

1. RESPONSIBLE FINANCE OFFICER

1.1 The Council will appoint a Responsible Financial Officer (“RFO”) who will see that the Council complies with the Accounts and Audit Regulations.

1.2 The RFO will :

- prepare the Annual Accounting Statements, the Annual Governance Statement , and the Certificate of Exemption , for Council approval
- arrange the internal audit and obtain the Annual Internal Audit Report;
- determine accounting records sufficient to explain the Council’s transactions and to disclose its financial position with reasonable accuracy at any time;
- set up and maintain appropriate financial controls;
- prepare an annual budget for Council approval;
- apply for the precept included in the approved budget;
- provide written reports to quarterly Council meetings including expenditure and income over the intervening period, the current bank balance, anticipated expenditure over the next period and the anticipated year-end position compared to budget;
- reclaim VAT;
- maintain appropriate insurances;
- arrange a payroll service, including PAYE.

2. BUDGET AND EXPENDITURE

2.1 The RFO will propose a budget for agreement by the Council in the December meeting. The proposed budget will include a proposed precept and expenditure on the annual maintenance plan for the Village Green along with other expected income and expenditure and sustain a reasonable level of reserves for contingencies with a target range of no less than 25% or more than 100% of ongoing annual expenditure.

2.2 All other expenditure will also be approved in advance by the Council

with the exception of urgent expenditure which will be agreed between the Chair, Clerk and RFO.

2.3 Expenditure may exceed pre-approved sums by up to 20% without reference to the Council provided this will not foreseeably deplete year-end reserves below 25%.

3. PROCUREMENT

3.1 Written quotes will be obtained in advance according to the following thresholds:

Up to £1000 – single quote

£1000 to £3000 – two quotes (one if a trusted supplier)

Over £3000 – three quotes (two if one is a trusted supplier)

3.2 The RFO will keep a list of trusted suppliers (see Appendix A).

3.3 Only the Clerk, or a Councillor with delegated authority, can place an order on behalf of the Council, and will satisfy themselves that the work or service is suitably specified and that the contractor (including a trusted supplier) has the necessary expertise, and appropriate insurance to carry it out, particularly where these may involve the use of plant and equipment. In addition to costs and risk of overruns, quality and timeliness of execution, and any other relevant factors, should be taken into account in considering quotes. The Council does not have to accept the lowest priced. Volunteering arrangements such as light pruning, or weeding are also dealt with under this regulation but at zero cost.

4. PAYMENTS

4.1 Contractors will be paid promptly on receipt of an invoice where the Clerk or Councillor placing the order has confirmed the work/goods have been completed/delivered satisfactorily and the invoice is correct.

4.2 All payments will be made by direct transfer of funds into a bank account matching the invoice.

4.3 Reimbursement for expenditure on behalf of the Council by the Clerk

or a Councillor will be agreed in advance with the RFO and paid on production of a VAT receipt.

4.4 The RFO will maintain access to the online bank account and create payments. The Clerk will have access to the system and second approve payments. The Chair will have access to the system in case the RFO or Clerk is not available to provide a second approval.

5. FINANCIAL DATA

5.1 The RFO will create/hold all financial data electronically. Paper documents will be scanned and then shredded.

5.2 The RFO will use a proprietary antivirus product (i.e. Norton) to cleanse data and automatically back up all documents at least weekly where using a personal device.

5.3 The Clerk will receive a copy of financial data each quarter and hold this with other Parish Council data.

5.4 At the end of the financial year, the RFO will submit information to the auditor in electronic format.

APPENDIX A -TRUSTED SUPPLIERS

RJW Phipp and Sons Limited
Brian Brazington Limited
[Andrew Tyack]