



Langton Matravers Parish Council

Finance Regulations

Regulations

1. All authorisation of payments shall generally be made at a meeting of the Council before the payment is made, and this authorisation shall be minuted. (see 3 below)
2. Payments should be made as soon after the meeting as possible.
3. Exceptionally, the RFO has permission to issue payments between meetings. The relevant payment shall then be recorded on the agenda of the next meeting, and minuted with other payments.
4. The RFO has the delegated power to spend up to £500.00. Monies spent in this way must be reported at the next meeting.
5. Payments shall normally be made online via BACS. Payments to Central Government, Government Agencies, Local Authorities and/or utility companies may, in accordance with resolutions of council, which shall be reapproved every two years, be made by standing orders or direct debit. All payments shall be approved/signed by two Councillors appointed from time to time by the Council, and all invoices and, where appropriate, cheque stubs shall be initialled by them. Standing order and direct debit arrangements will be authorized before the event by the signatures of two Councillors as may be appointed by the Council from time to time and invoices shall be initialed by them.
6. No blank cheque shall ever be signed.
7. If one of the signatories is to be away from the parish for any length of time he or she should, if necessary, notify the RFO, so that a substitute signatory may be appointed by Council at the next Council Meeting.

8. All sums received into Council funds since the previous meeting shall be listed on the agenda of the next Council meeting, shall be noted by the Council, and minuted.
9. Debtors shall be encouraged to make payments online via BACS.
10. All cheques and cash received shall be paid into the Bank by the RFO as soon as possible after they are received, and if possible on the day upon which they are received.
11. The RFO shall keep an up-to-date record file of the Council's funds for each financial year, including hard copies of receipts and invoices, initialled by cheque signatories as necessary.
12. Entries in the electronic cashbook which record Receipts and Payments shall be regularly made by the RFO, and at least every quarter; these entries shall be reviewed by Council in relation to the Budget.
13. Statements from the Bank shall be reconciled each quarter by the RFO against online payment records, the cheque-stubs, the paying-in book and the record file (see 8 above) and reviewed quarterly by the Council.
14. **At each December Council Meeting the RFO shall present to the Council a Draft Budget for the next financial year, so that the Council may debate and resolve the estimated precept for the next financial year.**
15. The RFO shall close down, balance and reconcile the Receipts and Payments electronic cashbook as soon as possible after March 31st in each year.
16. The RFO shall complete a Receipts and Expenditure Balance Sheet which shall be presented to the Council. Once audited, the accounts shall be formally received, debated and adopted by the Council .
17. An Internal Auditor shall be appointed to conduct an internal audit of the Council's accounts quarterly and at the end of the financial year before the papers are submitted to the External Auditor.
18. Upon notification of the date of the Annual Audit of Accounts, a notice shall be published stating the name and address of the Auditor, the date of the Audit and the dates of 15 working days (that is, excluding Saturdays, Sundays and Public Holidays) before the date of the Audit, upon which the accounts may be viewed by members of the public, and the address and times at which this viewing may take place. Following the completed audit, similar notice shall be given.
19. All ongoing service contracts should be reviewed at least every five years, except in the case of the Internal Auditor, which shall be reviewed every three years.

20. The Clerk shall keep a Register of Assets which shall be updated each year before presentation to the council at its Annual Meeting and before the External Audit of the Council's Accounts.

21. When ordering goods or services the following procedures must be adhered to:

- Works, supplies and services have no requirement for multiple quotes if they are estimated to cost less than £2,000.
- Works, supplies and services estimated to cost more than £2,000 but less than £10,000 will require a minimum of 3 written quotations. If 3 written quotes are not possible (due to the goods/service being specialised for example), the justification needs to be recorded by the Clerk.
- Works, supplies and services estimated to cost more than £10,000 but no more than the High Value Contract threshold* will require a minimum of 3 written quotations and will be assessed through a formal procurement panel nominated by the Council, which should consist of a minimum of 3 people, two of whom shall be Councillors. If 3 written quotes are not possible (due to the goods/service being specialised for example), the justification needs to be recorded by the Clerk.
- Works supplies and services estimated to cost more than the High Value Contract threshold* will require a minimum of 4 tenders and will be assessed through a formal procurement panel nominated by the Council, which should consist of a minimum of 4 people three of whom shall be Councillors and one of whom shall be an external subject or procurement specialist. The tender shall be issued in accordance with HMG's regulations relating to the tendering of Local Authority High Value Contracts.
- The estimated cost of a one-off service will be the quoted price. The estimated cost of an ongoing service will be the total estimated value over the term of the contract. When considering the estimated value of an open-ended ongoing service the contract length shall be deemed to be five years.
- Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

22.

** The High Value Contract Threshold as at 1st April 2023 was £113,225 excluding VAT*

Adopted by resolution of the Council, 9th January 2014

Revised and approved by resolution of the Council, 8th October 2015.

Revised and approved by resolution of the Council, 12th May 2016.

Reviewed and approved without change by resolution of the Council, 11th May 2017

Revised and approved by resolution of the Council, 9th November 2017

Reviewed and approved without change by resolution of the Council, 10th May 2018

Revised and approved by resolution of the Council, 9th May 2019

Revised and approved by resolution of the Council 9th January 2020

Revised and approved by resolution of the Council, 11th May 2023