



To: All Members of Killamarsh Parish Council Finance Committee

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 17th June 2024 at 6:30 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

- 1 **Appointment of the Chair**
 - To appoint a Chair to the Finance Committee.
- 2 **Appointment of the Vice Chair**
 - To appoint a Vice Chair to the Finance Committee.
- 3 **Chair's Announcements**
 - To receive the Chairman's opening announcements.
- 4 **Apologies for Absence**
 - To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
- 5 **Declaration of Disclosable Pecuniary & Other Interests**
 - a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.
 - b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
- 6 **Adjournment for Public Participation**
 - To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.
- 7 **Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**
 - To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

- 8 Minutes from the previous meeting**
- a. To approve the draft minutes of the Finance Committee meeting held on 8th April 2024. (attached).
 - b. To receive an update on any ongoing issues not covered as an agenda item.
- 9 Finances**
- 9.1 Bank reconciliation
- To receive and check the reconciliation for April 2024
 - To receive and check the reconciliation for May 2024
- 9.2 Income and Expenditure
- To receive and approve the list of income and expenditure for April 2024
 - To receive and approve the list of income and expenditure for May 2024
- 10 Budgets**
- a. To receive an update on payments to NEDDC.
 - b. To review and approve the proposed budget amendments.
 - c. To receive the budget report for April and May 2024.
- 11 Internal Audit**
- a. To consider and recommend the appointment of Faye Hazlehurst as the internal auditor for 2024/25.
 - b. To receive the 2023/24 Internal auditors report and consider all recommendations and how these can be resolved.
- 12 Year End**
- a) To consider the responses to the Annual Governance Statement and recommend them to Full Council for approval.
 - b) To receive the figures in the Annual Accounts Statement for 23/24 and recommend to Full Council their approval.
- 13 Bank Accounts**
- a. To review the signatories on the Parish Councils bank accounts and make any amendments required.
 - b. To consider and approve alternative accounts to deposit the Parish Councils reserves.
- 14 Policies**
- To review and amend the new Financial Regulations and recommend them to Full Council for adoption.
- 15 Items for discussion for a future agenda**
- To notify the Clerk of any matters for inclusion on the agenda for future meetings.
- Insurance policy and Asset Register
- 16 Date of the Next Council Meeting**
- To note the date of the next Finance Committee meeting is scheduled for 5th August 2024 .



Killamarsh Parish Council

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MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 08 APRIL 2024

Those present :

Chair : Cllr S Clough
Vice-Chair : Not Present
Councillors : Cllr D Drabble, Cllr W Tinley
Officers : Mrs G Blank

FIN130 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN131 Apologies for Absence

Apologies have been received from Cllr C Lacey, Cllr T Lacey, Cllr C M Fletcher

FIN132 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

FIN133 Adjournment for Public Participation

There were no members of the public in attendance.

FIN134 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items requiring the exclusion of the press and public.

FIN135 Finances

7.1 Bank Reconciliation

- To receive the bank reconciliation for January 2024
- To receive the bank reconciliation for February 2024
- To receive the bank reconciliation for March 2024

The Chair and Cllr Tinley checked that the figures on the bank reconciliation sheet and the bank statement corresponded.

RESOLVED: That the bank reconciliation checks are complete for January, February and March 2024.

7.2 Income and Expenditure

- To receive and approve the list of income and expenditure for January 2024

- To receive and approve the list of income and expenditure for February 2024
- To receive and approve the list of income and expenditure for March 2024

Councillors were asked to check the receipts and payments list for each period and ask any questions they may have. The Clerk made the invoice files available to Councillors for random spot checks.

RESOLVED: That the receipts and payments checks for January, February and March 2024, are completed.

FIN136

Budgets

- a. To receive the budget monitoring report for the period April to March 2024

Councillors went through the budget report, the Clerk reported a small overspend over spend. The main reason for this being the higher than anticipated staff pay award.

The Clerk pointed out the numerous grants received in year for the various projects the council had undertaken.

Despite the amount of projects the Councils reserves still look healthy.

- b. To receive an update on the Parish Suite refurbishment costings.

The Clerk provided the Committee with an end of project report on the Parish Suite refurbishment. Councillors thanked the Clerk for the information and asked for their appreciation for a well managed project to be minuted.

- c. To consider and approve the reallocation of the current reserves

The Committee discussed the reapportionment of the current reserves and agreed to recommend them to Full Council for approval.

The Committee also discussed allocating each reserve to the relevant Committee to manage both in terms of spending and maintaining appropriate reserve levels. It was agreed that this be recommended to Full Council for approval.

RESOLVED: That the Committee recommends the discussed reallocation of reserves to Full Council for approval.

RESOLVED: That the Committee recommends that each reserve, with the exception of the Capital EMR, is allocated to the relevant Committee to manage.

FIN137

Policies

- a. To consider and approve the reserves policy

The Clerk informed the Committee that she had updated the references to the JPAG but the remainder of the policy remains unchanged.

RESOLVED: That the Reserves Policy is recommended to Full Council.

- b. To consider and approve the grants policy

The Clerk informed the Committee that this was unchanged from the previous version.

RESOLVED: That the Grants Policy is recommended to Full Council.

FIN138 **Items for discussion for a future agenda**

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

Insurance / Asset register

FIN139 **Date of the Next Council Meeting**

-To be confirmed.

It was agreed that these Committee meetings could commence at 6.30pm in future.

Killamarsh Parish Council - Monthly Bank Reconciliation 2024-2025

Reconciliation	April 2024	Previous Month	Difference
Receipts & Payments	Bal b/f		
	£336,863.68		
	Add receipts	£ -	£ 232,085.69
	Less payments	£ -	£ 54,672.05
	Bank balance to date =	£ -	-£ 177,413.64
	£ 514,277.32		

Bank

Unity Bank £ 514,277.32

Bank statement balance = £ 514,277.32

Reconciliation £ 0.00

Killamarsh Parish Council - Monthly Bank Reconciliation 2024-2025

Reconciliation	May 2024	Previous Month	Difference
Receipts & Payments	Bal b/f £336,863.68		
	Add receipts £ 247,576.34	£ 232,085.69	£ 15,490.65
	Less payments £ 98,540.64	£ 54,672.05	£ 43,868.59
	Bank balance to date = £ 485,899.38	£ 177,413.64	£ 28,377.94

