

**BRETtenham and KILVERSTONE PARISH COUNCIL**  
**Duties of the Responsible Finance Officer**

1. Prepare financial reports for the PC, including budget monitoring, receipts to date, payments of accounts and other relevant matters.
2. Prepare draft estimates. When approved by the PC these will form the basis for the annual budget monitoring during the year.
3. Submit precept request to Breckland District Council by the due date.
4. Bank and record regularly all monies received and expended by the PC.
5. Ensure the money due to the PC is billed and collected promptly.
6. Manage cash flow and control of any investments and bank transfers.
7. Ensure cheques, cheque books and stubs are controlled.
8. Submit VAT returns when appropriate and dealing with VAT inspections.
9. Prepare and balance financial accounts in accordance with Accounts and Audit Regulations and report results and progress to the PC.
10. Produce accounts and records for internal and external audit in accordance with the regulations.

**A M Poulter OBE**  
Chairman

**M J Engwell OBE**  
Vice Chairman

**Date of PC Meeting: 16 May 19**