



Flitcham cum Appleton Parish Council

34 Beech Road, Downham Market, Norfolk PE38 9PH
Tel: 01366 384205 Email: clerkflitchamparishcouncil@hotmail.co.uk

Chairperson: Susan Allen **Clerk:** Gill Welham

Duties of the Responsible Financial Officer

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

Approved by : _____ Dated: _____

Chairman of the Council