

MELTON CONSTABLE PARISH COUNCIL

FINANCIAL REGULATIONS

1. GENERAL

1.1 These financial regulations shall govern the conduct of the financial transactions of Melton Constable Parish Council (hereinafter called 'the Council') and may only be varied by resolution of the Council.

1.2 The Responsible Financial Officer (hereinafter called the 'RFO') shall be the Clerk to the Council and shall be responsible for the proper administration of the Council's financial affairs.

1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL ESTIMATES

2.1 Detailed estimates of income and expenditure and receipts and payments on capital account, shall be prepared each year by the RFO.

2.2 The annual budgets shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

3.1 All Capital works shall be administered in accordance with the Council's standing orders and financial regulation relating to contracts.

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 Regulations 1996.

4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Council.

4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 1996.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.

5.2 A schedule of the payment of monies shall be prepared by the RFO and together with the relevant invoices etc shall be presented to the Council. If the schedule is in order it shall be authorised by a resolution of the Council and minuted in detail.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 shall be signed by two of the following persons,- the Clerk/RFO, Chairman and one of two other duly authorised members of the Council.

6. PAYMENTS OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices shall be examined by the RFO and he shall code them to the appropriate expenditure head. He shall if possible in accordance with para.. 5.2 make payment of all invoices within 30 days of receipt.

7. LOANS AND INVESTMENTS

7.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with Council policy. Charges to loans and investments shall be reported to the Council as soon as possible.

7.2 Any and all investments of money under the control of the Council shall be in the name of the Council.

7.3. Any and all borrowings shall be effected in the name of the Council.

7.4. All investment certificates and other documents relating to loans or investments shall be retained in the custody of the RFO.

8. INCOME

8.1 The collection of all sums due to the Council shall be the responsibility and under the supervision of the RFO.

8.2. The Council will review all fees and charges annually, following and report by the Clerk/RFO.

8.3. Any bad debts shall be reported to the Council.

8.4. All sums received on behalf of the Council shall be paid to the RFO for banking.

8.5 Personal cheques shall not be cashed out of money held on behalf of the Council.

9. ORDERS FOR GOODS OR WORK

9.1 An official order approved by the Council shall be issued for all goods and services save for minor incidental expenses of the RFO or incidental / unforeseen expenses of members of the Council.

9.2. All members of the Council and the RFO are responsible for obtaining the best value for money at all times.

10. CONTRACTS

10.1 Procedures as to contracts are laid down in the Council's standing orders as follows:-

(a) Every contract made by the Council shall comply with these standing orders, and no exception from any of the following provisions shall be made otherwise than by direction of the Council or in an emergency by such member or members of the Council having responsibility over such an emergency and not relating to items i to ii below

(i) for the supply of gas, electricity, water, sewerage and telephone services.

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

(b) Where it is intended to enter into a contract:

(i) exceeding £500.00 in value for the supply of goods or materials or for the execution of works or specialist services except as set out in para. (a) the RFO shall invite tenders from at least two firms.

(ii) for expenditures of £50.00 or less in value the Chairman of the Council or his appointed Vice Chairman together with the Clerk/RFO shall have executive power.

(c) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) All sealed tenders shall be opened at the same time at a meeting of the Council.

(e) If less than two tenders are received for contracts valued above £500 or if tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods and/or services required.

(f) The Council shall not be obliged to accept the the lowest or any tender.

11. PAYMENTS UNDER CONTRACTS FOR BUILDING

11.1 Where contracts are to be paid by instalments the RFO shall be responsible for maintaining a record of such payments. In any case where it is estimated that the total cost of work will exceed the estimate by more than 5% the sanction of the Council shall be obtained before payment is completed.

12. STORES AND EQUIPMENT

12.1 The RFO or appointed employee of the Council shall be responsible for the care and custody of stores and equipment belonging to the Council.

12.2 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

13. PROPERTIES AND ESTATES

13.1 The RFO shall make appropriate arrangements for the safe custody of all title deeds of property 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 and any rents payable in accordance with regulation 4(3)(b) of the the Accounts and Audit Regulations 1996.

13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the value of any one item does not exceed £50.00.

14. INSURANCE

14.1 The RFO shall effect all insurance s and negotiate all claims on the Council's insurers in consultation with the Council.

14.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and any alterations affecting existing insurances.

14.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

14.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

16. REVISION OF FINANCIAL REGULATIONS

16.1 It is the responsibility of the COUNCIL to review the financial regulations of the Council from time to time and to make such changes as they consider are required.

Approved by resolution of the Council on.....

Proposer.....

Secunder.....

Clerk/RFO.....

Chairman.....