

POULTON WITH FEARNHEAD PARISH COUNCIL – FINANCIAL REGULATIONS

1. GENERAL

1.1 These financial regulations shall govern the conduct of the financial transactions of Poulton with Fearnhead Parish Council (the Council) and may only be amended or varied by resolution of the Council.

1.2 The Clerk of the Council and Chief Financial Officer (the Clerk) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.

1.3 The Clerk shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

2.1 Detailed estimates of income and expenditure shall be prepared each year by the Clerk.

2.2 The estimates shall be submitted to the Council not later than the end of January each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.

2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

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

3.2 The Clerk shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.

3.3 The Clerk 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 it must be done at once, whether or not there is any budgetary provision, subject to a limit of £1000, The Clerk shall report the action to the Council as soon as practicable thereafter.

3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the Clerk as required by the current Accounts & Audit Regulations.

4.2 The Clerk 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 the Council.

4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties.

4.4 The Clerk 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 Accounts & Audit Regulations.

4.5 The Clerk shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the Clerk and approved by the Council.

5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the Clerk.

5.3 Cheques shall be signed by any two of the authorised signatories, these being those members who have indicated they wish to act in this capacity.

6. PAYMENTS OF ACCOUNTS

6.1 All payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers.

6.2 All invoices for payment shall be examined and verified for payment by the Clerk. The Clerk must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.3 The Clerk shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.

7. PAYMENT OF SALARIES AND WAGES

7.1 The payment of all salaries and wages shall be made in accordance with the payroll records and current HMRC requirements.

7.2 The Clerk will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

7.3 The Clerk will ensure that all appropriate payments are made to the County Superannuation Fund

9. INCOME

9.1 All sums received on behalf of the Council shall be banked promptly by the Clerk.

10. ORDERS FOR WORK, GOODS OR SERVICES

10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (eg petty cash purchases). Copies of letters/emails shall be maintained.

10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for: (i) the supply of gas, electricity, water, sewerage and telephone services (ii) specialist services such as are provided by solicitors, accountants and surveyors (iii) repairs to, or parts for, existing machinery or equipment or plant (iv) extensions to existing contracts (v) proprietary articles and/or those sold only at a fixed price

11.2 Where it is intended to enter into a contract exceeding £1000 in value, the Clerk shall invite tenders from at least three firms.

11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.

11.4 For expenditure of £2000 or less, the Chairperson and Clerk shall have executive power.

11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

12.1 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.

12.2 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

12.3 The Clerk shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.

13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100

14. INSURANCE

14.1 The Clerk shall effect all insurances and negotiate all claims on the Council's insurers.

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

14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

15.1 The Clerk shall maintain VAT records and arrange recovery from HMRC.

16. REVIEW OF FINANCIAL REGULATIONS

16.1 It shall be the duty of the Council to review these Regulations.