

Loxton Parish Council Financial Regulations.

1. General

- 1.1** These financial regulations shall govern the conduct of the financial transactions of the council and may only be amended or varied by resolution of the council.
- 1.2** The responsible financial officer, normally the clerk, shall be responsible for the proper administration of the council's affairs.
- 1.3** The RFO shall be responsible for the production of financial management information.

2. Annual Estimates.

- 2.1** Each council member shall submit any proposals to include in the following years revenue or capital project budgets by the end of November each year.
- 2.2** The RFO shall prepare Budget estimates in readiness for the December/January meeting.
- 2.3** The Council shall review the estimates at the December/January meeting and shall recommend the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- 2.4** The annual budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control.

- 3.1** No expenditure on the revenue account may be incurred which cannot be met from the budget unless the Council has approved a virement.
- 3.2** The RFO shall periodically provide Council members with a statement of Income and expenditure to date under each heading of the approved annual revenue and capital budgets.
- 3.3** The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair replacement or other work which is of such extreme importance that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council at the next meeting.

- 3.4** No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted unless the Council are satisfied that it is contained in the capital Programme and that funds are available.

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 practical after the end of the financial year and shall submit them to the Council and report thereon.
- 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

To this end the Council shall appoint an Internal Audit Officer to regularly check the accounts for any inaccuracies

5. Banking Arrangements and Cheques

- 5.1** The Council's banking arrangements shall be made by the RFO and approved by Council.
Two accounts shall be held, a general account and a reserve account.
- 5.2** A schedule of payments of money shall be prepared by the RFO, together with the relevant invoices and presented to Council at each meeting
If it is in order, it shall be authorised by a resolution of the Council.

5.3 Electronic payments shall be checked by checking bank statements and reconciliations

6. Payment of Accounts

- 6.1** All payments shall be affected by Bacs, cheque or other order drawn on the Council's bankers. Administration Expenses shall be paid by RFO & paid as above.
- 6.2** **All invoices for payment shall be examined and signed by two of the Councillors on the banking mandate**
- 6.3** Duly certified invoices shall be examined by the RFO in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure heading. He/she shall then take all possible steps

to settle all invoices submitted, and which are in order, within 30 days of their receipt.

7. Payment of Salaries and Wages

- 7.1** The payment of Salary to the Clerk shall be made as agreed between the Council and Clerk.
Councillor's expenses to be paid by the RFO from the appropriate budget.

8. Loans and Investments.

- 8.1** 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 as agreed by Council.
- 8.2** All investments of money under the control of the Council shall be in the name of the Council.
- 8.3** All borrowing shall be effected in the name of the Council.
- 8.4** All investment documents shall be retained by the RFO.

9. Income

- 9.1** The collection of all sums due to the Council shall be the responsibility and under the supervision of the RFO.
- 9.2** The RFO shall ultimately be responsible for the collection of all accounts due to the Council.
- 9.3** The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4** Any bad debts shall be reported to the Council.
- 9.5** All sums received on behalf of the Council shall be paid to the RFO for banking. In all cases all receipts shall be deposited with the council's Bankers with such frequency as the RFO considers necessary.
- 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 Orders for Work, Goods and Services

- 10.1** An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of orders issued shall be maintained.

11 Contracts

- 11.1** Every contract made by the council shall comply with its standing orders other than by direction of the full council or in an emergency by the Clerk in consultation with the Chairman.

- 11.2** Where it is intended to enter a contract:

(i) exceeding £1000 in value for the supply of goods or materials or for the execution of works or specialist services the clerk shall invite tenders from at least three firms.

(ii) for expenditures of £1000 or less in value the decision whether or not to tender will be made by the full council.

12. Stores and Equipment

- 12.1** The clerk shall be responsible for the care of all stores and equipment.

It is the duty of each Councillor to notify the clerk immediately of any problems with equipment belonging to the council.

- 12.2** The clerk shall be responsible for an annual check of all stores and equipment.

13. Properties and Estates.

- 13.1** The clerk shall make appropriate arrangements for the custody of the records of all properties owned/leased by the council, recording the location, extent, plan, rents payable and purpose for which held in accordance with regulation 4(3)(b) of the Accounts and Audit Regulations 1996.

14. Insurance

- 14.1** The RFO shall effect all insurances and negotiate all claims on the Council's insurers

- 14.2** The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

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

14.4 All appropriate employees of the council shall be included in suitable fidelity guarantee insurance

15. Revision of Financial Regulations

15.1 It shall be the duty of the full council to review its financial regulations from time to time and amend them accordingly.

It was agreed at the meeting of the Parish Council held on Monday 12th May 2025 that the Responsible Financial Officer (RFO) for Loxton Parish Council should continue to be the Parish Clerk.

These regulations were reviewed by the Parish Council of Loxton at its meeting held on 12th May 2025