

# Widdrington Station and Stobswood Parish Council

## Financial Regulations Policy

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### 1. General

1.1 These Financial Regulations govern the financial management of Widdrington Station and Stobswood Parish Council (“the Council”) and may only be amended by resolution of the Council.

1.2 The Responsible Financial Officer (RFO) shall be responsible for the proper administration of the Council’s financial affairs.

1.3 The Council shall ensure that its financial management is adequate, effective, and complies with all statutory requirements and proper practices.

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### 2. Accounting and Audit

2.1 All accounting procedures and financial records shall be determined by the RFO in accordance with proper practices.

2.2 The RFO shall complete the annual financial statements and ensure submission to the external auditor within required timescales.

2.3 The Council shall appoint an Internal Auditor who shall carry out an annual review of internal controls.

2.4 The Council shall review the system of internal control at least once per year.

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### 3. Annual Estimates (Budget)

3.1 The RFO shall prepare annual budget estimates for approval by the Council.

3.2 The Council shall set a precept based on the approved budget.

3.3 Budget monitoring reports shall be presented to the Council regularly throughout the financial year.

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### 4. Budgetary Control

4.1 Expenditure shall not exceed the approved budget without prior approval of the Council.

4.2 The RFO may incur expenditure on behalf of the Council within approved budgets.

4.3 Any significant variances shall be reported to the Council.

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## **5. Banking Arrangements and Authorisation of Payments**

- 5.1 The Council's banking arrangements shall be approved by the Council.
  - 5.2 All payments shall be authorised by resolution of the Council unless delegated.
  - 5.3 Payments shall be made by cheque, bank transfer, or other approved electronic methods.
  - 5.4 All payments shall require at least two authorised signatories or approvals.
  - 5.5 A schedule of payments shall be presented to the Council for approval.
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## **6. Payment of Accounts**

- 6.1 All invoices shall be examined, verified, and certified by the RFO.
  - 6.2 Payments shall only be made against properly authorised invoices.
  - 6.3 Salaries and wages shall be paid in accordance with Council-approved contracts and payroll procedures.
  - 6.4 HMRC and pension contributions shall be paid promptly.
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## **7. Income**

- 7.1 The collection, custody, and banking of all income shall be the responsibility of the RFO.
  - 7.2 All income shall be properly recorded and promptly banked.
  - 7.3 Receipts shall be issued where appropriate.
  - 7.4 The Council shall review fees and charges annually.
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## **8. Loans and Investments**

- 8.1 All borrowings shall require approval of the Council and, where applicable, the Secretary of State.
  - 8.2 Investments shall be made in accordance with the Council's Investment Policy.
  - 8.3 The Council shall review its investments annually.
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## **9. Orders for Work, Goods and Services**

- 9.1 Official orders shall be issued for all purchases.

9.2 For expenditure:

- Up to £1,000: RFO/Clerk may authorise
- £1,001–£5,000: At least two quotations required
- Over £5,000: Formal tender process required

9.3 The Council shall not accept quotations from members with a disclosable pecuniary interest.

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## **10. Contracts**

10.1 All contracts shall comply with statutory requirements.

10.2 The Council shall ensure transparency and fairness in procurement.

10.3 Contracts shall be reviewed periodically.

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## **11. Payments Under Contract**

11.1 Payments under contracts shall be made in accordance with agreed terms.

11.2 The RFO shall verify all contract payments before authorisation.

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## **12. Stores and Equipment**

12.1 The Clerk shall maintain an inventory of all assets.

12.2 Assets shall be reviewed annually and insured appropriately.

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## **13. Property and Estates**

13.1 The Council shall maintain records of all land and property.

13.2 All property transactions shall require Council approval.

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## **14. Insurance**

14.1 The Council shall maintain adequate insurance cover.

14.2 Insurance shall be reviewed annually.

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## **15. Risk Management**

15.1 The Council shall carry out regular risk assessments.

15.2 The RFO shall ensure financial risks are identified and mitigated.

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## **16. VAT**

16.1 The RFO shall ensure compliance with VAT regulations.

16.2 VAT claims shall be made promptly.

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## **17. Irregularities and Fraud**

17.1 Any suspected financial irregularity shall be reported immediately to the Council.

17.2 The Council shall take appropriate action, including notifying relevant authorities where necessary.

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## **18. Revision of Financial Regulations**

18.1 These Regulations shall be reviewed annually.

18.2 Any amendments shall require approval by the Council.

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**Adopted by: Widdrington Station and Stobswood Parish  
Council**