

Little Missenden Parish Council

Financial Regulations

1. General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and shall only be amended by resolution of the Council
- 1.2 The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial matters.
- 1.3 The RFO shall be responsible for the production of financial management information
- 1.4 The RFO shall work in close co-operation with the Chairman of Finance in respect of the Councils financial management.

2. Annual Estimates

- 2.1 A budget shall be prepared by the RFO no later than the end of December in each year.
- 2.2 During January of each year the Council shall set the precept to be levied for the ensuing year.
- 2.3 The budget shall form the basis of the financial control for the ensuing year.
- 2.4 The budget for the forthcoming financial year shall be provisionally agreed no later than the December Council meeting to enable the level of the Precept to be established with the final budget being agreed in the March Council Meeting.
- 2.5 The Budget for the forthcoming financial year should be agreed by Council at each March meeting.

3. Budgetary Control

- 3.1 Revenue expenditure may be incurred up to the amounts included in the Council's budget.
- 3.2 The RFO shall provide the Council with a statement of income and expenditure for the current month on a monthly basis.

- 3.3** The forecast for income/expenditure for the year should be reviewed quarterly and agreed by the Members of the Council.
- 3.4** 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 urgency that, in the opinion of the Clerk, must be done at once, whether or not there is a budgetary provision, subject to a financial limit of £200. The Clerk shall report the action taken to the Council as soon as practicable thereafter.
- 3.5** No expenditure shall be incurred in relation to any capital project and no contracts entered into or tender accepted involving expenditure on capital account unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval can be obtained.

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 (England) Regulations 2011 (SI 2011/817) or other statutory instruments which may supersede these regulations.
- 4.2** The RFO shall be responsible for completing the annual accounts of the Council no later than 30th June and submit the Annual Return to the External Auditor in the time determined by the External Auditor.
- 4.3** The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Councils accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations (England) 2011.

5. Banking Arrangements

- 5.1** The Councils banking arrangements shall be made by the RFO and approved by Council.
- 5.2** Relevant invoices shall be presented to the Council and if in order shall be authorised for payment by a resolution of the Council.
- 5.3** Cheques drawn on the Council's bank accounts shall be signed by two elected members.

6. Payments of Accounts.

- 6.1** All payments shall be effected by cheque or by direct debit drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the RFO as evidences by the presentation to Council for payment. Before such certification the RFO shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

7. Payments of Salaries and Wages

7.1 It shall be the responsibility of the RFO to calculate payment of salaries and wages in accordance with the National Joint Council for Local Government Services rates in force and arrange for such payment to be made via the Business Payments Service of the Councils banker. This should be approved by either the Chairman of the Council or the Chairman of Finance.

8. Loans and investments

8.1 All loans and investments shall be negotiated by the RFO in the name of the Council and approval by 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 in the name of the Council.

8.4 All investment certificates 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 and under the supervision of the RFO.

9.2 Any bad debts should be reported to the Council.

9.3 All sums received on behalf of the Council shall be banked with such frequency as the RFO considers necessary.

10. Contracts

10.1 An invitation to tender shall state the general nature of the intended work or service to be provided and shall be required to be delivered in sealed envelopes. All tenders for the same work shall be opened at the same time by such persons as the Council shall direct

10.2 The Council shall decide from time to time a financial limit for work to be carried out or service provided above which tenders shall be sought.

10.3 The Council shall not be obliged to accept the lowest of any tender.

11. Insurance

11.1 The RFO shall be responsible for affecting 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.

11.3 All appropriate employees of the Council shall be included in suitable fidelity guarantee cover.

11.4 The RFO and the Chairman of Finance shall review the insurance cover annually prior to renewal.

12. Revision of Financial Regulations

12.1 It shall be the duty of the Council to review these financial regulations annually, in January of each year.

13. Spending Limits

13.1 Spending limits shall be as follows: -

Chairman	Up to £100
Chairman plus two Members	£101 to £500
Chairman plus three Members	£501 to £750
Council without tenders	£751 to £2000
Three tenders to be invited	£2001 upwards.

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Clerk to LMPC

January 2018