

BURTON SALMON PARISH COUNCIL

Financial Regulations

1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the direction of the Council, shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. Annual Budgets

- 2.1 Detailed budgets of income and expenditure shall be prepared each year by the RFO.
- 2.2 The Council shall use the budgets as guidance to recommending the precept to be levied for the ensuing financial year. The RFO shall supply each member with the approved annual budget.

3 Budgetary Control

- 3.1 The RFO shall provide the Council with a statement of receipts and payments to date under each head of the approved annual budgets at each ordinary council meeting.
- 3.2 The clerk may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. The clerk shall report the action to the council as soon as practicable thereafter.
- 3.3 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available.
- 3.4 All capital works shall be administered at the direction of the council and in accordance with its financial regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 4.2 The RFO shall be responsible for completing the annual accounts of the council as soon as practicable after the end of the financial year and shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

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- 4.3 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.
- 4.4. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts in accordance with the Accounts and Audit Regulations.
- 4.5. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5. Banking arrangements and authorisation of payments

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the council.
- 5.2 A schedule of invoices for payment shall form part of the agenda for the meeting and approved for payment by a majority of the members present and voting at a meeting.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

6 Payment of accounts

- 6.1 All payments shall be effected by online banking, or cheque if online banking is not possible.
- 6.2 Payments shall be made in accordance with the schedule presented to council with two members of council, who are approved signatories on the bank account, approving the payments in the online banking system. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.3 Payments shall not normally be presented for approval other than at a council meeting unless payment is due before the next scheduled meeting of the council. Any signatures obtained away from such meetings, shall be reported to the council at the next meeting of the council.

7 Payment of Salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.
- 7.2 The payment of salaries, and any deductions from salary as may be required, shall be made by online banking in accordance with payroll records on dates stipulated in employment contracts and by HMRC. Where payment is made away from a council meeting, it shall be reported to the council at the next meeting of the council.

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- 7.3 The RFO is to submit the payroll data to HMRC for each salary payment on or before the payment date, using HMRC's Basic PAYE tools system.
- 7.4 The end-of-year declaration is also to be submitted by the RFO with the final payroll submission for of the tax year.
- 7.5 The RFO shall issues employees with a P60 before the end of May.
- 7.6 No changes shall be made to an employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

8 Loans and Investments

- 8.1 All loans and investments shall be negotiated by the RFO upon instructions from the council.
- 8.2 All investments of money under the control of the council shall be in the name of the council.
- 8.3 All borrowings shall be effected in the name of the council.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 All fees or rents charged will be reviewed annually, following a report of the clerk.
- 9.4 Non-payments shall be reported to the council.

10 Contracts

- 10.1. All members and the RFO are responsible for obtaining value for money at all times and shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers where the expected value exceeds £250.
- 10.2. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations
- 10.3. The full requirements of procurement legislation, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds set by Government.

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- 10.4. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 10.5. Any invitation to tender issued under this regulation shall be subject to the procedures laid out in Standing Order 7(e) .
- 10.6. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

11 Risk management and Insurance

- 11.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council at the Annual Meeting of the Council, an annual risk assessment.
- 11.2. Following the annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 11.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

These Financial Regulations have been reviewed and adopted at the meeting of Burton Salmon Parish Council held on 20th May 2025

Chair: *David Foster*