Bank

Unity Bank £ 485,899.38

Bank statement balance = £ 485,899.38

Reconciliation £ 0.00

Killamarsh Parish Council

Record of expenditure - April 2024

Date	Payment To	Description of Goods / Service	Invoice No.	Net	Vat	Gross	Invoices Received
02.04.2024	Andrew Towler/ton Associates	Killmarsh Neighbourhood Plan - support	ATA/Killmarshipc/2	£ 950.00	£ -	£ 950.00	Y Accrual
03.04.2024	Screwfix	Masonry Bits	1462206050	£ 6.66	£ 1.33	£ 7.99	Y Accrual
03.04.2024	Screwfix	Decorating	1467442666	£ 9.65	£ 1.92	£ 11.57	Y Accrual
04.04.2024	Affinity	IT Support	135937	£ 40.00	£ 8.00	£ 48.00	Y
05.04.2024	Dojo	Card Machine Charge	GB00807759	£ 46.75	£ 4.36	£ 51.11	Y Accrual
05.04.2024	Tillpoint	Till Charges	14911	£ 40.00	£ 8.00	£ 48.00	Y
05.04.2024	NEDDC	Hub Rates	71339625N	£ 924.50	£ -	£ 924.50	DD
08.04.2024	Valda	Electricity & Gas for the Hub - March 2024	795771	£ 549.71	£ 27.48	£ 577.19	Y Accrual
08.04.2024	Amazon	Stationery	2024-2715	£ 8.32	£ 1.66	£ 9.98	Y
08.04.2024	Amazon	Table covers - Suite	2024-25	£ 14.16	£ 2.83	£ 16.99	Y
08.04.2024	Amazon	Raffle Tickets - Suite	2024-13759	£ 3.11	£ 0.62	£ 3.73	Y
08.04.2024	Amazon	Receipt books for allotments and A4 paper	GB48GHJABEY	£ 36.06	£ 7.21	£ 43.27	Y
08.04.2024	Lisa O'Neill Catering	Lunch boxes for childrens Easter Party	KPC006	£ 110.00	£ -	£ 110.00	Y
08.04.2024	SLCC	Excel for beginners - Hannah Module 1	BK214516-1	£ 140.00	£ 28.00	£ 168.00	Y
08.04.2024	SLCC	Excel for beginners - Hannah Module 2	BK214519-1	£ 140.00	£ 28.00	£ 168.00	Y
08.04.2024	NEDDC	Excel for beginners - Charlotte Module 2	BK214518-1	£ 140.00	£ 28.00	£ 168.00	Y
08.04.2024	NEDDC	Election Charges relating to May 2023	DV20137470	£ 11,331.02	£ -	£ 11,331.02	Y Accrual
08.04.2024	James Gardiner	April Grounds Maintenance	KIL003/2	£ 708.00	£ -	£ 708.00	Y
08.04.2024	Russell Richardson	Waste Disposal costs - March 2024	R49140	£ 45.58	£ 9.12	£ 54.70	Y Accrual
08.04.2024	NEDDC	Gambling licence	DV20137507	£ 20.00	£ -	£ 20.00	Y Accrual
08.04.2024	NEDDC	26 weeks trade waste weekly collection	DV20136781	£ 715.52	£ -	£ 715.52	Y
08.04.2024	AG Rentals	Printing Charges	113175	£ 66.10	£ 13.22	£ 79.32	Y
08.04.2024	GKL Leasing	Down payment for new Van and first half month charge	620848	£ 2,357.40	£ 471.48	£ 2,828.88	Y
08.04.2024	SLCC	First Time Managers Training - Charlotte	BK215491-1	£ 105.00	£ 21.00	£ 126.00	Y
08.04.2024	SLCC	Excel for beginners - Charlotte Module 1	BK214515-1	£ 140.00	£ 28.00	£ 168.00	Y
08.04.2024	SLCC	Carva Training - Charlotte	BK214517-1	£ 35.00	£ 7.00	£ 42.00	Y
08.04.2024	DALC	Annual subscription	SI-4218	£ 1,524.00	£ -	£ 1,524.00	Y
08.04.2024	CISWO	Annual Rent of Highmoor	3674	£ 106.58	£ -	£ 106.58	Y
08.04.2024	NEDDC	Qtr a Sub lease of Parish Suite	DV20136399	£ 4,500.00	£ 900.00	£ 5,400.00	Y
08.04.2024	Patsy Dickons	Childrens Easter Party Entertainment	Email - 03.04.2024	£ 400.00	£ -	£ 400.00	N
08.04.2024	ACE Party	Village Festival attendance - indoor crazy golf	4100	£ 83.30	£ 16.70	£ 100.00	Y
10.04.2024	Allstar	Full and annual card fee	E2018579925	£ 34.50	£ 6.90	£ 41.40	Y
12.04.2024	Affinity	Telephones	554907	£ 133.71	£ 26.74	£ 160.45	Y
15.04.2024	Marstons	Bar Stock	848156342	£ 352.75	£ 70.55	£ 423.30	Y
15.04.2024	GKL Leasing	Monthly rental and tyre repair	620619/619652	£ 519.06	£ 103.81	£ 622.87	Y
15.04.2024	Amazon	Refund - Toilet Rolls	126576	£ 36.63	£ 7.33	£ 43.96	Y
16.04.2024	Lloyds Card	Killis - Cleaning materials for Suite	IEE2024003028460	£ 88.82	£ 17.76	£ 106.58	Y
16.04.2024	Lloyds Card	Adobe - IEE2024003028460	E0600RBKJA	£ 20.22	£ -	£ 20.22	Y
16.04.2024	Lloyds Card	Microsoft Licence	E0600RBGOK	£ 90.50	£ -	£ 90.50	Y
16.04.2024	Lloyds Card	Microsoft Licence	E0600RBGOK	£ 49.50	£ -	£ 49.50	Y
16.04.2024	Lloyds Card	Microsoft Licence	E0600RBKJ9	£ 11.25	£ -	£ 11.25	Y
16.04.2024	Lloyds Card	Land Registry	100000469558	£ 3.00	£ -	£ 3.00	email

