

These are the Walton Community Council's Financial Regulations and may be changed in accordance with requirements.

Responsible Finance Officer

The Parish Council will appoint a Responsible Finance Officer (RFO) who will be responsible for the production of:

- End of month reports to Full Council and Committees
- Preparation of reports to enable the Council to determine budgets and precept.
- Payroll Records
- HMRC Year End Return (carried out by external payroll provider)
- Maintaining the income and expenditure records for the Parish Council using word, excel or proprietary software.
- Monthly bank reconciliation of WCC Bank Accounts
- Maintain a monthly reconciliation of a imprest account for incidental expenses (£500)
- preparing and issuing invoices / credit control.
- Issuing Purchase orders where necessary and maintenance of records.
- receiving invoices for goods and services, ensuring that the invoice is correct and that the goods/service have been provided.
- Payments:
 - preparing cheques for signature; preparing & presenting a payment schedule for authorisation for agreement to pay via internet transfer (BACS, CHAPS or SWIFT)
- managing the Parish Council's bank account(s).
- ensuring that the Parish Council has adequate insurance cover.
- reclaiming value added tax, where possible, from HMRC.
- preparing the accounts of the Parish Council for the annual audit which must be submitted to the Parish Council by 31st May each year.
- Payroll administration and schedule of deductions for all employees/contractors
- Pension administration (carried out by external pension administrator)
- Salary Sacrifice administration (e.g. childcare vouchers)
- Project management accounts
- Provision of financial information to support external grant applications
- Monitoring and maintaining an audit trail for all committee and full council budget expenditure & income
- Maintaining a record of s.137 grant expenditure and awards.
- Cost Centre and Project Management Accounting
- Expenditure and grants to be agreed by resolution
- Ensure payments are in compliance with a three stage process of 'purchase order', 'Invoice', and 'Goods and Service Receipts'.
- Depreciation of Assets.
- Publication of payments over £500.

- Calculation of cash flow for year end.
- VAT calculations on any vatable services.
- S.106 administration.

Internal Audit

The Council will appoint an Internal Auditor.

Expenditure

- All expenditure must be approved by Full Council or a Committee, but must be within that Committee's expenditure limit.
- Purchase Orders are required for all expenditure over £500, unless in the case of an emergency.
- The procurement of goods and services over £500 and up to £3,000 would be subject to obtaining three quotes - See Annex A.
- The procurement of goods and services over £3,000 and up to £25,000 would be subject to the Invitation to Quote (ITQ) procedure – See Annex A
- The procurement of goods and services over £25,000 and up to £62,842 would be subject to the Invitation to Tender (ITT) procedure – See Annex A
- The procurement of goods and services over £62,842 would be subject to OJEU (Official Journal of the European Union) rules.
- At least 3 quotes should be sought for expenditure over £3,000 except where the council is constrained to use a specific supplier for a particular service eg Milton Keynes Council.
- The Council Manager (including the Assistant Council Manager) will have powers to procure goods or services up to £500, as per the Council's adopted Direct Award procedure (Annex A).

Approval of Payments

- No-one receiving benefit from a cheque should sign that cheque unless the councillors present at the meeting agree to suspend this regulation.
- Whoever signs the cheque must also initial the front of the counterfoil.
- Cheques must be signed by 2 authorised persons, in accordance with the bank's mandate procedures. Cheques should be signed by at least one Councillor and may not be signed by two Council employees. Cheques may be signed by 2 Councillors to 1 Councillor together with an authorised Council officer (Council Manager or RFO).

Authorisation for Internet Banking

- All internet payments are to be approved by Regulatory Committee or Full Council (authorised payments List).
- Payment lists should be accompanied by relevant invoices or receipts and signed by two Councillors.

- All receipts to be initialled by a Councillor.
- All invoices to be initialled by a Councillor and once approved, the internet payment will be completed by either the Responsible Finance Office or the Council Manager (or Assistant Council Manager).

Bank Accounts

- The Council will hold a current account for the general day to day transactions.
- The Council will hold an interest-bearing deposit account to hold the Council's reserves.
- An interest-bearing bank account will be opened for each drawdown of s.106 monies.

Petty Cash

- The petty cash system will be an imprest account of £500.
- All payments must be accompanied by a receipt.
- Use of petty cash will be authorised by either the Council Manager (or Assistant Council Manager) or the Responsible Finance Officer.

Expenses

- All expenses to be claimed by using the approved expenses claim form.
- Reimbursement for mileage will be in accordance with the HMRC guidelines.
- Reasonable public transport claims will be reimbursed on production of a valid ticket or receipt.
- When a journey commences or ends at home, then the normal home to work mileage must be deducted from the total mileage.
- Councillors may only claim mileage from the parish boundary.
- Associated car parking costs will be reimbursed on production of a receipt (excluding fines).

Subsistence

- Reimbursement of actual cost must be supported by a receipt and in accordance with the Council's subsistence policy.

Authorised Overtime

- All overtime must be approved by the Council Manager
- Authorised overtime for the Council Manager to be approved by the Chair or Vice Chair of the HR Committee.

Capital Items:

- Assets with a value over £500 will be placed on the Council's asset register and assets under the value of £500 will be included in an inventory.

Depreciation

There is no requirement to record depreciation of assets on the Council's Asset Register, but as a general rule, the following depreciative calculations will apply:

- All fixtures and fittings to be depreciated over 5 years
- IT equipment to be written-off within 3 years.
- Vehicles to be depreciate over 5 years.
- Buildings to be depreciated over 10 years.
- Outdoor equipment to be depreciated over the life of the guarantee.

Building Assets

- Buildings in ownership of the Council to be valued every 5 years.

Land Assets

- Land assets (Allotments) to be placed on the Council's asset register and valued at nominal cost, as appropriate.
- Other land assets to be valued every 5 years.

Insurance

- An inventory will be kept of all assets to ensure that they are adequately covered by insurance for replacement purposes.
- The amount required for fidelity insurance will be £500,000.
- If substantial monies, assets or resources are acquired during the year, then additional and appropriate insurance must be sought.
- The Council will ensure compliance with statutory insurance (employers liability) and public liability requirements.

Risk Management

- Financial risks will be included in the Council's Risk Management Register.

Annual Accounts

- The Council must approve its accounts by 30th June of the year following the year to which they apply and before submission for audit.

Declarations of Pecuniary Interests

- Councillors will declare any pecuniary interests in the register of interests and at Full Council and Committee meetings, as per the Council's Code of Conduct.

Gifts and Hospitality

- Any gifts or hospitality to Councillors or staff, worth over £25 should be recorded in the gifts and hospitality register.