



West End Parish Council

Financial Regulations

1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's two governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
- for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. **See Appendix A**
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) for the Parish of West End will be the Clerk to the Parish Council who under the policy direction of the Council shall be responsible for the proper administration of the Council's affairs.
- 1.9 The RFO
- acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations, and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.



West End Parish Council

Financial Regulations

- ensures the accounting control systems are observed.
- maintains the accounting records of the council up to date in accordance with proper practices.
- assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant, or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.



West End Parish Council

Financial Regulations

- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14 In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts.
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

1.16 In absence of the RFO due to leave, sickness or vacancy, the duties would be carried out By the Treasurer in conjunction with the Chairman, Vice Chairman, Chairman of Policy & Resources Committee, and the Deputy Clerk, where appropriate.

2. Accounting and Audit (Internal and External)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- 2.2 Twice per annum – October and at financial year end, a member other than the Treasurer (or cheque signatory) shall be appointed to verify (by signature) bank reconciliations (for all Accounts) produced by the RFO. This shall be reported to the Policy & Resources Committee and subsequently ratified by full Council.
- 2.3 The RFO shall be responsible for completing the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the time scale set by Accounts and Audit Regulations.



West End Parish Council

Financial Regulations

- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, Internal Auditor, or External Auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The Internal Auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The Internal Auditor shall:
- be competent and independent of the financial operations of the Council.
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the Council
- 2.7 Internal or External Auditors may not under any circumstances:
- perform any operational duties for the Council.
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the Internal Auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from Internal or External auditors.
- 2.11 A review of the effectiveness of the internal audit and a financial year-end checklist to be conducted annually. **See Appendices A and B.**



West End Parish Council

Financial Regulations

3. Annual Estimates (Budgets) and Forward Planning

- 3.1 Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control and Authority to Spend

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000.
 - a duly delegated committee (Policy & Resources) of the Council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council, Treasurer or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').



West End Parish Council

Financial Regulations

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in by the Personnel Committee in October/November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for efficiency.



West End Parish Council

Financial Regulations

- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Policy & Resources Committee. The Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution. The approved schedule shall be ruled off and initialled by the Treasurer. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined to include VAT calculations, and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Policy & Resources Committee meeting.
- 5.5 The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee; or
 - c) fund transfers within the Council's banking arrangements normally up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee, with an option to agree an increased amount if necessary. (For example, the RFO had to transfer £25,000 on occasion to clear an outstanding account)
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Policy & Resources Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Committee.



West End Parish Council

Financial Regulations

- 5.7 A record of weekly payments made under 5.6 above shall be drawn up. This list of payments together with all relevant invoices, estimates etc. related to this payment will be scanned and forwarded to two members of the Council on each and every occasion. Confirmation of authorisation is returned via e-mail to the Clerk and RFO prior to payment being made.
- This controls the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants the Policy & Resources Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council. WEPC currently offers grants through the Participatory Budgeting (community grants) exercise, total amount is either £2000/£3000
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the Making of Payments

- 6.1 The Council will make safe and efficient arrangements for the making of its payments. West End Parish Council operates a 'sweeping' facility for transfers between bank accounts which is automatically carried out daily by the Bank.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made
- 6.3 All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of the Policy & Resources Committee
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Policy & Resources Committee shall be signed by two members of Council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.



West End Parish Council

Financial Regulations

- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Policy & Resources Committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Policy & Resources Committee at the next convenient meeting.
- 6.7 Payment for utility supplies (energy, telephone, and water) and any National Non Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council regularly.
- 6.8 Payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at regularly.
- 6.9 Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council regularly.
- 6.10 Payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.12 Regular back-up copies of the records on any computer shall be made and shall be stored securely away using 'the cloud'.
- 6.13 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.
- 6.14 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.



West End Parish Council

Financial Regulations

- 6.15 Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO.
- 6.17 Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Policy & Resources Committee in writing before any order is placed. West End Parish Council do not currently use a Debit Card.
- 6.18 Any purchases using the corporate credit card or trade card accounts opened by the Council will be approved by the Clerk/RFO up to a maximum limit of £3000 and shall be subject to automatic payment in full at each month-end. Credit card to be kept securely in Parish Office safe when not in use. Individual Trade cards issued to Ground staff personally. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses, including incidental purchases for the Hatch Café. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers/receipts for payments made from petty cash shall be kept substantiating the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of Salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the Personnel Committee.