16.04.2024	Lloyds Card	RMBC - Payment for advertising vacant post	ZZES00848149	£ 145.80	£ -	£ 145.80	email
16.04.2024	Lloyds Card	Spotify	Monthly fee for Suite	£ 10.99	£ -	£ 10.99	DD
16.04.2024	Lloyds Card	Card Fee	Statement	£ 3.00	£ -	£ 3.00	Statement
17.04.2024	Allstar	Diesel	E2018588434	£ 16.68	£ 3.33	£ 20.01	Y
18.04.2024	Npower	CCTV Electricity - 1.1.24 - 31.04.24	IN10119124	£ 264.72	£ 13.24	£ 277.96	Y
22.04.2024	Maristons	Stock	848170438	£ 630.66	£ 126.13	£ 756.79	Y
22.04.2024	NEDDC	March Payroll	DW20137595	£ 14,928.42	£ -	£ 14,928.42	Y Accrual
22.04.2024	SICC	Health & Safety Training G Blank	BK215623-1	£ 145.00	£ 29.00	£ 174.00	Y
22.04.2024	NEDDC	Trade Waste - 26 weeks Parish Suite	DV20137420	£ 733.20	£ -	£ 733.20	Y
22.04.2024	Gallagher	Van Insurance - supplementary for new van	532357670	£ 133.19	£ -	£ 133.19	Y
23.04.2024	EON	Cemetery - March 2024	KI-7BE6D75-0006	£ 10.59	£ 0.53	£ 11.12	Y
24.04.2024	Allstar	Fuel for New Van	E201863281	£ 49.88	£ 9.98	£ 59.86	Y
29.04.2024	NEDDC	Rates - Hub	71335029N	£ 381.40	£ -	£ 381.40	Y
30.04.2024	Waterplus	Water Hub - 14/3/2024 - 14/04/2024	INV05477164	£ 17.27	£ 3.45	£ 20.72	Y
30.04.2024	Amazon	Recoil starter pull for lawn mower	2024-99	£ 8.32	£ 1.66	£ 9.98	Y
30.04.2024	Hedgehogs R US	Hedgehog Highway packs	741	£ 157.50	£ -	£ 157.50	Y
30.04.2024	GKL	End of lease Damage charges	623241	£ 50.00	£ 10.00	£ 60.00	Y
30.04.2024	NEDDC	Quarter 4 service charges - Parish Suite	DV20137688	£ 5,606.04	£ 318.83	£ 5,924.87	Y Accrual
30.04.2024	Amazon	Floor Cleaner and mop heads for Suite	GB4F33EABEY	£ 35.32	£ 7.07	£ 42.39	Y
30.04.2024	Waterplus	Cemetery - 31/01/24 - 14/4/24	INV05469876	£ 35.47	£ -	£ 35.47	Y
30.04.2024	James Gardiner	Cemetery Fencing repairs	KILO04	£ 385.00	£ -	£ 385.00	Y
30.04.2024	Active Regen	Easter Holidays Programme	871	£ 1,380.00	£ -	£ 1,380.00	Y
30.04.2024	Amazon	Car Seat Covers	2024-277437	£ 18.04	£ 3.61	£ 21.65	Y
30.04.2024	Perry	Perrys - parking sensors fitted to van	2009751	£ 225.00	£ 45.00	£ 270.00	Y
30.04.2024	Amazon	Toilet Freshner and Shot glasses	GB4F5BXABEY	£ 26.88	£ 5.38	£ 32.56	Y Paid 0.30 too much
30.04.2024	NEDDC	Glass Bin Collection - 26 weeks	DV20137636	£ 155.16	£ -	£ 155.16	Y
30.04.2024	Amazon	Car Mats and stationery	GB4DYNUABEY	£ 26.74	£ 5.35	£ 32.09	Y
30.04.2024	Amazon	Van Sticker	2024-10841	£ 4.55	£ 0.91	£ 5.46	Y
30.04.2024	Shelter Maintenance Ltd	Cherry Tree Bus Shelter repairs	15510	£ 90.00	£ 18.00	£ 108.00	Y
				£ 52,237.92	£ 2,433.83	£ 54,672.05	

Killamarsh Parish Council

Record of income - April 2024

Date	From	For	Net	Vat	Gross
02.04.2024	Private Hirer - Suite	T Routledge	£ 466.67	£ 93.33	£ 560.00
03.04.2024	Allotment	Lawson	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Thompson	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Bailey BL5A/5B	£ 50.00	£ -	£ 50.00
03.04.2024	Allotment	Fretwell 9b SR	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Kelly - 11A/B SR	£ 50.00	£ -	£ 50.00
03.04.2024	Allotment	Deffley - 8A BL	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Green 4A SR	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Wilkins 2A BL	£ 25.00	£ -	£ 25.00
03.04.2024	Allotment	Fitzpatrick 10B SR	£ 25.00	£ -	£ 25.00
04.04.2024	Allotment	Parsons 10b BL	£ 25.00	£ -	£ 25.00
04.04.2024	Allotment	Bailey - 1A/B BL	£ 50.00	£ -	£ 50.00
05.04.2024	Payment Sense	Bar Takings - 04.04.2024 Card	£ 16.50	£ 3.30	£ 19.80
05.04.2024	Private Hirer - Suite	Pearson	£ 141.66	£ 28.34	£ 170.00
08.04.2024	Allotment	Batty	£ 50.00	£ -	£ 50.00
08.04.2024	Allotment	Saunders 12B SR	£ 25.00	£ -	£ 25.00
08.04.2024	Allotment	Passmore 8b BL	£ 25.00	£ -	£ 25.00
08.04.2024	Payment Sense	Bar Takings - 06.04.2024 Card	£ 967.67	£ 193.53	£ 1,161.20
08.04.2024	Allotment	Casey 9a SR	£ 25.00	£ -	£ 25.00
08.04.2024	Payment Sense	Bar Takings - 07.04.2024 Card	£ 44.25	£ 8.85	£ 53.10
09.04.2024	HMRC	VAT - 01.01.24 to 31.03.24	£ 17,044.90	£ -	£ 17,044.90
09.04.2024	Allotment	Ansell Plot 3B SR	£ 25.00	£ -	£ 25.00
10.04.2024	Allotment	TylerPlot 3B BL	£ 25.00	£ -	£ 25.00
10.04.2024	Ticketsource	Easter Tickets	£ 70.00	£ -	£ 70.00
11.04.2024	Private Hirer - Hub	Camera Club	£ 100.00	£ -	£ 100.00
12.04.2024	Private Hirer - Suite	Dronfield Band	£ 266.67	£ 53.33	£ 320.00
15.04.2024	Payment Sense	Card Takings - 13.04.24	£ 404.67	£ 80.93	£ 485.60
15.04.2024	Allotment	Rix - 2A Station Rd	£ 25.00	£ -	£ 25.00
16.04.2024	Private Hirer - Suite	Archer	£ 266.67	£ 53.33	£ 320.00
17.04.2024	Private Hirer - Hub	Sellars	£ 40.00	£ -	£ 40.00
18.04.2024	Village Festival	Connect Fibre	£ 20.00	£ -	£ 20.00
19.04.2024	NEDCC	First Half Precept	£ 208,079.50	£ -	£ 208,079.50
22.04.2024	Payment Sense	Card Takings - 20.04.24	£ 818.91	£ 163.78	£ 982.69
22.04.2024	Allotment	Whitehead - BL9B	£ 25.00	£ -	£ 25.00
22.04.2024	Payment Sense	Card Takings - 20.04.24	£ 37.75	£ 7.55	£ 45.30
22.04.2024	Private Hirer	Pearson - Deposit return	-£ 83.33	-£ 16.67	-£ 100.00
22.04.2024	Private Hiree	Routledge - Deposit return	-£ 166.67	-£ 33.33	-£ 200.00
24.04.2024	Private Hirer - Suite	Sorsby	£ 141.67	£ 28.33	£ 170.00
24.04.2024	Allotment	Williams BL 4B	£ 25.00	£ -	£ 25.00
24.04.2024	Ticket Sales	Blank	£ 20.00	£ -	£ 20.00
24.04.2024	Allotment	Price Plot 7a BL	£ 25.00	£ -	£ 25.00
24.04.2024	Private Hire - Hub	Rowe	£ 41.67	£ 8.33	£ 50.00
25.04.2024	Post Office - Paying in	P Calpin 5A at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	R Ward 1A at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	A Coates 6A and 6B at BL	£ 50.00	£ -	£ 50.00
25.04.2024	Post Office - Paying in	E Wheelhouse 2B at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	C Wright 6A at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	F Smedley 10A at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	J Fletcher 7A at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	S Foreman 4B at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	J Ashton 7B at SR	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	A Wellings 7B at BL	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	????	£ 25.00	£ -	£ 25.00
25.04.2024	Post Office - Paying in	Bar Takings 04.04.24	£ 12.92	£ 2.58	£ 15.50
25.04.2024	Post Office - Paying in	Bar Takings 06.04.24	£ 266.08	£ 53.22	£ 319.30
25.04.2024	Post Office - Paying in	Bar Takings 07.04.24	£ 61.75	£ 12.35	£ 74.10
25.04.2024	Post Office - Paying in	Bar Takings 14.04.24	£ 143.42	£ 28.68	£ 172.10
25.04.2024	Post Office - Paying in	Sharman D-Day event tickets x6	£ 48.00	£ -	£ 48.00
25.04.2024	Post Office - Paying in	Wright D-Day event tickets x2	£ 16.00	£ -	£ 16.00
25.04.2024	Post Office - Paying in	Longden Music Masters tickets x8	£ 80.00	£ -	£ 80.00
25.04.2024	Post Office - Paying in	Rice Music Masters tickets x3	£ 30.00	£ -	£ 30.00
25.04.2024	Post Office - Paying in	Bar Takings 20.04.24	£ 333.33	£ 66.67	£ 400.00
25.04.2024	Post Office - Paying in	Ticket sales	£ 20.00	£ -	£ 20.00
29.04.2024	Allotment	Holehouse - 6B SR	£ 25.00	£ -	£ 25.00
29.04.2024	Payment Sense	Bar Takings - 28.04.24	£ 432.17	£ 86.43	£ 518.60
29.04.2024	Allotment	Butcher - 9A BL	£ 25.00	£ -	£ 25.00
30.04.2024	James Archer	Deposit refund	-£ 83.33	-£ 16.67	-£ 100.00
30.04.2024	Allotment	Hurst - 10a BL	£ 25.00	£ -	£ 25.00
30.04.2024	Room Hire - Hub	Natterchat	£ 20.00	£ -	£ 20.00
30.04.2024	Ticket Sales	Johnson	£ 60.00	£ -	£ 60.00
			£ 231,179.47	£ 906.22	£ 232,085.69

