

# **St Florence Community Council Financial Regulations**

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## **1.0 GENERAL**

**1.1.** These Financial Regulations are made in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005 and shall govern the conduct of the financial transactions of the St Florence Community Council (hereinafter referred to as 'the Council') and may only be amended or varied by resolution of the Council.

**1.2** All financial records, documents, procedures and methodology will be in accordance with the adopted Governance and accountability for local councils in Wales –A Practitioners Guide (2011)

**1.3** The Clerk to the Council shall, for purposes of section 151 of the Local Government Act 1972, be the Responsible Finance Officer (R.F.O.).

**1.4** The Council's properly appointed Responsible Financial Officer (R.F.O.), under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.

**1.5** The R.F.O. shall undertake his/her duties and responsibilities as such in accordance with the terms set out in the resolution of the Council appointing him/her and shall otherwise be responsible for the production of financial management information.

## **2.0 ANNUAL ESTIMATES**

**2.1** In accordance with the requirements of Part IV of the Local Government Finance Act 1992, or any statutory provision amending or replacing them, detailed estimates of income and expenditure on revenue services, and receipts and payments on capital accounts, shall be prepared each year by the R.F.O. for submission to the Council not later than the end of December in each financial year and he/she shall recommend the Precept to be levied for the ensuing financial year no later than the January Meeting of the Community Council. Following their consideration and amendment, if required, by the Council, the R.F.O. shall supply each Member of the Council with a copy of the approved estimates.

## **3.0 BUDGETARY CONTROL**

**3.1** The annual capital and revenue budgets will be approved at the November or December meeting and shall form the basis of financial control for the ensuing year, during which the R.F.O. shall be authorised to approve the agreed transfer of money between budget heads of accounts therein as deemed necessary or desirable.

**3.2** Expenditure may only be incurred up to the amounts included in each approved head of account in the revenue budget, unless an appropriate transfer of money between budget headings has increased the allocated budget (virement) and has been duly authorised by the R.F.O., who shall report any such virement to the Council.

**3.3** Inclusion of provision for a particular purpose in the annual revenue budget shall not be construed as authorising expenditure therefore. A specific approval to such expenditure shall be required to be given by resolution of the Council or a documented decision made under properly delegated powers for any item of revenue expenditure incurred, other than in respect of the day to day expenditure incurred in administering the affairs of the Council.

**3.4** Notwithstanding the terms of Regulation 7 above the Clerk/R.F.O. (in consultation with the Chairman and Vice-Chairman of the Council, or in their absence, any other three Members of the Council), may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or XX/XX/2013 (date of meeting FR approved) F.R.05 2 other work which is of such extreme urgency that it must be done immediately., whether or not there is any budgetary provision for the expenditure, subject to a limit of £300 (or such other sum as may be approved by the Council from time to time). The Clerk shall report to the Council any action thus taken as soon as practicable thereafter.

**3.5** Where Expenditure is incurred in accordance with Regulation 8 above and the sum required cannot be met from savings made elsewhere within the Council's approved budget, it shall be met from the Council's reserves or, if no such reserves are available, it shall be subject to the provisions of a supplementary estimate approved by the Council.

**3.6** Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

**3.7** No expenditure shall be incurred in relation to any capital project and no contract 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.

**3.8** All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

**3.9** The R.F.O. shall present to the Council, at monthly intervals financial statements showing actual income and expenditure against the planned budget.

**3.10** The R.F.O. shall carry out a bank reconciliation for each of the Council's accounts at monthly intervals throughout the financial year and shall report to the Council thereon on a monthly basis.

## **4.0 ACCOUNTING AND AUDIT**

**4.1** All accounting procedures and financial records of the Council shall be determined by the R.F.O. as required by the Accounts and Audit (Wales) Regulations 2005 or Regulations amending or superseding such Regulations.

**4.2** The R.F.O. 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 accordingly.

**4.3** The R.F.O. shall be responsible for maintaining an adequate and effective system of an Internal audit of the Council's accounting, financial and other operations, in Accordance with the requirements of Regulations 6 of the Accounts and Audit (Wales) Regulations 2005 or Regulations amending or superseding such Regulations. Any Member of the Council shall, if the R.F.O. so requires, make available such documents of the Council relating to his/her accounting and other records as appear to the R.F.O. to be necessary for the purpose of that audit and shall supply the R.F.O. with such information and explanation as the R.F.O. considers necessary for that purpose.

## **5.0 BANKING ARRANGEMENTS AND CHEQUES**

**5.1** The Council's banking arrangements shall be made by the R.F.O. and approved by the Council. Two current accounts shall be maintained at the bank, a Community Council account and the Community Council Village Hall account.

**5.2** A schedule of the payment of money shall be prepared by the R.F.O. as a cashbook for every bank account together with the relevant invoices, vouchers etc., presented to the Council. If the schedule is in order, it shall be authorised by a resolution of the Council.

**5.3** Cheques on the Community Council account, the Village Hall Account and any other bank account shall be signed by two authorised Members of the Council. All signatories shall, in addition to signing such cheques, also sign the counterfoils thereto for the purpose of certifying that the respective cheques and counterfoils are in agreement. Such signatories shall also satisfy themselves from the supporting paperwork that the amounts of such cheques equate to the amounts due for payment- (Cheques shall not be countersigned by the R.F.O.). Any agreed changes the bank mandates shall be arranged by the R.F.O.

