

Churcham Parish Council

Clerk
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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 by resolution of the council.
- 1.2 The responsible financial officer {RFO} shall be responsible for the proper administration of the council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial information.

2. ANNUAL BUDGET

- 2.1 Each year the council will consider, discuss and recommend the annual budget for the following financial year. All members of the council will receive a copy of the recommended budget.
- 2.2 The recommended budget will be approved/amended at the November monthly meeting, or in exceptional circumstances, the January monthly meeting of the council.
- 2.3 Following approval of the budget the precept to be levied will be agreed.
- 2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL.

- 3.1 No expenditure may be occurred which cannot be met from the amount provided in the budget unless the council has approved the virement.
- 3.2 The RFO shall periodically provide the council with a statement of income and expenditure to date.
- 3.3 The clerk, in consultation with the Chairman or Vice Chairman, may incur expenditure on behalf of the council, which is necessary to carry out any repair, replacement or other work, which is of such extreme urgency that must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00. The clerk shall report the action to the council as soon as practicable thereafter.
- 3.4 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on the capital account unless the council is satisfied that the necessary capital funds are available.
- 3.5 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4 ACCOUNTING AND AUDIT.

- 4.1 All accounting procedures and financial records of the council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996.
- 4.2 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.
- 4.3A system of Internal Audit of the council's financial matters shall be agreed and maintained as required.

5 BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The council's banking arrangements shall be recommended by the RFO and approved by the council.
- 5.2 A list of payments to be made shall be prepared by the RFO and included in the monthly meeting agenda for authorisation by the council.
- 5.3All cheques must be signed by any two members of the council in accordance with the bank mandate.
- 5.4 The clerk will ensure that funding levels are adequate to cover cheques drawn, and will only issue the cheque if funds are sufficient.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque drawn on the council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the clerk. Before certifying an invoice the clerk shall, where possible, satisfy herself that the work, goods or services to which the invoice relates has been received, carried out, examined and approved.
- 6.3 Invoices shall be paid as soon as practicable.
- 6.4 All duly certified invoice will then be entered on the list referred to in 5.2 above.

7. PAYMENT OF SALARIES.

- 7.1 Salaries shall be paid monthly in arrears.

8. INVESTMENTS.

- 8.1 All investments shall be negotiated by the RFO for the approval of the council.
- 8.2 All investments of money under the control of the council shall be in the name of the council.
- 8.3 All borrowings should be in the name of the council.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of the RFO.
- 9.2 The council will review all fees and charges annually.
- 9.3 Any bad debts shall be reported to the council at the next meeting.
- 9.4 All sums received on behalf of the council shall be banked as soon as practicable.
- 9.5 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying in-slip counterfoil.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the council.

10. ORDERS FOR WORK, GOODS AND SERVICES.

10.1 An official letter shall be issued for all work, goods and services. Copies of orders shall be maintained.

10.2 The RFO is responsible for obtaining value for money at all times and when issuing an order is to ensure as far as practicable that the best available terms are obtained in respect of each transaction.

11. INSURANCE.

11.1 The RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the council.

11.2 The RFO shall give prompt notification to the council of all new risks, properties that require to be insured and of any alterations affecting existing insurances.

11.3 The RFO shall keep a record of all insurances affected by the council and the property risks covered thereby.

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

11.5 All appropriate employees of the council shall be included in the fidelity guarantee insurance.

12. REVISION OF FINANCIAL REGULATIONS.

12.1 It shall be the duty of the council to review the financial regulations annually.

CHURCHAM PARISH COUNCIL RESPONSIBLE FINANCIAL OFFICER

The clerk to the council is appointed as the councils Responsible Financial Officer {RFO}. The duties of the Responsible Financial Officer are: -

1. To prepare reports for the council.
2. To prepare draft estimated which, when approved by the council, will form the annual budget monitoring during the year.
3. To submit the precept to the District Council and supply any breakdown requested.
4. To bank regularly all money received by the council.
5. To ensure that all money due to the council is billed and promptly collected.
6. To manage cash flow, control investments in accordance with council decisions, and bank transfers.
7. To control payments by cheque.
8. To take overall responsibility for the submission of VAT returns and to deal the VAT inspections along with the chairman.
9. To verify and allocate to expenditure invoices.
10. To prepare and balance final accounts in accordance with the regulations and report thereon to the council.
11. To produce accounts and records for external audit in accordance with regulations.
12. To arrange for internal audit materials of all aspects of the council's financial affairs.
13. To monitor compliance with the council's financial regulations and to ensure correct financial systems are in place. The purpose of financial regulations is to set out the arrangements for governing the conduct of the financial regulations of the council and to ensure compliance with the accounting requirements of the regulations.
14. To manage insurance risk along with the council. To process claims as necessary.
15. To maintain the council's register of property and assets.

Signed by the Chairman.....

Signed by the RFO.....

Dated.....