West End Parish Council

Financial Regulations

- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Policy & Resources meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 All time sheets shall be certified as to accuracy by or on behalf of the RFO.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff, the Council must consider a full business case.
- 7.9 The RFO calculates salaries and wages in house using Earnie software. Monthly payments are made by BACS using Lloyds Online Banking and are subject to approval as per Section 6.3.

8. Loans and Investments

- 8.1 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.



West End Parish Council

Financial Regulations

- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Policy shall be reviewed by the Council at least annually. **See Appendix C.**
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council.
- West End Parish Council's agreed procedure for dealing with bad debts :
- if a debt is over three months' – following receipt of monthly statements, a formal letter will be sent asking for immediate settlement of outstanding account
 - if necessary and/or appropriate, negotiate payment terms within 2 weeks
 - if no payment forthcoming, advise that formal proceedings will be taken (this would generally be through Small Claims Court)



West End Parish Council

Financial Regulations

- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers weekly.
- 9.6 The origin of each receipt shall be entered on the paying-in slip. Specifically printed and sequentially numbered duplicate receipt books are used for all income.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Section 22 of WEPC's Employee Handbook 'Cash Handling Policy' outlines the responsibilities and procedures regarding the handling of cash

10. Orders for Work, Goods and Services

- 10.1 The RFO will issue an official order by letter for all work, goods, and services in excess of £500 in value unless supplied a formal contract (See section 11). Copies of orders shall be retained until such time as the contents have been checked against the invoice(s) for the work, goods, or services to which they apply.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.



West End Parish Council

Financial Regulations

11. Contracts

11.1 Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage, and telephone services.
 - ii. for specialist services such as are provided by legal professionals acting in disputes.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where it is intended to enter into a contract :
 - exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in 11.2, the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list. The relevant committee will scrutinize the three quotes and make the decision
 - where estimated cost is below £5,000, the Clerk may select a supplier without tendering although reasons for accepting this quote
 - must be documented in writing and retained for six years. The Clerk to consider best value when recommending and to justify why
 - only one quote has been obtained, e.g. difficult to get more than one quote and consideration given to the amount of officer time
 - spent trying to get these quotes.
 - expenditures of £5,000 or less in value, i.e. between £2,000 and £5,000, a Committee decision is required before proceeding with
 - the contract with documented reasons for accepting the quote from the particular contractor.
 - below £2,000. The Clerk is authorised to proceed with contract and report back to relevant committee.



West End Parish Council

Financial Regulations

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)¹.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Orders, no. 28 Financial Matters, and shall refer to the terms of the Bribery Act 2010.
- i) The Council shall not be obliged to accept the lowest or any tender, quote, or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.

¹Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)



West End Parish Council

Financial Regulations

12. Payments Under Contract for Building or Other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any retention withheld as may be agreed in the particular contract)
- 12.2 Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more, a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The appropriate officer shall be responsible for the care, custody, and accounting of stores and equipment owned by the Council and to maintain an up-to-date asset register. Stores to be kept at the minimum levels consistent with operational requirements.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 The RFO shall be responsible for ensuring that an annual check of all stores and equipment is carried out and that the current valuation of the assets is appropriately insured.

14. Assets, Properties and Estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250



West End Parish Council

Financial Regulations

- 14.3 No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets (di minimus level of £100) shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1 Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk/RFO shall give prompt notification to the insurance company of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.



West End Parish Council

Financial Regulations

16. Charities

- 16.1 Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk Management

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and Revision of Financial Regulations

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



West End Parish Council

Financial Regulations

APPENDIX A

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

SECTION ONE : MEETING THE STANDARDS

Expected Standard	Evidence of Achievement	Current practice Comments & Areas for Development
1. Scope of internal audit	Terms of reference were approved by full Council . Scope of audit work takes into account risk management processes and wider internal control Terms of reference define audit responsibilities in relation to fraud	
2. Independence	Internal Auditor has direct access to RFO and Councillors as required Reports are made by Internal Auditor to full Council as required Internal Auditor does not have any other role within the Council	
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	
4. Relationships	Responsible officers – Clerk, RFO – are consulted on the internal audit plan and on the scope of each audit. Responsibilities for offices and internal audit are defined in relation to internal control, risk management and fraud and corruption matters The responsibilities of council members are understood, and training is carried out as necessary	
5. Audit Planning and reporting	The Audit Plan properly takes account of corporate risk The Plan has been approved by the Council – 25 th January 2023 Internal Auditor to report in accordance with the Plan on 23 rd February 2023	

