



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

Financial Regulations

1. Bank Accounts – must be authorised by the Council and online banking transactions/cheques/withdrawals to be authorised by two authorised signatures from the named signatories.
2. A budget must be prepared annually to enable the precept and fees to be set. Actual results should be compared with budget figures and variances explained.
3. Payments should be reported to/authorised by Council regularly.
4. Salaries should be authorised bi-monthly at a Council meeting. The clerk's salary should be reviewed annually in line with recommendations from NALC/SLCC.
5. Travelling and other expenses incurred by Councillors while carrying out work for the Council shall be reimbursed at rates recommended by NALC.
6. Any cash received shall be banked immediately.
7. Three estimates should be obtained for any planned expenditure over £2,000 wherever possible.
8. Insurance cover should be reviewed regularly to ensure complete and competitive.
9. An asset register should be maintained.
10. The Chairman should agree the reconciliation of the cash book at the year end, by reference to bank statements, and at any other time of the year as he/she feels fit. The Clerk/RFO to reconcile the bank account for every meeting.
11. Financial regulations and the responsibilities of the Responsible Financial Officer to be reviewed annually.

Signed : _____

Chairman of the Council

Dated: _____