

Swaffham Prior Parish Council

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Parish Council at its Meeting held on 9 May 2019.

1. GENERAL

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

1.2 The Responsible Finance Officer (RFO), under the policy direction of the Parish Council, shall be responsible for the proper administration of the Parish Council's affairs.

1.3 The Treasurer shall be responsible for the production of financial information which will be published on the Parish Council website.

2. ANNUAL ESTIMATES

2.1 Detailed estimates of all receipts and payment for the year shall be prepared each year by the Treasurer.

2.2 The Parish Council shall review and agree the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year.

2.3 The annual budgets thus set shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

3.1 The Treasurer shall provide the Parish Council with quarterly statements of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.2 The Clerk may incur expenditure on behalf of the Parish Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £100. The Clerk shall report the action to the Parish Council as soon as practicable thereafter.

3.3 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Parish Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.4 All capital works shall be administered in accordance with the Parish Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Parish Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 as amended.

4.2 The Treasurer shall be responsible for completing the annual financial statements of the Parish Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Parish Council, and publish them on the Parish Council website.

4.3 The Treasurer shall be responsible for completing the Accounts of the Parish 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 Parish Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.

4.4 The Clerk shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 Section 15 and the Accounts and Audit Regulations 1996 as amended.

4.5 The Treasurer shall, as soon as practicable, bring to the attention of all Parish Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

5. PAYMENT OF ACCOUNTS

5.1 The Treasurer shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices which are in order at the next available Parish Council Meeting.

5.2 The Parish Council will not maintain any form of cash float. Any payments made in cash or online by the Clerk, Deputy Clerk or any Parish Council member shall be refunded at the next Parish Council meeting.

5.3 If thought appropriate by the Parish Council, payment for regular supplier may be made by variable Direct Debit; provided that the instructions are signed by two members and any payments are retrospectively reported to the Parish Council as made. The approval of the use of a variable Direct Debit shall be reviewed annually at the budget meeting.

6. PAYMENT OF SALARIES

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

6.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Parish Council Meeting.

7. LOANS AND INVESTMENTS

7.1 All loans and investments shall be negotiated in the name of the Parish Council and shall be for a set period in accordance with Parish Council policy.

7.2 All investments of money under the control of the Parish Council shall be in the name of the Parish Council.

7.3 All borrowings shall be effected in the name of the Parish Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Parish Council as to terms and purpose.

7.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8. INCOME

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

8.2 All sums received on behalf of the Parish Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Parish Council's bankers with such frequency as the RFO considers necessary.

8.3 The origin of each receipt shall be entered on the paying-in slip.

8.4 Personal cheques shall not be cashed out of money held on behalf of the Parish Council.

8.5 The Treasurer 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.

9. ORDERS FOR WORK, GOODS AND SERVICES

9.1 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.

10. CONTRACTS

10.1 All contracts and tenders shall be in accordance with current Parish Council Standing Orders.

11. PROPERTIES AND ESTATES

11.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Parish Council.

12. INSURANCE

12.1 The RFO shall effect all insurances and negotiate all claims on the Parish Council's insurers

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

12.3 The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Parish Council at the next available meeting.

12.4 All appropriate employees of the Parish Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Parish Council.

13. RISK MANAGEMENT

13.1 The Parish Council will undertake an assessment of risks (financial and otherwise) facing the Parish Council and will take appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

14. REVISION OF FINANCIAL REGULATIONS

14.1 It shall be the duty of the Parish Council to review the Financial Regulations annually at the AGM.

Signed

Chairman _____ Date: _____

RFO _____ Date: _____