**LAMESLEY PARISH COUNCIL**

**FINANCIAL REGULATIONS**

***General***

These financial regulations govern the conduct of financial management by the Parish Council and may only be amended or varied by a resolution of the Council.

The Council is responsible in law for ensuring that its financial management is adequate and that an effective and sound system of internal control is in place.

***The Responsible Financial Officer (RFO):***

Administers the Council’s financial affairs in accordance with all Acts, Regulations and proper practices.

Keeps, on behalf of the Council, comprehensive accounting records and accounting control systems.

Ensures these systems are kept up-to-date in accordance with proper practices.

Produces financial management information as and when required by the Council.

Produces a draft budget for discussion by Council before an official request for precept is made.

***Financial Records:***

Separate listings are kept of all financial transactions: income; expenditure; petty cash.  These listings are circulated, approved and Minuted at each monthly meeting.  Also included with these listings is a monthly reconciliation which is also circulated along with bank statements.

These records are all made available to the Internal Auditor (Gordon Fletcher) on a yearly basis who will approve or make necessary recommendations as appropriate.  These are then reported to Council and the necessary steps are taken to rectify any recommendations /problems.

The accounts are then approved by Council and Minuted before being sent to the External Auditor.

***Procedure for making Payments:***

All payments are made by cheque apart from petty cash expenditure.  All cheques are approved by Council before payment and two signatures are required, by Councillors.

In respect of petty cash expenditure all payments/purchases are agreed by Council and all transactions must be recorded and receipts produced.

Reimbursement of petty cash money is recorded as an expense on the main expenses account and records are kept to show this transfer to petty cash.

***Payment of salary****:*

Only the RFO receives a monthly salary and this is produced by HMRC on line system showing PAYE calculations and payments and who provide information on any new regulations/requirements.

***Income:***

Collection of all sums due to the Council is the responsibility of the RFO, as is the security and banking of these monies.

***Insurance:***

The Parish Council has a fully comprehensive insurance cover through Zurich Municipal and this is reviewed on a yearly basis by the RFO and the company.

***Compliance with Financial Regulations:***

In order to comply with new rulings the Council’s accounts along with their Risk Management Policy and Standing Orders should be reviewed every yar at the AGM to ensure they are still fit for purpose and can be found on the Council website.