

BRETtenham and KILVERSTONE PARISH COUNCIL
Financial Standing Orders

1. Banks accounts must be authorised by the pc and cheques to be authorised by 2 signatories from the 3 named councillors and the Clerk. Bank Transfers to be set up by the Clerk and authorised by 2 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 as no petty cash is held.
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.

Signature: _____

Name: _____

Chairman

Signature: _____

Name: _____

Vice Chairman

PC Meeting date: 14th May 2024