SECTION TWO : CHARACTERISTICS OF EFFECTIVENESS

Characteristics of Effectiveness	Evidence of Achievement	Current practice Comments & Areas for Development
Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's governance assurance needs	
Understanding the whole organization, its needs, and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the Council's annual governance statement	
Been seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics	
Add value and assist the organization in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for	
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance	
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations to encourage ownership of the control environment	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates	



West End Parish Council

Financial Regulations

SECTION THREE : REVIEW OF INTERNAL AUDIT

INTERNAL CONTROL	TESTING	
Proper bookkeeping	<ul style="list-style-type: none"> Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balanced? 	
<ol style="list-style-type: none"> Standing Orders and Financial Regulations – adopted and applied Payment controls 	<ul style="list-style-type: none"> Has the council formally adopted standing orders and financial regulations? Has a Responsible Financial Officer been appointed with specific duties? Have items or services above the de minimus amount been competitively purchased? Are payments in the cashbook supported by invoices, authorised and minuted? Has V.A.T. on payments been identified, recorded, and reclaimed? Is s137 expenditure separately recorded and within statutory limits? 	
Risk Management arrangements	<ul style="list-style-type: none"> Does a review of the minutes identify any unusual financial activity? Do minutes record the council carrying out an annual risk assessment? Is insurance cover appropriate and adequate? Are internal financial controls documented and regularly reviewed? 	
Budgetary Controls	<ul style="list-style-type: none"> Has the council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the council? Are there any significant unexplained variances from budget? 	
Income Controls	<ul style="list-style-type: none"> Is income properly recorded and promptly banked? Does the precept recorded agree to EBC's notification? Are security controls over cash adequate and effective? 	
Petty Cash procedures	<ul style="list-style-type: none"> Is all petty cash spent, recorded, and supported by VAT invoices and receipts? Is petty cash expenditure reported to each council meeting? Is petty cash reimbursement carried out regularly? 	
Payroll Controls	<ul style="list-style-type: none"> Do all employees have contracts of employment with clear terms and conditions? Do salaries paid agree with those approved by the Council? Are other payments to employees reasonable and approved by the Council? Have PAYE/NIC been properly operated by the council as an employer? 	
Assets Controls	<ul style="list-style-type: none"> Does the council maintain a register of all material assets owned or in its care? Are the assets and investments registers up to date? Do asset insurance valuations agree with those in the asset register? 	
Bank Reconciliation	<ul style="list-style-type: none"> Is there a bank reconciliation for each account? Is a bank reconciliation carried out regularly and in a timely fashion? Are there any unexplained balancing entries in any reconciliation? Is the value of investments held summarised on the reconciliation? 	
Year-end Procedures	<ul style="list-style-type: none"> Are year-end accounts prepared on the correct accounting basis (Income & Expenditure)? Do accounts agree with the cashbook? Is there an audit trail from underlying financial records to the accounts? Where appropriate, have debtors and creditors been properly recorded? 	



