

# **SHIPTON GORGE PARISH COUNCIL FINANCIAL REGULATIONS**

## **1. General**

- 1.1 The Council shall govern its affairs in accordance with any statutory requirements at all times.
- 1.2 These financial regulations shall govern the conduct of the financial transactions of the Council and shall only be amended by resolution of the Council.
- 1.3 The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs, but may delegate some or part of the provisions within these regulations to the clerk or other councillors if, as and when they deem it appropriate to do so and providing they are satisfied that there is due competency.
- 1.4 The RFO shall be responsible for the production of financial management information and accounts, and shall maintain adequate and effective systems of internal control and audit of the Council's accounting, financial and other operations, in co-operation with the clerk and the approved Internal Auditor.

## **2. Annual Estimates**

- 2.1 A budget shall be prepared by the RFO and presented for consideration by the Council at its meeting in November each year.
- 2.2 The Council shall set its budget and precept in accordance with any timescales laid down.

## **3. Tendering of quotations for goods and services**

- 3.1 Where obtaining of competitive quotations for work is deemed desirable by the Council, the clerk under the direction of the RFO, shall obtain competitive quotations and this must be done for all expenditure that is expected to exceed £2,000, exc VAT.
- 3.2 Quotations so obtained should be presented for consideration and approval by the Council prior to acceptance and authorisation.
- 3.3 When considering the acceptance of competitive quotations for work or services, the Council shall evaluate not only best value but shall also take into account, and where possible give priority to, local suppliers.

## **4. Budgetary Control**

- 4.1 The RFO shall provide the Council with a statement of income and expenditure three days prior to every full Council meeting and additionally as requested.
- 4.2 If the RFO believes any unbudgeted expenditure is of such urgency that its approval cannot be deferred until the next Council meeting, he shall refer the matter to the Chairman of the Council. If they both agree that the expenditure should be authorised immediately, this may be done, subject to a financial limit equal to the sum budgeted for contingency in the financial year or £200, whichever is the greater. In the event that the Chairman is unavailable the Vice-Chairman is authorised to act in his place.

## **5. Accounting and Audit**

- 5.1 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 such accounts and report thereon to the Council.
- 5.2 The RFO shall work with the Council's appointed Internal Auditor, and with the clerk and chairman of the Council where appropriate, in the preparation of the annual accounts and the maintaining and internal auditing of the financial management information and accounts.

## **6. Banking Arrangements**

- 6.1 The Council's banking arrangements shall be made by the RFO in accordance with the decisions of the Council.
- 6.2 Cheques and other payment instructions drawn on the Council's bank accounts shall be signed by two Members.

## **7. Payment of Accounts**

- 7.1 All invoices shall be examined and verified by the RFO/Clerk and presented to the Council for authorisation or ratification of payment. Before payment the RFO/Clerk shall take reasonable steps to ensure that the works, goods or services to which the invoice relates have been received or carried out.

## **8. Payment of Salaries and Wages**

- 8.1 It shall be the responsibility of the RFO to calculate payment of salaries and wages in accordance with the rates in force and to arrange for such payments to be made subject to any appropriate deductions of tax and National Insurance Contributions.

## **9. Loans and Investments**

- 9.1 All investments of money under the control of the Council and all borrowings shall be in the name of the Council.
- 9.2 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **10. Income**

- 10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 10.2 Any bad debts shall be reported to the Council.

## **11. Insurance**

- 11.1 The RFO, in co-operation with the clerk and chairman of the Council, shall be responsible for effecting all insurance and negotiating all claims against the Council's insurers.
- 11.2 The RFO shall give prompt notification to the Council of all new risks and of any amendments affecting existing cover that they become aware of.

## **12. Revision of Financial Regulations**

- 12.1 The Council shall review these financial regulations from time to time.

These Financial Regulations 2008 were amended and adopted by resolution of the Parish Council on 4<sup>th</sup> May 2016