

## **HAMBLEDON PARISH COUNCIL**

### **FINANCIAL REGULATIONS**

These Financial Regulations were adopted by the Council on 16th May 2023.

#### **1. GENERAL**

1.1 These regulations govern the conduct of the financial transactions of the Council. They shall be reviewed annually and may only be amended or varied by resolution of the Council.

1.2 The Clerk, as the Responsible Financial Officer (RFO), shall be responsible, under the policy direction of the Council, for the proper control and administration of the Council's financial affairs.

#### **2. ANNUAL ESTIMATES**

2.1 Estimates of receipts and payments for the year shall be prepared each year by the RFO and reviewed by the Council prior to its approving the budget and fixing the precept to be levied for the ensuing financial year.

#### **3. BUDGETARY CONTROL**

3.1 Total expenditure on revenue items may be incurred up to, but not exceeding, the amount included in the approved budget.

3.2 The RFO shall provide the Council with an up-date of its financial position at each meeting.

3.3 No expenditure shall be incurred in relation to any capital project, and no contract shall be entered into or tender accepted involving capital expenditure, unless the Council is satisfied that the necessary funds are available or that the requisite borrowing approval has been obtained.

#### **4. ACCOUNTING AND AUDIT**

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by accounting and audit regulations currently in force.

4.2 As soon as practicable after the end of each financial year, the RFO shall complete and submit to the Council the annual financial statement.

4.3 The RFO shall be responsible for completing the accounts of the Council contained in the Annual Return and for submitting the Return for approval by the Council within the timescale set by accounting and audit regulations currently in force.

4.4 The Council shall be responsible for ensuring the audit of the Council's accounting, financial and other operations in accordance with accounting and audit regulations currently in force.

4.5 The RFO shall make arrangements for the inspection of the accounts as required by accounting and audit regulations currently in force.

4.6 The RFO shall bring to the attention of Councillors any correspondence or report from the Auditor other than that of a purely administrative nature.

#### **5. BANKING ARRANGEMENTS**

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

## 6. PAYMENT OF ACCOUNTS

6.1 All payments shall be made by cheque, online Bank Transfer or Standing Order.

6.2 All invoices shall be checked by the RFO and allocated to the appropriate expenditure headings, including VAT where appropriate.

6.3 All payments shall be authorised by two members of the Council and the minutes of each meeting shall include a list of all cheques and on-line payments approved and signed since the previous meeting.

## 7. PAYMENT OF SALARIES

7.1 Salaries, including deductions as may be needed for tax, National Insurance and pension contributions, shall be paid in accordance with legislation, including that governing PAYE and National Insurance, currently in force. Salaries shall be agreed by the Council and recorded annually in the minutes.

## 8. INCOME

8.1 All sums received on behalf of the Council that are not paid directly into the Council's bank account shall be banked intact by the RFO.

8.2 Repayment claims in accordance with VAT legislation currently in force shall be made annually by the RFO to coincide with the financial year end.

## 9. ORDERS FOR WORK, GOODS AND SERVICES

9.1 Contracts shall be regularly reviewed by the Council for efficiency. Where appropriate, tenders shall be invited by the RFO and adjudicated by the Council.

9.2 Official orders or letters shall be issued for all work, goods and services and copies shall be retained by the RFO.

## 10. INSURANCE

10.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

## 11. CHARITIES

11.1 Where the Council is sole trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds so held and that separate financial reports are made for audit or independent examination as may be required by charity legislation currently in force or by the Charity Commission.