West End Parish Council

Financial Regulations

APPENDIX B

EXECUTIVE CHECKLIST FOR FINANCIAL YEAR END TO BE CARRIED OUT BY THE CHAIRMAN

GOVERNANCE	YES	NO
1. During the year, has the council reviewed its system of internal control , including internal audit, risk management and measures designed to prevent fraud and corruption, and assessed it as adequate and effective? <i>(See Practitioners Guide (PG) paragraph 2.79)</i> 2. Has the council only done what it has the legal powers to do and in doing so acted in accordance with the codes of conduct and practice it has agreed to abide by. <i>(PG Appendix 1)</i> 3. Has the council appointed a responsible financial officer who has ensured that the council's accounting system has been observed and that the accounts and supporting records have been maintained in accordance with proper practices and kept up to date? <i>(PG 1.24)</i> 4. Has the council arranged for internal audit to be carried out and reported upon? <i>(PG 2.58)</i> 5. Has the council reviewed its income and spending against the approved budget during the year and as at 31 st March? <i>(PG 2.15, 3.29 to 3.33)</i>		
THE ACCOUNTS		
6. Has the cashbook been balanced? (Bank balance at end of previous year plus total receipts less total payments equals bank balance at end of current year after adjusting for unrepresented cheques and credits). <i>(PG 3.59)</i> 7. Have the bank balances in the Accounts been reconciled with the bank statements at 31 March? <i>(PG 3.50 – 3.58)</i> 8. Have the Accounts been prepared on the proper basis (income and expenditure over £200,000) and is this consistent with last year? <i>(PG 3.68 – 3.79)</i> 9. Have all debtors, creditors, receipts in advance, payments in advance and accruals been accounted for? (income and expenditure only) <i>(PG 3.72 – 3.79)</i> 10. Are the accounts in balance and has all the necessary information been included in any supporting notes? 11. If the council's income or expenditure is approaching a threshold (£200,000 or £1,000,000) have the implications of this been considered and acted upon? <i>(PG 2.6-2.7, 3.68-3.79)</i>		
THE ANNUAL RETURN		
12. Has Section 2 of the Annual Return been completed, signed by the Responsible financial officer , adopted by the Council and signed by the Chairman, including the minute reference and date? <i>(PG 2.4)</i> 13. Has a copy of the bank reconciliation at 31 March been included with the Annual Return? <i>(PG 2.28)</i> 14. Has a written and full explanation of any significant variances between last year's and this year's figures, or any unusual or unexpected amounts shown in the statement of accounts on section 1? <i>(PG 2.15)</i> 15. Do the figures in section 2 of the annual return balance? (Balance b/fwd plus all receipts/income less all payments/expenditure equals balance c/fwd.) <i>(PG 3.68)</i> 16. Has the Annual governance statement (section 1) been completed and approved by the Council, signed and dated by the Chairman and Clerk and the minute reference recorded? <i>(PG 2.37)</i> 17. Has internal audit work been completed, and the Certificate signed (section 4 of the Annual Return)? <i>(PG 2.58)</i> 18. Has the Council considered and acted on any items appearing on the internal audit report for the financial year just ended? <i>(PG 2.58)</i> 19. Has the Council considered and acted on any items appearing on the external auditor's report for the previous year? <i>(PG 2.46)</i>		
If any 'no' answers appear above 20. Does the clerk of the council/RFO need further advice or help in finalising the annual return? (contact SLCC/NALC audit help)		

Checklist carried out by CouncillorChairman, WEPC Date



West End Parish Council

Financial Regulations

APPENDIX C

WEST END PARISH COUNCIL - INVESTMENT POLICY

West End Parish Council has a general power to invest its funds for any purpose relevant to its functions and for the prudent management of its financial affairs. This policy is reviewed annually.

In exercising these powers, the Council must have regard to any new guidance issued by the Secretary of State and to any regulations made if applicable to parish councils. This is dependent on the level of investment. If this level is in excess of £500,000 during any one financial year, the Parish Council will comply with all guidance issued.

Where anticipated investments will be between £10,000 and £500,000, the Council must make a formal decision on the extent to which it would be reasonable to adopt this guidance.

All loans (borrowing) and investments must be negotiated in the name of the Parish Council and for a set period only, as agreed by the Policy & Resources Committee during negotiation and ratified by full Council. Any application for borrowing must be approved and minuted by the Policy & Resources Committee and ratified by full Council.

The RFO to ensure

- repayment of loans on agreed terms
- best possible interest rates achieved for any investment

All loans (borrowing) and investments will be included in Financial Risk assessment – see appendix D



