

MONXTON PARISH COUNCIL

FINANCIAL REGULATIONS

General

1 These Financial Regulations shall govern the conduct of financial transactions of the Council and may only be amended by resolution of the Council.

2 The Responsible Financial Officer (RFO) shall be responsible for the proper administration of the Council's financial affairs under the policy direction of the Council and shall be responsible for the production of whatever financial information the Council requires.

Annual Estimates (Precept)

3 At their meeting in November or December, the Council will formulate the detailed budget requirements for the following financial year which will form the basis of their Precept. The RFO will circulate draft proposals for that meeting.

4 A copy of the approved Precept will be circulated to each Council member with the minutes of that meeting.

Budgetary Control

5 Bills requiring payment shall be notified to the Council at its next meeting. However, in an emergency or during periods when there is no meeting, expenditure up to a limit of £200 per transaction may be incurred by the RFO in consultation with the Chairman and such action shall be reported to the next meeting of the Council. Payment schedules should be signed by two Council members. The same signatories can view electronic payments by logging into the internet bank account at any time.

6 The RFO shall provide the Council with a draft statement of income and expenditure in September and April of each year.

7 No expenditure shall be incurred in relation to any capital project unless the Council is satisfied that the necessary capital funds are available or the requisite borrowing approval has been, or can be, obtained.

8 All capital expenditure above the limits set out in paragraph 21 below will be authorised after tenders have been received and evaluated.

Accounting and Audit

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

10 The RFO shall be responsible for completing the Annual accounts of the Council as soon as possible after the end of the Financial Year and shall submit them to the Council for approval at their May meeting (if possible).

11 In order to ensure an adequate and effective system of internal audit is maintained, the Chairman and Vice-Chairman of the Council shall have the right at any reasonable time to inspect the accounting records and to ensure that all expenditure has been correctly authorised by the Council.

Banking Arrangements and Cheques

12 The Council's bankers are Lloyds and this will only be changed with the agreement of the Council. The RFO will maintain the necessary Bank Accounts.

13 All payments will be authorised by the Council at its meetings except payments made under the provision of para 5 above which will be retrospectively authorised at the next meeting.

14 Payments drawn on Council accounts shall be authorised in accordance with the Bank Mandate. Payments will be made electronically after they have been authorised at a formal Council meeting and the authorisation schedule must include the signature of two Council members. Before signing the authorisation schedule Councillors must first examine the bill against which the payment is being made.

15 All payments shall be effected by an electronic payment drawn on the Council's bankers only after the RFO has satisfied himself/herself of the arithmetical accuracy of the bill concerned.

16 All claims by Councillors for expenses shall be submitted to the Chairman. The claim will be certified by the individual Councillor that the expenses were incurred on Council business. Councillors may claim the following expenses:

a Mileage for journeys outside the Parish at 45 pence/mile or such other rate that the Council shall determine at the start of the Financial year; and

b Postage and Telephone calls

Investments

17 All investments of monies under the control of the Council shall be in the name of the Council and any Passbooks or Certificates shall be held by the RFO.

Income

18 The collection of any sum due to the Council shall be the responsibility of the RFO. Any such sums received shall be deposited by the RFO with the Council's bankers as soon as practicable after receipt.

Orders for Work, Goods and Services

19 All orders will be given on Council-headed paper under the signature of the RFO (or Chairman in his/her absence) and copies filed with the Council accounts.

Contracts

20 If the Council decides to seek tenders for the supply of work, goods or services, that fact should be recorded in the Council's meeting minutes.

21 For contracts exceeding £1000 in estimated value the Council shall seek at least three competitive tenders. For tenders below that figure the Council will determine the number of tenders to be sought on advice from the RFO.

22 Invitations to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate

cases. The invitation shall in addition state that tenders must be addressed to the Clerk and the last day by which tenders should reach the Clerk by ordinary post.

23 All sealed tenders shall be opened by the Clerk at the same time on the prescribed date and the details made known to the Chairman and RFO.

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

25 The selection of Firms/Organisations/Individuals who will be sent invitations to tender shall be carried out formally by the Council and the decisions recorded in the Minutes.

Property

26 The Clerk shall make appropriate arrangements for the custody of all Title Deeds of property owned by the Council. Paperwork showing where the Deeds are lodged, together with signatures of receipt, shall be retained by the Clerk.

27 No property shall be sold, leased or otherwise disposed of without the Authority of the Council.

28 The RFO is to ensure that supporting Schedules to the Annual Accounts contain an up-to-date list of all Council property and other assets.

Insurance

29 The RFO shall effect all insurances and negotiate all claims on the Council's insurers. The RFO will notify the Insurers promptly of any new risks and alterations to existing risks. He/she shall keep a record of all Insurances affected by the Council and review it annually.

30 The RFO shall be notified by Council members of any loss, liability or damage or any event likely to lead to a claim.

31 All Council employees shall be included in a suitable fidelity guarantee insurance.

Revision of Financial Regulations

32 All Council members shall receive a copy of these Financial Regulations. It shall be the duty of the Council to review them from time to time and make any necessary amendments, additions and deletions thereto.

Agreed and adopted by the Parish Council at its meeting on 14th May 2024.