

UPHAM PARISH COUNCIL FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council as its Meeting held on 22nd June, 2015.

1. GENERAL

- 1.1 These financial regulations govern the conduct of all financial transactions of Upham Parish Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) shall be the Clerk to the Parish Council. Under the policy direction of the Council the RFO shall be responsible for the proper administration of the Council's affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. BUDGETARY CONTROL

- 2.1 The Annual Budget will be considered no later than the January Meeting. Detailed estimates of all receipts and payments for the year shall be prepared by the RFO.
- 2.2 Once agreed the annual budget will form the basis of financial control for the ensuing year and will determine the level of precept to be levied.
- 2.3 Expenditure will be controlled broadly in accordance with the budget headings. All expenditure will be approved in advance by the Parish Council. In an emergency, expenditure up to a maximum of £100 in any one month may be approved by two Parish Councillors, and subsequently ratified at the next Meeting of the Parish Council.

3. ACCOUNTING AND AUDIT

- 3.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit (England) Regulations 2011 (SI 2011/817).
- 3.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 3.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 2011 (SI 2011/817), or set by the Auditor.
- 3.4 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 Accounts and Audit (England) Regulations 2011 (SI 2011/817). Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as they consider necessary for that purpose.
- 3.5 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 3.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers required by the Audit Commission.

3.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is on a purely administrative matter.

4. BANKING ARRANGEMENTS AND CHEQUES

4.1 Banking arrangements will be held as approved by the Parish Council. No changes will be made without the approval of the Council. They will be regularly reviewed for efficiency.

4.2 Two signatories will be required for each cheque. Any two authorised signatories will be allowed.

4.3 There will be six authorised signatories, being the six Parish Councillors. Transfers between accounts, if applicable, may be made on the sole authority of the Clerk. The Clerk will be responsible for reconciliation of all bank statements.

4.4 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO. Together with the relevant invoices, it shall be presented to the Council in the form of the monthly "Financial Report". If the schedule is in order, it shall be authorised by the Council and shall be signed by the Chairman of the Meeting, and form part of the Minutes.

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

5. PAYMENTS OF ACCOUNTS

5.1 All payments will be made by cheque drawn on the Council's bankers. A detailed "income and expenditure" record will be maintained by the Clerk and periodically presented to the Council.

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

5.3 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council, the Clerk 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 the Council.

5.4 The Council will not maintain any form of cash float. Any cash received must be banked intact. Any payments made in cash by the Clerk on behalf of the Council (for example postage or stationery items) shall be refunded on a regular basis, at least quarterly.

6. INCOME

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

6.2 The Council will review all fees and charges annually, following a report of the Clerk.

6.3 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 at the earliest opportunity.

6.4 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.

7. ORDERS FOR WORK, GOODS AND SERVICES

7.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

7.2 All members and Officers are responsible for obtaining value for money at all times. The best available terms are to be obtained in respect of each transaction, and usually three quotations or estimates from appropriate suppliers should be obtained.

7.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

8. PAYMENT OF SALARIES, PENSIONS AND EXPENSES

8.1 The payment of all salaries and pensions shall be made in accordance with payroll records and rules of PAYE and National Insurance currently operating, and salaries shall be agreed by the Council.

8.2 The Clerk will be paid on a monthly basis to the level approved by the Council.

8.3 Expenses will also be paid to the Clerk, to the level agreed by the Council. Payments will usually be made monthly, but at least quarterly.

9. PROPERTIES AND ESTATES

9.1 The Clerk will make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and any leases entered into. Suitable records will be maintained.

10. INSURANCE

10.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

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

10.3 Adequate cover for Fidelity Guarantee shall be maintained at all times.

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

Signed:

Chairman of Upham Parish Council

Signed:

Clerk to Upham Parish Council

Dated:

Dated: