

GRINDLETON PARISH COUNCIL

Statement of Financial Controls and Procedures

The Parish Council is a recipient of public money and is required to adopt certain financial controls and procedures. This note sets out the controls and procedures that are currently in use.

- **The Parish Council will appoint a responsible Financial Officer.** This will usually be the Parish Clerk.
- **All payments will be authorised by the Parish Council.** In most cases advance authorisation will be sought but retrospective authorisation is allowed where a payment cannot wait until the next Parish Council Meeting. In such cases authorisation is provided by the two signatories
- **An accurate record of Payments and Receipts shall be maintained.** The Clerk will bring this to each Meeting and will report the balances held in the Current Account and Deposit Account with Yorkshire Bank.
- **Any VAT paid by the Parish Council will be recovered by application to HM Customs and Excise.** The Clerk will maintain a record of VAT paid and submit a claim on the form supplied for this purpose.
- **The Parish Council will claim exemption from payment of tax on interest.**
- **All receipts will be recorded and paid into the Bank without delay.** An official receipt will also be issued
- **Cheques will be signed by two nominated signatories.** The Clerk should not be a designated signatory. The Council may appoint two or more signatories. Signatories should also initial the cheque counterfoil - and should always satisfy themselves that there is an invoice or voucher to support the payment.
- **The setting of the Annual Precept should be formally resolved at a Parish Council Meeting.** The Clerk will provide a record of past expenditure and an estimate for the coming year
- **An Internal Audit should be undertaken.** Where possible, this will be done on a voluntary basis - but on payment of a fee where necessary.
- **A full statement of income and expenditure will be presented at the Annual Parish Meeting.** This will be signed by the Chairman and Clerk (as responsible Finance Officer).
- **The annual accounts will be audited in accordance with procedures laid down by the District Auditor.** These are set out at Annex A
- **A Statement of Assurance will be recorded in the Parish Council Minutes and signed by the Chairman and the Clerk**