Killamarsh Parish Council

Record of expenditure - May 2024

Date	Payment To	Description of Goods / Service	Invoice No.	Net	Vat	Gross	Invoices Received
01.05.2024	Screwfix	Padlock	1472205782	£ 4.58	£ 0.91	£ 5.49	Y
02.05.2024	Affinity	IT Support	136175	£ 40.00	£ 8.00	£ 48.00	Y
07.05.2024	DOJO	Card Machine charges	G800935445	£ 61.63	£ 4.57	£ 66.20	Y
07.05.2024	Till point	Cloud support	15151	£ 40.00	£ 8.00	£ 48.00	Y
07.05.2024	Carlsberg Marstons	Stock	848199433	£ 348.95	£ 69.79	£ 418.74	Y
07.05.2024	NEDDC	Hub Business rates	71339625N - May	£ 923.00	-	£ 923.00	Y
08.05.2024	BP	Fuel for van	E2018691208	£ 31.47	£ 6.29	£ 37.76	Y
09.05.2024	Connect Fibre	Broadband		£ 38.00	£ 7.60	£ 45.60	
09.05.2024	Valda Energy	21.04.24-20.05.24 Gas & Electric for Hub	211142-00827606	£ 357.77	£ 17.89	£ 375.66	Y
13.05.2024	John Wainig	Deposit Refund - Dronfield Band	Deposit refund - 13.04.2024	£ 83.33	£ 16.67	£ 100.00	Deposit refund
13.05.2024	Amazon	Stationery	2024-331	£ 9.22	£ 1.85	£ 11.07	Y
13.05.2024	Amazon	PAT Testing equipment and log book	GB4HZHABEY	£ 306.68	£ 61.34	£ 368.02	Y
13.05.2024	Cubit Ultrasonic	Lampost Testing for CCTV Cameras	41028	£ 300.00	-	£ 300.00	Y
13.05.2024	NEDDC	Green Waste Collection	DV20137746	£ 428.04	-	£ 428.04	Y
13.05.2024	Amazon	PAT Test labels	2024-1902	£ 9.12	£ 1.83	£ 10.95	Y
13.05.2024	AG	Print Charges- April	113865	£ 63.25	£ 12.65	£ 75.90	Y
13.05.2024	ASL	Black Bags	199178	£ 11.40	£ 2.28	£ 13.68	Y
13.05.2024	ASL	Mop Heads	199049	£ 23.49	£ 4.71	£ 28.20	Y
13.05.2024	James Gardiner	May Grounds Maintenance Payment	KIL003	£ 708.00	-	£ 708.00	Y
13.05.2024	Business Stream	Hub Water Services - 07.01.2024 -06.04.2024	4838265	£ 62.96	-	£ 62.96	Y
13.05.2024	Business Stream	Former HO - 05.03.24 - 04.04.24 Water services	4737598	£ 17.89	-	£ 17.89	Y
13.05.2024	Sweepwise Limited	Supplied and fit of 2 replacement benches - Long Lane / 11028	555009	£ 760.00	£ 152.00	£ 912.00	Y
14.05.2024	Affinity	Telecoms	15693	£ 133.94	£ 26.79	£ 160.73	Y
15.05.2024	AG Rentals	Quarterly Rental Charges	623968	£ 155.55	£ 31.11	£ 186.66	Y
15.05.2024	GKL	Monthly Rental - Van	10009113	£ 392.90	£ 78.58	£ 471.48	Y
15.05.2024	GKL	Refund on rental of old van, part month	24/02527/OTHRG	-£ 216.48	£ 43.30	£ 259.78	Y
15.05.2024	DBCP	Building control fees - parish suite refurbishment	8807167	£ 1,570.00	-	£ 1,570.00	Y
16.05.2024	Lloyds Card	Namesco - 2 year subscription	IEE2024004278389	£ 215.99	£ 43.20	£ 259.19	Y
16.05.2024	Lloyds Card	Adobe subscription	E0600ROY7T	£ 20.22	-	£ 20.22	Y
16.05.2024	Lloyds Card	Microsoft Licences	E0600RP14T	£ 90.50	-	£ 90.50	Y
16.05.2024	Lloyds Card	Microsoft Licences	E0600RP4G5	£ 49.50	-	£ 49.50	Y
16.05.2024	Lloyds Card	Microsoft Licences	Receipt	£ 12.30	-	£ 12.30	Y
16.05.2024	Lloyds Card	Morrisons - Bar Stock	06-11457-88441	£ 41.00	-	£ 41.00	N
16.05.2024	Lloyds Card	Ebay - Rear rubber floor mat for new van		£ 79.99	-	£ 79.99	Y
16.05.2024	Lloyds Card	Spotify subscription for Suite		£ 10.99	-	£ 10.99	N
16.05.2024	Lloyds Card	Card Fee		£ 3.00	-	£ 3.00	N
20.05.2024	Carlsberg Marstons	Bar Stock	848228770	£ 36.90	£ 7.38	£ 44.28	Y
20.05.2024	Carlsberg Marstons	Bar Stock	848228771	£ 409.43	£ 81.89	£ 491.32	Y
20.05.2024	Russell Richardson	18.04.24 Confidential Waste Collection	R50177	£ 45.58	£ 9.12	£ 54.70	Y
20.05.2024	Charlotte Watson	Expenses - Purchase of bar stock	C.Watson-14.05.24	£ 341.45	£ 68.29	£ 409.74	Y
20.05.2024	Waterplus	Hub water usage - 14.04.24-14.05.24	INV05760867	£ 17.29	£ 3.46	£ 20.75	Y
20.05.2024	Millennium Landscapes	Repairs to Memorial Garden fence following accident	KPC183	£ 630.00	-	£ 630.00	Y

