

GRINDLETON PARISH COUNCIL

STATEMENT OF FINANCIAL CONTROLS AND PROCEDURES

The Parish Council is a recipient of public money and is required to adopt certain financial controls and procedures. This document sets out the controls and procedures that are currently in use and have been updated in September 2019.

- **The Parish Council will appoint a Responsible Financial Officer.** This will usually be the Clerk.
- **All payments will be authorised by the Parish Council.** In most cases advance authorisation will be sought but retrospective authorisation is allowed where a payment cannot wait till the next Parish Council Meeting. In such cases authorisation is provided by the two signatories. If an on-line payment is to be made by BACS, the Clerk has to inform **ALL** Parish Councillors via email, and providing there are no objections, the payment can be authorised by two signatories.
- **An accurate record of Payments and Receipts shall be maintained.** The Clerk will bring this to each Meeting and will report the balance held in the Current Account with Lloyds Bank. An appointed Councillor will check that the financial transactions and controls are in order on a quarterly basis throughout the year.
- **Any VAT paid by the Parish Council will be recovered by application to HM Customs and Excise.** The Clerk will maintain a record of VAT paid and will submit a claim at the end of the financial year. This can be completed electronically.
- **The Parish Council will claim exemption from payment of Tax on Interest.**
- **All receipts will be recorded and paid into the Bank without delay.** An official receipt will also be issued.
- **Cheques and online transactions will be signed by two nominated signatories.** There are three Councillors who are nominated signatories, the Clerk is a designated signatory but will not be able to authorise any payments or sign cheques. Signatories should also initial the cheque counterfoil – and should be satisfied that there is an invoice or voucher to support the payment.
- **The setting of the Annual Precept should be formally resolved at a Parish Council Meeting.** The Clerk will provide a record of past expenditure and an estimate for the coming year.

- **An Internal Auditor should be appointed.** An internal Audit should be undertaken every year by a person who is familiar with the financial controls of a Parish Council.
- **A full statement of income and expenditure will be presented at the Annual Parish Meeting.** This will be signed by the Chairman and Clerk (as responsible officer).
- **The Annual Accountants will be Audited in accordance with procedures laid down by the District Auditor.** These are set out at Annex A
- **A Statement of Assurance will be recorded in the Parish Council Minutes and signed by the Chairman and the Clerk.**