West End Parish Council

Financial Regulations

APPENDIX D

FINANCIAL RISK ASSESSMENT – Document reviewed by Internal Auditor

TOPIC	RISK IDENTIFIED	LEVEL	CONTROLS/ MANAGEMENT OF RISK	STAFF ACTION	INT. AUDIT CHECK
Assets	Protection of physical assets	M	Buildings insured – Hiscox. Policy no. 8050708. Renewal date 24 th September 2023. Value increased annually by rpi. Re-valuation of assets was undertaken in 2019. Review of asset register and physical check carried out annually. RBS Sigma software - asset register being transferred to this from excel	Diary entry	
	Security of buildings, equipment, etc.	H	Properties alarmed – Parish Centre; Fire Station; Youth Club; Football Changing Facility; Townhill Farm Community Centre. Alarm systems annually serviced and maintained.	Annual Review	
	Maintenance of buildings, equipment etc.	M	All buildings maintained on ad hoc basis as necessary. Electrical fixed wiring testing last carried out in 2020 ; Fire alarms, fire safety equipment, heating systems all serviced annually and maintained regularly. PAT testing conducted annually. Assess loss/damage maintenance inspections carried out to assess risk to third party. Annual inspection of assets in Register Assess loss due to critical damage or third party performance. Ensure public liability insurance is adequate. Current level £10,000,000.	Maintenance Plan Diary entry	
Finance	Precept – request submitted Precept – not paid by EBC Adequacy of precept received	L L H	Minutes to record. Clerk to submit request Clerk to check receipt of precept Monthly review of budget to actual expenditure	Diary Entry Regular review	
	Banking	M	All monies held with Lloyds Bank. Current account no. 0202033 level maintained at £25,000 taken from Business Instant Access Account no.01450227. As at February 2016, £50,000 invested with CCLA. Investment Policy included in Financial Regulations which is reviewed regularly. Any interest received is accounted for.	Regular review	
	Risk of consequential loss of income	M	Insurance cover- Business Interruption. Total sum insured September 2022 - £150,000	Annual Review	
	Loss of cash through theft, dishonesty or fire	H	Minimal cash kept on any premises. Cash taken at Parish Centre is kept in locked fire proof safe and banked as soon as is practicable. Ensure procedures are followed – Cash Handling Procedure in Employee Handbook refers. Ensure security codes over cash adequate and effective. Access to the locked combination safe, (containing the locked petty cash box) is limited to the Admin and Café staff only. This contains petty cash (up to maximum of £200) and other receipts in identified coin bags. Carnival and Poppy Appeal income with larger cash sums is held within the locked office safe in the parish office. This is banked as soon as possible after being counted and balanced.	Regular review	
	Financial controls and records	M	Monthly reconciliation prepared and agreed by Policy & Resources Committee. Three signatories on each cheque. Internal and external audit carried out. Regular back up of computer records held in the cloud. Arrangements for computer protection by use of antivirus, firewall etc. will ensure high level of security for the Council. All income receipted on specifically printed receipt books in duplicate. Sequential numbering in date order. Receipts are entered in cash book and monies banked weekly. Secure card payment system implemented from 16 th March 2015. Payments received are reconciled monthly. All charges made are reviewed annually in February – new charges apply from 1 st April.	Regular review	



