invoices for payment should be checked by the RFO and entered onto an Agenda for approval by the parish council. Payments should be made by either cheque or BACS authorised by a named councillor. Payments may be made between parish council meetings subject to members being advised of the detail of the payment and that the payments have been included in the budget.

The parish council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit card. Provided within budget, this may be done and the RFO will be refunded immediately.

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 parish council.

Loans and Investments

The parish council has no loans, but if any were needed this would require full parish council approval. The Council has no investments.

Receipts

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

VAT claims and returns should be completed promptly by the RFO (annually)

Placing Orders

Before placing an order two written quotes for items costing £500 - £1000 should be obtained. Before committing to expenditure, the RFO should check that funds are available within the budget and that the parish council has the necessary power to incur the expenditure. For items costing in excess of £1000 three written quotes should be obtained.

Assets

An asset register is maintained by the RFO and reviewed annually. Assets will be maintained through reserve funds. Surplus assets should be disposed of, with the approval of the parish council, for the best possible price.

Insurance

The parish council has an insurance policy which is reviewed annually and which includes Employers Liability, Public Liability & Asset insurance.

Date Approved

Chair