



EDLESBOROUGH PARISH COUNCIL

The Financial Regulations Adopted by the Council at the meeting held on 17th May 2018

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of financial management by the Council and shall only be amended by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office, under the policy direction of the Council, and shall be responsible for the proper administration of the Council's financial affairs.

2. ANNUAL BUDGET

- 2.1 The first draft of an annual budget shall be prepared by the RFO not later than the end of November in each year.
- 2.2 The Council shall set the precept to be levied for the ensuing year by the end of December.
- 2.3 The final budget shall be agreed by the end of February each year.
- 2.4 The annual budget shall form the basis of financial control for the ensuing year.

3 BUDGETARY CONTROL

- 3.1 The RFO shall provide the Council with a monthly statement of receipts and payments to date under each heading of the budget, comparing actual income and expenditure with the budget, along with a full year forecast.
 - 3.2 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 for the expenditure, subject to a limit of £750. The Clerk shall report the action to the Council as soon as practicable thereafter.
 - 3.3 Provided the expenditure is covered by the Budget, the following delegated authorities will also apply:
 - 3.3.1 Clerk - £750 for emergencies ; £250 for non-emergencies
 - 3.3.2 Manager - £200 for minor emergencies
- £75 for non-emergencies
- Any such expenditure shall be reported to the Council as soon as practicable thereafter.
- 3.4 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4. ACCOUNTING AND AUDIT



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- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- The RFO shall provide the Council with a monthly Receipts and Payments Report and a statement of Reserves & Funds reconciled to the bank statements. This shall be supported with a statement of funds allocated to Special Projects.
- 4.2 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.3 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.5 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.6 The RFO shall keep a back up copy of accounts reports.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. **BANKING ARRANGEMENTS**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be shown in the Minutes of the Meeting.



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- 5.3 Payments from the Council's bank accounts in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be authorised by one member of Council and by the RFO.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by online payments from the Council's bank except in special cases where a cheque may be issued.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a monthly basis.
- 6.5 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by one member of Council and countersigned by the RFO, and any payments are reported to council each month.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE, National Insurance and Pensions Auto enrolment legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE, National Insurance and Pensions Contributions currently operating, and salaries shall be as agreed by Council.
- 7.2 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 stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 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, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as



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to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted and that there is reconciliation to some form of control

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official letter shall be issued for all work, goods and services. Copies of all orders shall be retained.

11 ASSETS, PROPERTIES AND ESTATES

- 11.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 11.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law.
- 11.3 The RFO shall ensure that an appropriate and accurate Register of Assets is kept up to date.

12 INSURANCE

- 12.1 The RFO shall be responsible for effecting all insurances and negotiating all claims on the Council's insurers.



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- 12.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it and reporting this to the Council.
- 12.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 12.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

13 REVISION OF FINANCIAL REGULATIONS

- 13.1 It shall be the duty of the Council to review these Financial Regulations by the end of March each year. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

Signed for and on behalf of Edlesborough Parish Council	
Name	CLlr Alan Williams
Signature	<i>ALR Williams</i>
Position	Chairman
Date	17/05/18
Minute Record	EPC Minutes