

KNAYTON CUM BRAWITH PARISH COUNCIL

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 or varied by resolution of the council.
- 1.2 The Responsible Financial Officer (RFO) under the direct of the council 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 management information.

2. Annual Estimates

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO and Chairman.
- 2.2 The council shall use the estimates as guidance to recommending the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

3. Budgetary Control

- 3.1 The RFO shall in February and September provide the council with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.2 The RFO 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 for the expenditure, subject a limit of £100. The RFO shall report the action to the 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 expenditure on capital accounts unless the council is satisfied that it is contained in the capital programme and that the necessary capital funds are available or borrowing approval can be obtained.
- 3.4 All works shall be administered at the direction of the council and financial regulation 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 as amended by the Accounts and Audit Regulations 2003.
- 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 and report thereon to the council.

4.3 The Internal Control Committee shall be responsible for maintaining an adequate and effective system of internal control of the council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations (as amended)

5. Banking Arrangements and Cheques

5.1 The council's banking arrangement shall be made by the RFO and approved by the council.

5.2 All invoices for payment shall be agendered and approved for payment by a majority of the members present and voting at a meeting.

5.3 Cheques drawn on the bank account shall be signed by two councillors.

6 Payment of Accounts

6.1 Apart from petty cash, payment shall be effected by cheque or other drawn on the council's bankers.

6.2 Prior to approval of invoices for payment, the RFO shall satisfy herself that the work, goods or services to which the invoice related has been received, carried out, examined and approved.

6.3 Invoices approved for payment shall be settled within the agreed payment terms wherever practicable.

6.4 The RFO may maintain a petty cash float to the value of £20. Receipts for petty cash payments shall be kept.

6.5 Cash income received shall be paid into the bank, not petty cash float.

6.6 Petty cash shall be recorded separately in the cash book.

7. Payment of Salaries

7.1 The payment of salaries shall be authorised by the council.

8. Loans and Investments

8.1 All loans and investments shall be negotiated by the RFO upon instructions from 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 shall be effected in the name of the council.

8.4 All investment certificated 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 All fees or rents charged will be reviewed annually, following a report of the RFO.

- 9.3 Bad debts shall be reported to the council.
- 9.4 The RFO shall bank all sums received on behalf of the council.
- 9.5 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 order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of orders shall be retained.
- 10.2 The RFO shall endeavour to obtain value for money at all times.

11. Contracts

- 11.1 Procedures as to contracts are laid down in the council's standing orders.

12. Payment under Contracts for Building or other Construction Works

- 12.1 Payments on accounts of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.

13. Properties and Estates

- 13.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the council and a record of ownership, location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payment and purpose for which shall be kept.
- 13.2 No property shall be sold, leased or otherwise disposed of without the authority of the council.

14. Insurance

- 14.1 The RFO shall effect all insurance and negotiate all claims on the council's insurers in consultation with the council.
- 14.2 The RFO shall keep a record of all insurances effected by the council 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. Revision of Financial Regulations

- 15.1 It shall be the duty of the council to review the financial regulations of the council from time to time and to make such amendments as are required.

Financial Regulations reviewed at a meeting of Knayton cum Brawith Parish Council held on 5 June 2017

Chairman:
Barbara Scott

RFO:
Iris de Wet