

# **RAVENSTONE WITH SNIBSTON PARISH COUNCIL**

## **Financial Standing Orders**

A copy of these Standing Orders shall be given to all Councillors when they first attain office.

### **1. BANK ACCOUNTS**

- 1.1 Bank accounts shall not be set up or closed without the authority of the Council and recorded in the minutes.
- 1.2 Every account shall be identified with the Council's name as part of the title.
- 1.3 All income is to be banked – no expenditure from un-banked income other than that allowed under petty cash rules.
- 1.4 In addition to a current account a high interest account will be maintained for funds not immediately required. The Clerk is responsible for effecting transfers as required to keep the current account in credit.
- 1.5 All Councillors must be on the authorised signatories list and payments must be signed by any three Councillors.
- 1.6 Cheques are to be used in sequential order.
- 1.7 The Clerk shall inform the bank of the resignation of any councillor within 48hrs.

### **2. INCOME**

- 2.1 The Clerk will be responsible for collecting all monies due to the Council and banking such on a regular basis.
- 2.2 Bank paying slips will show details of the origin of payments received.
- 2.3 The Council will annually review all charges made for premises, services, etc.
- 2.4 The Clerk will report to the Council all bad debts in excess of 3 months.

### **3. ANNUAL BUDGETS**

- 3.1 The Clerk and Chairman will prepare estimates of anticipated receipts/income and payments/expenditure and capital requirements prior to the meeting in November.
- 3.2 The Clerk and Chairman shall prepare a draft budget for the November meeting.
- 3.3 All Council members are to be supplied with a copy of the draft budget and any subsequently amended version.
- 3.4 The Council will discuss and approve the budget at the November meeting as the basis for setting the precept and for the regular monitoring of the Council's finances. The budget must then be approved at the Parish Council meeting in January.

### **4. CONTROLLING EXPENDITURE AND REPORTING TO COUNCIL**

- 4.1 Once a year the Clerk will provide the Council with up-dated income and expenditure figures against agreed budgets. Reports will be minuted and appended to the minutes.
- 4.2 Capital expenditure will require prior agreement of the Council if it is over the agreed amount of £500 and/or not precepted.
- 4.3 The potential of raising a loan will require the prior agreement of the Council.

- 4.4 The Responsible Financial Officer shall supply to each member as soon as practicable after 31<sup>st</sup> March in each year a statement of the receipts and payments of the Council for the completed financial year.

## **5. PAYMENT OF ACCOUNTS – EXPENDITURE APPROVAL**

- 5.1 The Clerk will, before presenting accounts for payment, satisfy him/herself that the account is correct, relates to the supply of goods or services that have been received and where relevant that VAT has been shown. If the Clerk is uncertain as to the standard of work, quantity, etc. the invoice will be referred directly to Council for ‘verification’ before presentation for payment.
- 5.2 Payments to cover ‘verified’ invoices will be raised by the Clerk and presented for signature to any two Councillors.
- 5.3 All payments for signature will be accompanied by the relevant ‘verified’ invoice. ‘Cash with order’ requirements, deposits, etc. where there is no invoice, will be covered by a copy letter, supplier’s order form, etc. At least one of the payment signatories will initial the invoice to cross confirm that it agrees with the cheque details.
- 5.4 The Clerk and payment signatories will initial the cheque payment stubs/log to indicate that it agrees with the cheque details.
- 5.5 The cheque number will be added to the ‘paid’ copy invoice for audit trail purposes.
- 5.6 All payments and claims upon the Council shall be laid before the Council.

## **6. SALARIES AND OTHER STAFF PAYMENTS**

- 6.1 The Council will review salaries and other payments annually.
- 6.2 All salary levels and adjustments to be prior approved by the Council and minuted.
- 6.3 Records to be kept to satisfy Inland Revenue inquiries.
- 6.4 The Clerk will ensure that Tax and NI liabilities, if any, are met.

## **7. EXPENSES – Staff and Councillors**

- 7.1 Staff will be able to claim authorised travel and out of pocket expenses.
- 7.2 Councillors will be able to claim travel and out of pocket expenses for travel outside the parish, attending training or on other authorised Council work.
- 7.3 Rates to be agreed from time-to-time by Council in line with SALC guidelines and minuted.
- 7.4 All claims to be made in writing in the name of the person claiming and to be signed.
- 7.5 Records will be kept of all such payments so as to be able to satisfy Inland Revenue inquiries.
- 7.6 The Chair will be able to claim authorised travel and out of pocket expenses up to the value of £250.

## **8. ASSET REGISTER**

- 8.1 The Clerk will maintain a Register of Council Assets, which will be reviewed annually by the Council.
- 8.2 No property shall be sold or otherwise disposed of without the consent of the Council.

## **9. REVISION OF FINANCIAL STANDING ORDERS**

- 9.1 No amendment to these Standing Orders can be made without reference to the Council.
- 9.2 An addendum is to be maintained to show, with section numbers, when amendments are made.

These Financial Standard Orders were updated agreed May 2021.