Date	Account Name	Description	Reference	£	20.08	£	£	20.08	Y
20.05.2024	Business Stream	Former HO - 05.04.24 - 04.05.24 Water services	9190532413/5063597	£	20.08	£	-	£ 20.08	Y
20.05.2024	NEDDC	April Salary payments	DV20137773	£	15,390.64	£	-	£ 15,390.64	Y
20.05.2024	Navitas	Installation of Solar panels at the Hub	NS/A/1476	£	11,210.00	£	2,242.00	£ 13,452.00	Y
20.05.2024	NEDCC	Donation to Chairs Charity Appeal	KPC Chairs Charity Donation	£	500.00	£	-	£ 500.00	N
20.05.2024	Doorsteppa	6 month advertisement for Parish Suite and Hub	8543	£	297.00	£	59.40	£ 356.40	Y
20.05.2024	FH Accountancy Services	Internal Audit 23/24	FH43	£	563.50	£	-	£ 563.50	Y
20.05.2024	Amazon	Archive Boxes, Gardening equipment, Clock, Fire alarm ti	GB4HVE6ABEY	£	63.58	£	12.71	£ 76.29	Y
28.05.2024	NEDDC	Rates - Housing Office	71335029N	£	379.00	£	-	£ 379.00	DD
28.05.2024	Kirsty Ceilk	Psychic night - 22.05.24	22/05/24 37	£	440.00	£	-	£ 440.00	Y
28.05.2024	Amazon	Stationery and Toilet Rolls	GB4KJSABEY	£	49.63	£	9.94	£ 59.57	Y
28.05.2024	DG Joinery	Hub Wall and disposal of folding doors	DG 16.5.2024	£	1,575.00	£	-	£ 1,575.00	Y
28.05.2024	Anway Washroom	Hygiene Services 24/25	1052018	£	739.92	£	147.98	£ 887.90	Y
28.05.2024	Total Energies	HSD Electricity - 01.02.24 - 30.04.24	339149893/24	£	721.62	£	36.08	£ 757.70	Y
29.05.2024	EON	Cemetery electric - April 2024	KL-7BE36D75-0007	£	10.78	£	-	£ 10.78	Y
31.05.2024	Affinity	May IT support	136175	£	40.00	£	8.00	£ 48.00	Y