West End Parish Council

Financial Regulations

	Income Received from cemetery; allotments; football pitches and hall hire	M	<p>All Café income is taken via an electronic cash register which is totalled at the end of each day and cash reconciled to till printout. A £50 float is retained but removed from cash register at end of day and kept in locked safe in the Parish Office. All takings are also kept locked in Parish Office safe and banked as soon as practicable.</p> <p>Secure card payment system implemented from 16th March 2015. Payments received are reconciled monthly.</p> <p>Invoices are held for all expenditure. Clerk prepares cheques and BACS payments weekly which are vetted by the Treasurer. The cheques are then signed and the BACS payments are authorised by any 3 from the 5 current signatories, – currently Cllrs Asman, Boulton, Turl, MacDonald and the Clerk to the Council.</p>			
	Income received from The Hatch Cafe	M/H				
	Expenditure	M				
	Comply with HMRC Regulations ref. VAT	H	VAT is identified and entered in cashbook in separate column. VAT forms are completed quarterly online and any refund due paid direct into Current account. Consideration given to partial exemption if appropriate. Partial exemption calculation to be carried out by Accounting Solutions at year end. Checked by Internal Auditor. Last physical VAT inspection in 2007. VAT overclaimed due to non compliance with partial exemption paid back to HMRC in 2015.	Quarterly review		
	Sound budgeting to support annual precept request	M	Detailed draft budget prepared by Clerk for approval by Policy & Resources Committee in November for ratification by full Council in December/January. Once approved, precept request is sent to Borough Council in January. Monthly expenditure against budget figures circulated to members of Policy & Resources committee and ratified by full Council. Budget and Precept request (£543,191.43) for 2023/24 was approved at Full Council meeting on 14th December 2022, minute refs. 096/22/PC and 097/22/PC. Precept received from EBC in April and September each year. The Parish no longer receives Support grant paid by EBC.	Annual review		
	Complying with borrowing restrictions	M	No current borrowing in place.	Annual Review		
	Grants – Receipt of	M	<p>Receipt of grants. Ensure audit trail is recorded correctly and reserve for grant set up if necessary</p> <p>Awarding of grants from Section 137 expenditure. WEPC has a grants award policy and applications are made to the September meeting of the Policy & Resources Committee. Expenditure agreed is documented in minutes. Since 2012, WEPC allocates S.137 expenditure to a Participatory Budgeting exercise. Allocation for 2023/24 is £3,000. The results of this exercise are given at the Annual Parish Assembly.</p>	Annual Review		
	Grants – Awarding of					
	Election costs	L	Costs for this are variable dependant on shared costs if available. Budget reserve held and increased if necessary	Annual Review		
	Reserves held	L	Ensure that adequate general reserves are available at year end. General rule is that general reserve should be 3 months' revenue. Ensure that earmarked reserves are summarized. Ensure that the council's legal liability is at correct level. Insurance Review in August 2020, maintained current level of £500,000	Annual review		
Liability	Risk to third party, property or individuals	M	Insurance – Combined Local Council Policy (as listed in Assets section above). Play areas/trees/open spaces etc. checked regularly. Risk assessments of events carried out as necessary. Motor/mowers insurance arranged through Gallagher Insurance (previously Came & Company). Policy no. AGRI/110945/2021 – renewal date March 2023.	Annual Review		



West End Parish Council

Financial Regulations

	Legal liability as consequence of asset ownership (e.g. Cemetery, play areas)	H	Insurance in place as listed above. Play areas checked weekly and recorded. Full ROSPA inspection annually.	Annual review	
Employer Liability	Comply with Employment Law	M	Parish Council have contract with Peninsula UK Ltd, Employment Law and Health & Safety specialists, who have recently updated all procedures. Employers' Liability Insurance included in Hiscox policy – as listed in Assets section above. Certificate displayed in Parish Office.	Annual review	
	Comply with Inland Revenue requirements	M	Wages software prompts monthly payments to HMRC Internal Auditor carries out regular test checks.	Monthly review	
	Payment of salaries	M	Monthly Salaries paid through Earnie software to agreed budgeted salaries. RFO arranges payment direct to employees by BACS through Lloyds Online Banking. Two councillors to authorise payment. Several employees are currently in Local Government Pension Scheme. Auto enrolment introduced in April 2017. All eligible employees are now members.	Monthly review Annual Review	
	Safety of Staff and visitors	M	24-hour CCTV on Parish Centre – inside foyers and outside. Staff aware of lone working issues.	Regular review	
	Loss of key personnel	M	Ensure contingency plan in place for continuity of business. Ensure admin staff are aware of procedures, IT passwords, and 'disaster plans' e.g. location of software, back up drive, etc. Business Interruption insurance included in insurance policy	Annual review	
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	Regular review	
	Illegal activity or payment	M	Ensure councillors have an understanding of their Powers. Included in Standing orders	Annual review	
	Financial Records	M	WEPC uses the Omega software from RBS. Checked by Treasurer and monthly reconciliation signed by the Treasurer. Monthly payments made are recorded as an appendix to Policy & Resources minutes	Monthly review	
	Proper and timely reporting via the minutes	M	West End Parish Council meets monthly (except August) and approves minutes of Committee meetings held in the interim. Minutes made available to press and public via the Parish office or website. Ensure that minutes are accurate and legal. Approval at subsequent meeting of Committee/Council as outlined in Standing Orders.	Monthly review	
	Proper document control	M	Original lease documents etc. stored with solicitor in Parish Office.	Annual review	
Councillors' propriety	Register of Interests and gifts and hospitality in place	H	Register of interest recorded in minutes. Declaration of Interest is item on every agenda. If Interest declared, procedure in Standing Orders is followed Gifts/hospitality recorded on separate list	Annual review	

Financial Regulations and Risk Assessment reviewed by Policy & Resources Committee was ratified by full Council on 8th February 2023