**5.4** The R.F.O shall be authorised to transfer money from the Council's general account to an authorised high interest account, and vice versa, as he/she deems appropriate from time to time and a bank mandate for that purpose shall be arranged by the R.F.O.

## **6.0 PAYMENT OF ACCOUNTS**

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

**6.2** All invoices for payment shall be examined, verified and certified by the R.F.O. Before certifying an invoice, the R.F.O. shall satisfy himself/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

**6.3** The R.F.O. shall examine invoices in relation to arithmetical accuracy and shall code them to the appropriate expenditure head. He/she shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt, subject to there being an available meeting during that period at which they may be approved for payment by the Council and, should there be no such available meeting thereof, without unreasonable delay following the next meeting of the Council.

**6.4** All duly certified invoices shall be entered on the cashbook and schedule referred to in paragraph 20 above.

**6.5** The Council will not provide the R.F.O. with any sums of money for a petty cash account.

**6.6** Income received in cash will be banked without delay by the R.F.O.

**6.7** As there are no petty cash payments, none will be shown under paragraph 20 above when presented to the Council.

## **7.0 PAYMENTS OF SALARIES**

**7.1** The salary of the Clerk/Responsible Financial Officer, and previously approved allowances, shall be calculated in accordance with HMRC Real Time Information and by the Council monthly by cheque. Salaries of other council employees will be by cheque in accordance with their contracts of employment. All cheques will be shown on the schedule of the payment of money presented to the Council under paragraph 20 above.

## **8.0 LOANS AND INVESTMENTS**

**8.1** All loans and investments shall be negotiated by the R.F.O. in the name of the Council and shall be for a set period of time in accordance with Council policy. Changes to loans and investments shall be reported to the Council at the earliest opportunity.

**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 effected in the name of the Council.

**8.4** All investments certificates and other documents relating thereto shall be retained in the custody of the R.F.O., unless otherwise determined by the Council.

## **9.0 INCOME**

**9.1** The collection of all sums due directly to the Council shall be the responsibility of and under the supervision of the R.F.O.

**9.2** Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the R.F.O. who shall be ultimately responsible for the collection of all accounts due to the Council.

**9.3** The Council will review all fees and charges annually, following submission of a report thereon by the Clerk/R.F.O.XX/XX/2013 F.R.05 4

**9.4** Any bad debts shall be reported by the R.F.O. to the Council.

**9.5** All sums received on behalf of the Council shall be paid to the R.F.O. for banking.

**9.6** A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in-slip.

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

## **10.0 VILLAGE HALL BOOKINGS AND INCOME**

**10.1 Booking Fees for the Village Hall will be set by annually at the December Meeting of the community Council**

**10.2 Bookings and banking of the income from the Village Hall shall be the responsibility of the Village Hall Booking Clerk.**

**10.3 In preparation for reporting at monthly meetings of the Community Council the Village Hall Booking Clerk shall provide the R.F.O with schedule and appraisal of Village Hall bookings and amounts banked.**

## **11.0 ORDERS FOR WORK. GOODS AND SERVICES**

**11.1** An Official Order or letter shall be issued by the R.F.O. for all works, goods and services, unless a formal contract is to be prepared- Copies of orders issued shall be maintained.

**11.2** Order books shall be controlled by the R.F.O.

**11.3** The Clerk/R.F.O. shall be responsible for obtaining best value for money at all times. He/she shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction.

## **12.0 CONTRACTS**

**12.1** Procedures as to the letting of contracts are as laid down in the Council's Standing Orders relating thereto.

**12.2** Where contracts provide for payment by instalments, the R.F.O. shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more, a report shall be submitted to the Council.

**12.3** Any variation to a contract or addition to or omission from a contract shall be approved by the R.F.O. in writing, the Council being informed where the final cost is likely to exceed the financial provision made therefore.

### **13.0 STORES AND EQUIPMENT**

**13.1** Delivery notes shall be obtained in respect of all goods received into store and, as far as practicable, goods shall be checked as regards quality at the time delivery is made.

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

### **14.0 PROPERTIES AND ESTATES**

**14.1** The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The R.F.O. shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the requirement of Regulation 5 (3) (b) of the Accounts and Audit (Wales) Regulations 2005, or the equivalent requirement contained in succeeding Regulation.

**14.2** No property shall be sold, leased or otherwise disposed of without the authority of the Council.

### **15.0 INSURANCE**

**15.1** The R.F.O. shall effect all insurances and negotiate all claims on the Council's insurers.

**15.2** The R.F.O. shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.



**15.3** The R.F.O. shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

**15.4** The R.F.O. shall be notified of any loss, liability or damage or any event likely to lead XX/XX/2013 F.R.05 5 to a claim.

**15.5** All appropriate employees of the Council shall be included in a suitable Fidelity Guarantee Insurance, which will be reviewed in March every year.

## **16.0 REVISION OF FINANCIAL REGULATIONS**

**16.1** It shall be the duty of the Council to review its Financial Regulations from time to time and to make such revisions thereto as may be considered desirable.