£ 40,669.58 £ 3,199.01 £ 43,868.59

Killamarsh Parish Council

Record of income - May 2024

Date	From	For	Net	Vat	Gross
01.05.2024	DCC	Allotment - 2B BL	£ 25.00	£ -	£ 25.00
01.05.2024	Aviva	Insurance - Memorial Gardens pay out	£ 505.00	£ -	£ 505.00
07.05.2024	Ticket sales	Blank	£ 20.00	£ -	£ 20.00
07.05.2024	Room Hire - Hub	Camera Club	£ 60.00	£ -	£ 60.00
07.05.2024	Room Hire - Suite	Dynamos	£ 291.67	£ 58.33	£ 350.00
09.05.2024	Allotment	Plot 12 - Macpherson	£ 25.00	£ -	£ 25.00
09.05.2024	Room Hire - Hub	Thrive	£ 40.00	£ -	£ 40.00
10.05.2024	Allotment	Plot 4a - C Smith	£ 25.00	£ -	£ 25.00
13.05.2024	Payment Sense	Bar takings - Card 12.05.2024	£ 1,213.58	£ 242.72	£ 1,456.30
13.05.2024	Allotment	Plot 3a BL - Zuidmulder	£ 25.00	£ -	£ 25.00
13.05.2024	Room Hire - Suite	Wainwright-Ward	£ 41.67	£ 8.33	£ 50.00
13.05.2024	Village Festival Stall	Bowm	£ 15.00	£ -	£ 15.00
15.05.2024	Private Hire - Suite	Bland	£ 41.67	£ 8.33	£ 50.00
15.05.2024	Private Hire - Suite	N Derbyshire Conservatives	£ 70.83	£ 14.17	£ 85.00
16.05.2024	Ticket sales	Riley	£ 30.00	£ -	£ 30.00
20.05.2024	Ticket sales	Bell	£ 10.00	£ -	£ 10.00
23.05.2024	Room Hire - Hub	Labour Party	£ 20.00	£ -	£ 20.00
23.05.2024	Payment Sense	Card payments bar - 22.05.24	£ 255.17	£ 51.03	£ 306.20
23.05.2024	Private Hire - Suite	Ramsden	£ 241.67	£ 48.33	£ 290.00
23.05.2024	Private Hire - Suite	Westwood	£ 291.67	£ 58.33	£ 350.00
28.05.24	Paying in - 28.05.24	D-Day event tickets	£ 16.00	£ -	£ 16.00
28.05.24	Paying in - 28.05.24	D-Day event tickets	£ 16.00	£ -	£ 16.00
28.05.24	Paying in - 28.05.24	Music Masters tickets	£ 40.00	£ -	£ 40.00
28.05.24	Paying in - 28.05.24	D-Day event tickets	£ 8.00	£ -	£ 8.00
28.05.24	Paying in - 28.05.24	Bar Takings 27.04.2024 Cash	£ 2.00	£ -	£ 2.00
28.05.24	Paying in - 28.05.24	D-Day event tickets	£ 24.00	£ -	£ 24.00
28.05.24	Paying in - 28.05.24	x4 Psychic, x1 D-Day & x1 Music Masters	£ 58.00	£ -	£ 58.00
28.05.24	Paying in - 28.05.24	x1 D-Day & x1 Music Masters	£ 18.00	£ -	£ 18.00
28.05.24	Paying in - 28.05.24	3 D-Day, x6 Music Masters tickets	£ 84.00	£ -	£ 84.00
28.05.24	Paying in - 28.05.24	5 D-Day tickets	£ 40.00	£ -	£ 40.00
28.05.24	Paying in - 28.05.24	3 Music Masters tickets	£ 30.00	£ -	£ 30.00
28.05.24	Paying in - 28.05.24	2 D-Day event tickets	£ 16.00	£ -	£ 16.00
28.05.24	Paying in - 28.05.24	2 D-Day event tickets	£ 16.00	£ -	£ 16.00
28.05.24	Paying in - 28.05.24	4 D-Day event tickets	£ 32.00	£ -	£ 32.00
28.05.24	Paying in - 28.05.24	2 Psychic Night tickets	£ 20.00	£ -	£ 20.00
28.05.24	Paying in - 28.05.24	1 D-Day ticket	£ 8.00	£ -	£ 8.00
28.05.24	Paying in - 28.05.24	Heritage Society x2 Village Festival stalls	£ 10.00	£ -	£ 10.00
28.05.24	Paying in - 28.05.24	2 D-Day event tickets	£ 16.00	£ -	£ 16.00
28.05.24	Paying in - 28.05.24	Raffle Takings 22.05.24 Cash	£ 31.00	£ -	£ 31.00
28.05.24	Paying in - 28.05.24	Allotment - Bell - 1B SR	£ 25.00	£ -	£ 25.00
28.05.24	Paying in - 28.05.24	Petty Cash reimbursement	-£ 76.85	£ -	-£ 76.85
28.05.24	Ticket sales	Blank	£ 50.00	£ -	£ 50.00
28.05.24	The Derbyshire Environmental Trust	Solar Panel Grant	£ 11,210.00	£ -	£ 11,210.00
29.05.24	Ticket Source	Ticket sales	£ 40.00	£ -	£ 40.00
29.05.24	Natterchat	Room Hire	£ 20.00	£ -	£ 20.00
					£ 15,490.65

£ 15,001.07 £ 489.58 £ 30,981.30



**KILLAMARSH PARISH COUNCIL
INTERNAL AUDIT FOR THE FINANCIAL YEAR 2023/24**

Background and Introduction

All town and parish councils are required by statute to make arrangements for an independent internal audit and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). The Parish Council has requested that Faye Hazlehurst t/a FH Accountancy Services provides this service, based on a letter of engagement agreed and signed by the Council. The audit is not designed to identify all significant weaknesses in the Council's systems but, if such weaknesses come to my notice during the course of the examination, which I think should be brought to your attention; I shall report them to you.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as might exist.

Faye Hazlehurst is a member of the Internal Audit Forum – an association of Internal Auditors for local councils which seeks to promote high quality internal audit.

Independence

It is important that the auditor is independent of the Council and has no conflict of interest, in order that a truly professional audit is performed. I am not aware of any relationships that might constitute a threat to my independence.

Internal Audit Approach

In accordance with the 'Accountability and Governance, Practitioners' Guide, March 2024', my work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective. Areas covered by the testing included;

- **Bookkeeping**
- **Due process**
- **Risk management arrangements**
- **Budgetary controls**
- **Income control**
- **Payroll control**
- **Asset control**
- **Petty cash**
- **Bank reconciliation**
- **Year-end procedures**
- **Miscellaneous**

aat | Licensed
Accountant

Faye Hazlehurst is licensed and regulated
By AAT under licence number 1006598

Findings

The internal audit was carried out off site after a face to face meeting with the Clerk/RFO, all records and evidence were provided by the Clerk either electronically, via the website or in paper format. Detailed internal control testing was carried out and findings presented in this report, any audit recommendations have been agreed with the Clerk/RFO.

Proper Bookkeeping

The cashbook was up to date and arithmetically correct, all payments selected for sampling were supported by an invoice, correct VAT reclaimed and approved by Council. The Council minutes were complete and up to date.

Although S137 expenditure during the year was recorded separately, minuted, within the limits and a direct benefit to the electorate, the Council has GPOC, this was evidenced with a copy of the Clerk's certificate and agreed and minuted by Council.

Due Process

The Council has good internal controls for payments including debit/credit card payments, direct debits were approved by council in June 2023. The Council have no formal independent review (members audit), the finance committee can do spot checks monthly, *recommend a formal members audit takes place quarterly*. Model Financial regulations have been adopted and are properly tailored to the council, these were reviewed during the year. Model Standing Order's have been adopted and also reviewed during the year.

During the year the Parish Council have refurbished the Parish Suite, the contract was publicly advertised and complied with the requirements of the Public Contracts Regulations.

Risk Assessment Arrangements

The council has a risk register in place, this was reviewed, minuted and approved by council in April 2024. Internal controls and their effectiveness was also reviewed in April 2024.

Insurance levels – the council should look to increase fidelity guarantee if their income/expenditure continues to rise. Business interruption cover seems low for the size of the council and there is no cyber cover in place. The council should look at the cost of cyber cover v's risk. All other levels of insurance cover are appropriate for the size of the council.

The council have appropriate arrangements in place for the inspection of play areas and open spaces.

Budgetary controls

The Council set their budget on an annual basis in preparation for applying for the precept; this was formally adopted by Council in November 2023. The precept demand was correctly minuted.

Budget against spends are provided to council quarterly and explanations are provided. Reserves are earmarked and reviewed. The level of general reserves is slightly less than the three months running costs, during the year the council has had some extra-ordinary costs with the refurbishment of the parish suite which has increased income and expenditure for the year 2023-2024.

