

Ockham Parish Council Financial Regulations

1. General

- a. These Financial Regulations govern the financial transactions of the Ockham Parish Council and may only be amended or varied by Resolution of the Council.
- b. The Responsible Financial Officer (RFO) is responsible for the application of these regulations. Currently the RFO is the Clerk and within these Regulations these designations are interchangeable.
- c. The Council is responsible for reviewing these Regulations from time to time.

2. Basis of Accounts

- a. The accounts of Ockham Parish Council are to be kept on a 'Receipts and Payments' basis. This means that the accounts simply record actual cash received and cash paid out and that there are no accruals for anticipated or known future receipts or payments.

3. Basic Records

- a. The accounts are to record all receipts and payments.
- b. All receipts and payments are to be posted to the accounts promptly and no less frequently than each calendar month.

4. Receipts

- a. Most receipts will be credited direct to the Bank account.
- b. All receipts are to be recorded in the accounts on the date of receipt and if received in the form of cash or cheque are to be banked within fourteen working days of receipt.
- c. The Clerk if required may issue receipts.

5. Payments

- a. Payments are to be recorded in the accounts on the date that the cheque is issued/payment made.
- b. Payments are to be made only against authorised invoices or receipts that correctly show any VAT paid.
- c. The person authorising the payment must be satisfied that goods or services to which the invoice relates have been received.
- d. Cheques must be signed by two of the authorised signatories. The completed cheque stubs are to be initialled by the signatories.
- e. If the payment is in reimbursement of a councillor's expenses then the councillor being reimbursed must not be a signatory of the cheque.
- f. Cheques are never to be signed in blank.
- g. Wherever possible payments are to be made by Direct Debit.

6. Contracts

- a. Where it is intended to enter into a contract for the provision of goods or services that are expected to exceed £500 in value the Clerk or Councillor must invite tenders from a minimum of three suppliers.
- b. If less than three tenders are received or if all tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or services.
- c. The Council is not obliged to accept the lowest of any tender received.

7. VAT

- a. VAT records are to be maintained recording all items of VAT paid or charged.
- b. VAT returns are to be prepared and submitted within the required time frames.

- c. The Clerk is to report to the Council at the next meeting after a VAT return has been submitted.

8. Assets

- a. An Asset Register is to be maintained which records both the date of acquisition of the asset and the value of the asset on its acquisition (if these details are known).
- b. Assets are not to be depreciated through the books of account but the Council may make provision for the cost of replacing assets.

9. Bank Account

- a. The Council will maintain accounts as required at a Bank approved by Resolution of the Council.
- b. The opening or closing of any Bank account must be approved by Resolution of the Council.
- c. Changes to any Bank Mandate must be approved by Resolution of the Council.

10. Bank Reconciliation

- a. The Bank statement is to be reconciled to the accounts within seven days of receipt. Any differences between the Bank statement and the accounts are to be reported immediately to the Chairman.

11. Insurance

- a. Following the annual Review of the Risk Assessment the Council shall review all insurances.

12. Reporting

- a. A statement of receipts and payments for the financial year to date compared against the full year budget is to be presented to each Council meeting.
- b. All receipts and payments that have occurred since the immediately previous Council meeting are to be reported individually to each Council meeting.

13. Annual Accounts and Audit

- a. The RFO is responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them to the Council no later than its June meeting.
- b. The RFO is responsible for completing the Annual Return and for submitting the Annual Return for approval and authorisation by the Council within the required timescales.
- c. The RFO must make arrangements for the opportunity for the inspection of the accounts by the electorate.
- d. The RFO must bring immediately to the attention of the Council any correspondence or report from the Internal or External Auditor.

14. Budgets and Estimates

- a. The RFO must submit to the Council in time for its September meeting proposals for the Concurrent Functions Grant Aid request to Guildford Borough Council for the next financial year.
- b. The RFO must submit to the Council in time for its October meeting the first draft of the budget for the next financial year.
- c. The RFO must submit to the Council in time for its December meeting the final proposals for the precept for the next financial year and must submit the approved precept request to Guildford Borough Council within the required timeframe.