

Gilfach Goch Community Council

Cyngor Cymuned Gilfach Goch



FINANCIAL REGULATIONS

GILFACH GOCH COMMUNITY COUNCIL

Adopted with amendments by Council
on 10th July, 2019

FINANCIAL REGULATIONS

1. GENERAL

- a) These Financial Regulations shall govern the conduct of the financial transaction of the Council and shall only be amended by a resolution of the Council.
- b) All employees and members will be bound by these Regulations.
- c) The Clerk/Responsible Financial Officer shall be responsible for the proper administration of the Councils financial affairs.

2. ANNUAL ESTIMATES

- a) The Council shall consider a report from the Clerk detailing estimates of income, expenditure and balances for the next financial year by the end of December each year.
- b) The Council shall consider this report, approve and estimate and recommend the precept to be levied for the ensuring year, no later than the end of January each year.

3. BUDGETRY CONTROL

- a) No expenditure may be incurred which cannot be met from the approved estimate unless approved by the Council, except that the Clerk may incur expenditure which is necessary to carry out any work which is of such extreme urgency that it must be done at once. The clerk must report any such action to the Council as soon as practicable thereafter.
- b) The Council shall periodically provide Council with a statement of income and expenditure to date compared with approved estimates.

4. ACCOUNTING & AUDIT

- a) All accounting procedures and financial records shall be determined by the Clerk as required by the Accounts & Audit (Wales) Regulations 2014 or any subsequent directions or legislations
- b) The Clerk 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 to the Council.

- c) The Clerk shall be responsible for the maintaining an adequate and effective system of internal (Independent) Audit in accordance with legislation or government guidance issued from time to time.

5. BANKING ARRANGEMENTS

- a) The Council's banking arrangements shall be made by the Clerk and approved by the Council.
- b) The balance of the Council's bank account(s) shall be reconciled to the financial records of accounts monthly by the Clerk and duly signed and dated.
- c) Cheques must be signed by two members of the Council.

6. PAYMENTS OF ACCOUNTS

- a) All payments shall be effected by cheque or other order drawn on the Council's bank account(s)
- b) All invoices shall be examined by the Clerk before payment to ensure that:
 - . Work, goods or services have been received or carried out.
 - . They are arithmetically correct.
 - . If VAT is charged, that the invoice is an appropriate VAT invoice.
- c) A schedule of all approved payments shall be prepared by the Clerk and presented to the Council at the next available meeting. If the schedule is an order it shall be authorised by Council resolution and signed by the Chairman or Vice Chairman.

7. SALARIES & WAGES

- a) All claims for the payment of salaries and wages shall be processed by the Clerk in accordance with the appropriate Inland Revenue guidelines/instructions.
- b) No Change to the salary or wages of the Clerk or other employee (excluding statutory deductions), may be implemented without Council approval.

8. INCOME

- a) The clerk shall be responsible for ensuring proper procedures are in place to collect any income due to the Council. The clerk must be notified of any sums due to the Council
- b) Any charges levied by the Council will be reviewed annually.
- c) Any proposed write off of uncollectible debts must be reported to the Council for approval.
- d) Receipts shall be issued for every item of income received and copies of such receipts retained by the Council
- e) No amounts shall be deducted from any money received for any expenses etc. All money received shall be promptly paid into the Council's bank account and paying in slips retained by the Clerk.
- f) Personal cheques shall not be cashed out of money held on behalf of the Council.
- g) All monies received to be banked on the same day or first available banking day thereafter. Any monies held overnight are kept in a cash box in locked cabinet.

9.

ORDERS FOR WORKS, GOODS & SERVICES

- a) An official order or letter signed by the clerk shall be issued for all work, goods and services over £100, unless a contract is to be prepared or where it would be inappropriate (e.g. regular standing services such as gas electricity, water.
- b) Copies of orders/letters shall be retained by the Clerk.
- c) No order or letter shall be issued unless the clerk is satisfied that the Council has the funds to meet the expenditure and that as far as practicable the clerk is satisfied that the Council is obtaining value for money.
- d) The clerk has delegated powers to purchase items up to the sum of £100.00

10. CONTRACTS/TENDERS

- a) For expenditure up to £1,000 one tender is required. The Clerk shall make appropriate arrangements to ensure best value for money is obtained. Written quotations should be obtained where possible.

- b) Up to the value of £3,000 two tenders are required.
- c) Over the value of £3,000 three tenders are required
- d) Tenders must be returned by a set date/time specified in advance, and opened by the Clerk in the presence of either the Chairman or Vice Chairman. Both parties shall sign and date the tender.

- e) If no tenders are received or if all tenders are the same, the Council shall make such arrangements as it sees fit to select the successful contractor.
- f) The Council after considering a written report from the Clerk shall not be obliged to accept the lowest or any tender.
- g) Any variation to a contract or addition or omission must be approved by the Clerk in writing.
- h) The Clerk must inform the Council as soon as possible where any contract cost is likely to exceed the original tender.

11. STORES & EQUIPMENT

- a) The Clerk shall be responsible for ensuring the care and custody of any stores and equipment, and ensuring stock are maintained at reasonable levels.

12. ASSETS & PROPERTY

- a) The clerk shall maintain an up to date inventory of all assets owned by the council showing their replacement values.
- b) The Clerk shall be responsible for ensuring appropriate arrangements are in place for the care and custody of the Council's assets and property.
- c) The Clerk shall make appropriate arrangements for the custody of all title deeds of property and equipment guarantees, and for the maintaining of records of all tenancies granted and rents payable.
- d) No property shall be sold or otherwise disposed of without the consent of the Council.

13. INSURANCE

- a) The Clerk shall annually review the risks faced by the Council and report to the Council on the appropriate insurance and other arrangements necessary to minimise those risks.

- b) The Clerk shall make arrangements for affecting all insurances and negotiating claims on the Council's behalf.
- c) The Clerk shall give prompt notification to the insurers of potential claims, new or altered risks and changes to property.
- d) The clerk shall be notified promptly of any loss, liability or damage, or any other event which could potentially lead to a claim.

14. PETTY CASH

- a) The Council does not hold any Petty Cash.

15. REVIEW

The Council will review these regulations annually and make appropriate amendments.