Income controls

The precept received by Council agrees to central government records and VAT was reclaimed quarterly and agrees to the accounting records. Fees and charges are approved by individual committees, these were reviewed during the year and minuted. *Recommend that the list of formal fees are placed on the council's website.* Good procedures are in place for monitoring outstanding debt.

As advised in 22-23 the council holds a lot of funds in one bank account, the value of the funds held at 31 March 2024 greatly exceeds the £85,000 that would be covered under the Financial Services Compensation Scheme (FSCS). The risk is included on the Council's risk register, as a priority the Council should look to distribute funds to other providers to lower the risk and maximise income. The council has an investment policy in place.

Petty Cash

The council holds petty cash which is operated on an imprest system. All petty cash selected for sampling (other than one transaction) was supported by VAT receipts and the correct amount of VAT was reclaimed.

Payroll controls

Contracts of employment with clear terms and conditions are in place. The Council has approved salaries and minimum wage and pension obligations are being met.

Pay as You Earn and National insurance contributions are calculated by NEDCC, monthly reports and payslips are sent to the Clerk, NEDCC invoice the Parish Council for full costs including HMRC and Pension liabilities.

Other payments (reimbursements) to the Clerk are reasonable and have been approved by Council.

The council have draft policies for grievance and disciplinary, these are to be reviewed by Health and Safety Wellbeing Committee in 2024.

Assets Control

The Council maintains a register of assets owned or in its care, the register is up to date and the value of assets are included. There is no column for disposals so it is not clear when an item has been disposed, the Financial Regulations state any assets over £250 should be referred to the finance committee before disposal. Daily and weekly checks are carried out on assets in the councils care.

Bank reconciliation

Bank reconciliations are carried out every month, these are reviewed quarterly by members and the bank statement is signed as evidence of review. *Advise that the date of the review is also included.* The year-end bank reconciliation has no unexplained balancing entries.

There have been no new accounts or pooling/sweeping set up during the year.

Year-end procedures

The accounts are prepared on the correct basis and there was an underlying financial trail from the records to the presented accounts. Debtors and creditors have been properly recorded.

Miscellaneous

The Council has continued to review policies during 2023-24, There are adequate measures in place for back up and storage of files. The Council has no outstanding loans.

The requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) require Councils to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website. The AGAR for 2018-19 was missing at the time of the internal audit, this was then added by the Clerk but Section 3 was unsigned, therefore I have been unable to answer 'yes' to control measure L.

Allotments

The fees charged for allotments are in accordance with approved rates and I was able to evidence a tenancy agreement. Up to date occupancy details are kept securely. Income received during the year including payments received for previous years is in balance.

Conclusion

I am pleased to conclude that the Clerk/RFO has maintained a good standard of record keeping which simplified the audit process. There are some areas that the council needs to address that have been highlighted in this report.

All of the controls contained within the internal audit section of the AGAR were examined the following non-compliance was found.

- L. The authority published the required information on a website/webpage up to date the time of the internal audit in accordance with the relevant legislation.

I would like to thank the Gail for her assistance during the internal audit.

Faye Hazlehurst FMAAT
Internal Auditor – 15 May 2024

Annual Internal Audit Report 2023/24

Killamarsh Parish Council

www.killamarsh-pc.gov.uk

UNIQUELY AVAILABLE WEBSITE/PAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

9/05/2024 10/5/2024 13/5/2024

FAYE HAZLEHURST FMAAT

Signature of person who carried out the internal audit

[Redacted Signature]

Date

14/5/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Killamarsh Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.killamarsh-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Killamarsh Parish Council

	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
1. Balances brought forward	368,641	441,922	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	488,649	440,314	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	7,537	157,477	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	100,151	174,857	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	342,753	543,442	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	441,922	321,413	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	440,302	337,164	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	4,064,887	4,270,594	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MM/YY/PPPPPP

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.

- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

1. General.....	4
2. Risk management and internal control	5
3. Accounts and audit	6
4. Budget and precept.....	7
5. Procurement.....	8
6. Banking and payments	10
7. Electronic payments.....	11
8. Cheque payments.....	13
9. Payment cards.....	13
10. Petty Cash.....	13
11. Payment of salaries and allowances	13
12. Loans and investments	14
13. Income.....	15
14. Payments under contracts for building or other construction works	15
15. Stores and equipment.....	15
16. Assets, properties and estates	16
17. Insurance.....	16
18. [Charities]	17
19. Suspension and revision of Financial Regulations	17
Appendix 1 - Tender process.....	18

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000].

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}
- 4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.
- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.

- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.

- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

- 10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Killamarsh Parish Council

FINANCIAL REGULATIONS 2024

Version: Adopted from the NALC Model Financial Regulations 2019 [England]

Index	Page No
1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	5
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	7
6. Instructions for the making of payments	9
7. Payment of salaries	11
8. Loans and investments	12
9. Income	13
10. Orders for work, goods and services	13
11. Contracts	14
12. Payments under contracts for building or other construction works	16
13. Stores and equipment	16
14. Assets, properties and estates	16
15. Insurance	17
16. Charities	18
17. Risk management	18
18. Suspension and revision of Financial Regulations	18

The Financial Regulations were adopted by the council at its meeting held: 20th May 2024

The Financial Regulations must be read together with the Councils Standing Orders, Scheme of Delegation and adopted Policies and Procedures.

Review Date: To be reviewed annually and adopted at the Annual Meeting of the Parish Council

Version History:

26 February 2020 - Financial Regulations reviewed and adopted

28th June 2021 – Financial Regulations revised and presented to Council – amendments adopted

30th May 2022 – Financial Regulations presented to Council with no amendments adopted

15th May 2023 - Financial Regulations presented to Council with no amendments adopted

20th May 2024 – Financial Regulations presented to Council with no amendments adopted

FINANCIAL REGULATIONS

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant above £2,000 or a single commitment in excess of [£5,000]; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- Addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

2.11. Ensure The Local Authorities (Data Transparency) Code 2015 is followed and ensure the following information is published:

- expenditure exceeding **£1500**
- Government Procurement Card (GPC) transactions
- procurement information (tenders and contracts)
- grants to voluntary, community and social enterprise organisations.
- waste contracts

3. Annual estimates (budget) and forward planning

3.1. The aim of the budget process is to arrive at a precept that will fulfil the corporate objectives of the council, be sufficient for the council to undertake its statutory duties, service contractual obligations and work for the benefit of the people of Killamarsh whilst remaining a financially sound organisation. The Council shall be kept informed throughout this process and ultimately approve the budget.

3.2 Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit draft detailed proposals for the following financial year to the Finance committee no later than the end of [October] each year including any proposals for revising the forecast.

