

# HIGHER HURDSFIELD PARISH COUNCIL

## FINANCIAL REGULATIONS

The Responsible Finance Officer (the clerk), to determine detailed accounting procedures and maintain the accounts in a proper manner.

Bank reconciliation to be carried out on the receipt of each statement.

The RFO is responsible for setting up banking arrangements but these and any changes to them, must be approved by the council.

Each bank mandate, list of authorised signatures, limits of authority and amendments to any of these, must be approved by the council.

Invoices for payment to be checked by the Clerk and payments made by cheques signed by two authorised members. Once approved, signed cheques should be issued or other forms of payment initiated promptly by the RFO. Urgent payments exceptionally, can be made by the clerk in consultation with the council Chairman. These to be reported at the next meeting, with appropriate explanations.

Direct debit or standing order payments are permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid to be reported to council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

In November /December draft spending plans and income proposals for the forthcoming year to be submitted to council by the RFO, together with forecasts for the next year. These are to be accompanied by a report from the RFO on the estimated level of resources and issues arising from the proposal. The council to consider the detailed budget for approval and review the resources available to it, including grants and reserves, and set the precept for the next year.

The RFO shall report regularly to Council on actual spending and income against budget, highlighting significant variances.

A suitably competent and independent person shall be appointed by the council as its internal auditor, to undertake regular reviews of the council's internal control systems and report thereon to the Council. The appointed person should complete the relevant section of the Annual Return.

The RFO shall be responsible for preparing the council's financial statements and completing the relevant section of the Annual Return required by proper practices, and submitting to them Council in accordance with the statutory time limits.

The Clerk shall ensure that all statutory requirements to publish accounting statements and facilitate public access and inspection are complied with and that the requirements of the Auditor are met.

All reports by the Internal or External Auditor shall be considered by council. Any recommendations should be implemented or reasons why they are not, recorded in the minutes.

Before placing an order or making a purchase steps to be taken to ensure that the council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from 3 sources. Where the estimated cost exceeds £2,000, formal written quotes to be sought.

For capital projects and other contracts estimated to cost in excess of £10,000 the council's contract standing orders to be followed.

Items of equipment to be recorded on an Asset Register, which is to be checked periodically by the RFO.

The council to conduct a risk assessment of its activities annually. This to involve identifying significant risks and agreeing how they should be managed, taking into account the potential consequences and the likelihood of the event happening. New ventures to be subject to a risk assessment before they are approved and the resultant management actions implemented.

Insurance arrangements to be set up by the RFO to cover potentially high cost risks and meet statutory obligations. Insurance terms and costs to be kept under regular review to ensure that best value is obtained.

The Chairman's budgeted allowance may be spent without authorisation of the council, the relevant paperwork to be submitted to the RFO.

The Financial Regulations to be approved by full council, reviewed annually as part of the council's assessment of its internal control arrangements and amend where necessary to ensure that they remain effective and up to date. They can only be amended by full council as an agenda item with proper notice.

Reviewed Meeting 29.05.2025 – no changes.