

# WYCK RISSINGTON PARISH COUNCIL FINANCIAL PROCEDURE

2 November 2021

## Generally

1. The Parish Council (Council) will appoint a Responsible Financial Officer (RFO) who will see that the Council complies with the Account and Audit Regulations. The RFO will prepare the Council's accounts for audit. The RFO will set up and maintain the appropriate financial controls, including
  - a. preparing an annual budget
  - b. applying for a precept that meets the budget
  - c. providing written reports to quarterly Parish Council Meetings including expenditure and income over the intervening period, the current balance, anticipated expenditure over the next period, payments due and the anticipated year-end position against the budget
  - d. reclaiming VAT annually and maintaining appropriate insurances
  - e. arranging a pay roll service, including PAYE
  - f. arranging annual audits including certificates of exemption, or the like, in relation to the income of the Council

## Budget

1. The RFO will propose a budget for agreement by the Council in the December meeting
2. The budget will be based on year end reserves equalling the average of the past five year's expenditure

## Expenditure

3. All expenditure will normally be approved in advance by the Parish Council. Urgent expenditure can be sanctioned by the Chair of the Parish Council (Chair) and RFO
4. Quotes will be obtained in advance of commissioning work according to the following thresholds (the thresholds are annual totals where term contracts not to exceed 3 years are proposed)
  - a. Up to £500 – single quote
  - b. £500 to 2,000 – two quotes
  - c. Over £2,000 – three quotes
5. The above thresholds may be varied by a full Parish Council Meeting.

## Payments

1. The RFO will check with the Parish Councillor/Clerk who made the purchase that the work/goods have been completed/delivered satisfactorily and the invoice/receipt is correct
2. The RFO will notify the Chair and Clerk of the intention to make payment, attaching the invoice/receipt
3. With the agreement of the chair, the RFO will raise a payment request via the on-line banking facility (1<sup>st</sup> approval) and ask the system to direct an approval request to the Chair (2<sup>nd</sup> approval)
4. If the Chair is not available, the 2<sup>nd</sup> approver will be another Councillor with access to the on-line system
5. All Councillors will have access to the online banking account, but only the RFO will create payments

## **Electronic Accounting**

1. The RFO will create/hold all financial records electronically. Paper documents received will be scanned and then shredded
2. The RFO will use a proprietary antivirus product (i.e. Norton Antivirus) to cleanse data and automatically back up all documents for the current financial year at least weekly
3. The RFO will e-mail up to date files to the Clerk each quarter to be held centrally with other Parish Council data
4. At the end of the financial year, the RFO will submit information to the auditor in electronic format