3.3 The RFO must each year, by no later than [November], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council which shall include the draft budget proposals submitted by committees. The draft budget prepared by

the RFO shall be presented to the Finance committee for consideration by the 30th November. The Finance committee may request a second version of the budget to be prepared by the RFO no later than its December meeting. The recommended budget by the Finance committee must be capable of meeting all financial commitments and disclose the level of precept.

3.4. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.5. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1 The Finance committee shall monitor the income and expenditure of the Council to oversee that it does not overspend its budget in total and shall receive the budget monitoring reports. It is not responsible for the close control of other committees spend. Any income or expenditure that is not the responsibility of another committee shall be the responsibility of the Finance committee.

4.2. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a) the council for all grants above £2,000 or a single commitment in excess of £5,000;
- b) A duly delegated committee of the Council for all items of expenditure within their delegated committee budgets and subject to the authorisation parameters identified above [4.2a].
- c) the Parish Clerk, for any items below £1,000 (within budget approved parameters).
- d) The Deputy Parish Clerk for any items below £500.00.
- e) Events/Business Manager for any items below £500.00.
- f) The Handyperson for any items below £100.00.

Such authority for the expenditure above is to be evidenced by a committee minute reference or authorisation reference stipulated within these regulations or the Councils approved Scheme of Delegation which is to be inserted on all purchase orders and invoices for payment and duly signed by the Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.3. Committees with an allocated budget are responsible for the proper management of that budget and may only incur expenditure up to the amount included in the approved budget. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. Adhering to these regulations will assist committees in the proper management

of their allocated budget. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.5. The salary budgets are to be reviewed at least annually in [November] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.6. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£3,000]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

4.8. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide each spending committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [15%] of the budget.

4.10. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. In total the council will operate with a minimum of four signatories.

5.2. The Councils bank accounts must not hold funds on behalf of any individual or organisation except where the Council is the nominated accountable body for a joint committee or funding body of local councils.

5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, which present expenditure previously authorised and in accordance with FR 5.6.

5.4. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

a) As payments become due the RFO will, without reference to the Council, enter such payments into the online banking system in order for two Councillors to approve the transactions/payments. The payments cannot be released by the system until authorisations have been completed. The RFO will scan the invoices due for payment and email those to the Councillors who will be authorising the payments, so they have the documentation as proof, before authorising.

b) For each monthly meeting of the Council the RFO will prepare a schedule of payments (with personal payments aggregated/anonymised), forming part of the agenda for the meeting and present the schedule to Council. The Council will review the schedule and having satisfied itself that all is in order, approve the schedule, which shall be signed by the Chairman (of the meeting) and appended to the minutes.

5.5 The RFO shall submit to each spending committee for review and approval, a monthly schedule of payments made in accordance with FR 5.6. In addition, the Finance committee or full council will review for compliance, the monthly schedule of payments made for all committees. The approved schedules for each spending committee shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payments were reviewed and approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items in the following circumstances:

a) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments made shall be submitted to the next appropriate meeting of council; and

b) Any items of expenditure authorised under 4.2 (above) provided that a list of such payments shall be submitted to the next appropriate meeting of the council or committee with a delegated budget.

5.7. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.2 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.

5.8. A record of regular payments made under 5.76 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.9. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.10. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.11. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by at least two Members.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council

as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in the Councils safe in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking

work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£1000] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses which are not practical to be paid via the normal ordering and invoicing procedure. Any committees requiring the use of a temporary petty cash float must request this facility from the RFO with at least one week's notice. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. No reimbursements shall be made from the petty cash float without an appropriate voucher to justify the payment.

- a) The RFO shall maintain a petty cash float of £150.00 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept substantiating the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Finance committee.
- d) An appropriate system for signing of petty cash given or change required should be administered and checked by the R.F.O. on a monthly basis and also clearly identifies the budget codes where the expenditure should be allocated.
- e) In addition to the RFO, the Clerk or appropriate officer shall reconcile the petty cash on a regular basis and shall sign the petty cash schedule to confirm verification of the reconciliation carried out.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of

PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.3. The RFO will arrange for the Chairman to receive copies of the Council's bank and investment statements. The Chairman will, at each meeting of the Council (if the Chairman is present), cross reference the statements with the Bank Reconciliation Sheet (supplied for the

meeting) and initial the bank statements and reconciliation sheet to acknowledge that the documents match. The annotated statements and reconciliation sheet will be appended to the minutes.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council including rental income.

9.3. The relevant committee shall review all fees and charges (within their terms of reference) at least annually, who will consider the advice of the Clerk and RFO.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt 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.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of

control such as ticket issues, and that appropriate Risk Assessments are in place to ensure care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

All orders for work, goods or services shall conform with the requirements of the Public Contract Regulations 2015 (see Standing Orders)

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. Order forms/books shall be controlled by the RFO.

10.2. No orders shall be raised or commitment entered into unless explicit written authority is given by an officer within their delegated limits or by a resolution of a committee or council (subject to the limits in the resolution). Where resolutions are in 'draft' officers supporting committees or council (or in their absence the Committee Chair) should confirm to the RFO that a commitment to be entered into accords with the resolution of the committee or council.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council, unless appointed Temporary Interim Proper Officer.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

10.6 Orders may be placed for goods and services that will be used by the Council and should be allocated a budget at the time of ordering and where relevant a minute reference or authorisation reference in the case of officer delegated expenditure shall be included in the purchase order.

11. Contracts

11.1. Procedures as to contracts are laid down as follows and subject to compliance with the Public Contracts Regulations 2015:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes; solicitors, accountants, surveyors, and planning consultants,
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 214,000 Euros (£189,330)
- b) For public works contracts 5,350,000 Euros (£4,733,252)

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 2021, Section 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate. The decision and reasons for not procuring from a supplier who is the cheapest must be recorded.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

k) All tenders, quotations and estimates above £1,000 shall be recorded in the council or committee minutes. Officers shall record all tenders, quotations and estimates in a database created by the RFO.

l) Contract clauses must be carefully checked to ensure that the Council is not committing to excessive risk. Clarity should be sought from the Clerk who will, if necessary, refer the item to Council. In exceptional circumstances, a legal opinion may be required.

m) Should a conflict of interest arise when evaluating tenders, quotes and estimates or when awarding a contract or otherwise submitting an order for the supply of goods and services, this must be recorded with the Clerk and in the minutes of the Council meeting that intends to appoint a contractor. The officer or member should withdraw from the procurement process unless a dispensation is given by the council.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 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 must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held 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 Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250.00]. Where the value of an Asset is in excess of £500.00, then the decision of its disposal must be recommended to Council for authorisation together with any consents required by law. All disposals must be carried out in accordance with the Councils Asset Register and Disposal Policy.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO 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 RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.