

**BRETENHAM and KILVERSTONE PARISH COUNCIL**  
**Financial Standing Orders**

1. Banks accounts must be authorised by the pc and cheques/withdrawals to be authorised by 2 signatories from the 3 named councillors.
2. Income charges should be reviewed annually to ensure they are correct and adequate.
3. A budget should be prepared annually to enable the precept and fees to be set. Actual results should be compared with budget figures and variances explained.
4. Payments should be reported to and authorised by the PC regularly.
5. Transactions should be included in the Financial Report at formal meetings, specifying items, cost and VAT and be recorded in the minutes
6. Salaries should be authorised by the PC and the Clerk's fee reviewed annually in line with recommendations by NALC.
7. Travelling and other expenses incurred by councillors while carrying out work for the PC should be reimbursed at the rates recommended by NALC.
8. Any petty cash shall be banked immediately.
9. Three estimates should be obtained for any planned expenditure over £2,000 and that for over £10,000 tenders in sealed envelopes should be obtained and opened at a full PC meeting.
10. Insurance should be reviewed regularly to ensure cover is complete and the premium competitive.
11. An asset register should be maintained.
12. The Chairman should agree the reconciliation of the cash book at the end of the year by reference to bank statements and at any other time of year he deems fit.
13. The Financial Standing Orders and responsibilities of the Responsible Finance Officer (RFO) should be reviewed annually.

**A M Poulter OBE**  
**Chairman**

**M Engwell**  
**Vice Chairman and RFO**

**Date of PC Meeting: 10 May 17**