

SKIRLAUGH PARISH COUNCIL

Financial Regulations

1. **General**

1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the council

1.2 Where a statute, regulation or order confers function or duties on the Responsible Financial Officer (RFO) of the Council, the RFO shall be the Parish Clerk.

1.3 The RFO shall be responsible for the proper administration of the Council's financial affairs.

1.4 The RFO shall be responsible for the production of financial management information.

1.5 The Council shall agree the precept to be levied for the ensuing financial year at the December meeting, or at the January meeting if so agreed.

2.0 **Budgetary Control**

2.1 Expenditure may be incurred up to the amount included in the budget

2.2 No expenditure may be incurred which cannot be met from the amount provided in the budget unless a virement has been approved by the Council.

2.3 No contracts shall be entered into or quotations accepted involving expenditure unless the council is satisfied that the necessary funds are available or the requisite borrowing approval can be obtained.

2.4 All works shall be administered in accordance with the Council's Standing Orders and Financial Regulations.

2.5 **Finance and Forward Planning Committee**

This Committee has been established by resolution of the Council at its meeting of 2nd November 2005. The terms of reference of the Committee are detailed in Appendix 1 of the minutes of that meeting.

3.0 **Accounting and Audit**

3.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015.

3.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the council.

3.3 The Council shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015.

3.4 The Council shall appoint an independent internal auditor. The Council shall satisfy itself that the internal auditor is competent to carry out the task in accordance with the Accounts and Audit Regulations 2015.

3.5 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by the Accounts and Audit Regulations 2015.

4.0 Banking Arrangements and Payment of Accounts and Control

4.1 The Council's banking arrangements shall be approved by the council and made by the RFO.

4.2 All cheques shall be signed by two members of the Council; this is evidenced by those two members also initialling the cheque counterfoil.

4.3 The RFO shall maintain a record of income and expenditure and shall submit a quarterly schedule to the council. This record will be inspected by a designated councillor on a regular basis.

5.0 Loans and Investments

5.1 All loans and investments shall be approved by the Council, for the amount, terms and conditions. Charges to loans and investments shall be reported to the Council at the earliest opportunity.

5.2 All investments of money and all borrowings shall be under the control of the Council and effected in the name of the Council.

5.3 All investments, certificates, loans and other financial documents relating thereto shall be retained in the custody of the RFO.

6.0 Income

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

6.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

6.3 All sums received on behalf of the Council shall be banked by the RFO.

7.0 Orders for Work, Goods and Services

7.1 Expenditure of less than £500 for goods and services can be authorised at a council meeting without obtaining competitive quotations. The supplier's confirmation of cost may be verbal or written.

7.2 Expenditure of more than £500 for goods and services will require at least two quotations. These will normally be considered at a Council meeting unless the Chairman or Clerk is authorised to accept the cheaper quote before the next council meeting.

7.3 The RFO is responsible for obtaining value for money at all times.

7.4 The Council shall not be obliged to accept the lowest of any quote. Where a quotation, which is other than the lowest, is to be accepted it shall be recorded in the minutes of the Council the reasons for accepting other than the lowest.

7.5 Emergency expenditure up to £500 can be authorised by the chairman and vice-chairman or, in the absence of one of these, by another councillor.

8.0 Payments under contracts for Building or other Construction Works

8.1 Payments on account of a contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged

to supervise the contract.

8.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum a report shall be submitted to the council.

8.3 Any variation to a contract or addition to or omission from a contract must be approved by the council.

9.0 Equipment

9.1 The RFO shall be responsible for the care and custody of all the council's equipment.

10.0 Insurance

10.1 The RFO shall effect all insurance and negotiate all claims on the council's insurer.

10.2 The RFO shall keep a record of all insurance effected by the council and the property risks covered thereby.

10.3 Insurance cover will be reviewed annually.

10.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

11.0 Revision of Financial Regulations

11.1 It shall be the duty of the Council to review these financial regulations from time to time and to make appropriate amendments.

These financial regulations, as amended, were approved and adopted at a meeting of the parish council held on 7th September 2016.

Signed:

Chairman

Signed:

Clerk

Appendix 1, Minutes of the Meeting of 2nd November 2005

Re: Setting up of the Finance and Forward Planning Committee

1.0 Membership

1.1 The members of the Committee will be the chairman of the Parish Council and three other Councillors, to be appointed at the annual meeting of the Council. A member who ceases to be a Parish Councillor will cease to be a member of the Committee.

1.2 The Chairman of the Committee will be the Chairman of the Parish Council.

1.3 A quorum shall be three members.

2.0 Meetings

2.1 Meetings will be convened as necessary at any convenient time and place,. At least three clear days' notice will be given.

3.0 Functions of the Committee

3.1 To monitor the income and expenditure of the Parish council in order to manage cash flow.

3.2 To plan and recommend items of future expenditure appropriate for the benefit of the village of Skirlaugh and its parishioners.

3.3 The Committee is empowered by the Parish Council to authorise expenditure up to a maximum of £200 without prior approval by the Parish Council.

3.4 The Committee may authorise transfers of funds between the current account and the National Savings Investment Account.