

# **DENTON PARISH COUNCIL**

## **INTERNAL FINANCIAL CONTROLS – ADOPTED 11TH MAY 2022**

Meetings are held bi monthly on the 2nd Wednesday of every other month and the Clerk (Responsible Finance Officer - RFO) will present cheques and bank transfers for payment for any bills received in the preceding period.

Payments – Online Bank Transfers and Cheque payments to be agreed at the full council meetings. Online payments will be created online by the RFO and the Chair or other authorised bank signatory will authorise the payments via Barclays online banking.

Cheques need to be signed by 2 of the authorised signatories (there should be at least 3 authorised signatories, allowing for the absence of 1 signatory at any meeting). Signatories are usually Chairman, Vice Chairman and one other (although there is no reason why all councillors cannot be authorised signatories). The counterfoil should also be initialled by the signatory, so that if there is ever a query the RFO will know who signed a particular cheque.

Every quarter, a nominated councillor should have a meeting with RFO to perform an internal check of financial procedures to ensure all financial procedures are carried out and payments and receipts reconcile with the bank statement. Any Councillor that is not a bank / cheque signatory can be appointed to perform the internal check as part of their role as Parish Councillor.

### **Reminders regarding payments**

#### **Works requiring to be done**

Under £1000 can be authorised without the need for competitive quote.

Works over £1000 should seek 3 quotations.

Over £10000 – suggestion that a tender document is produced so that Parish Council knows exactly what it is asking for and provider knows exactly what is expected of them.

### **Emergency Works**

As per Financial Regulation 4.5 In cases of extreme risk to the delivery of council services and essential maintenance repairs, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerks judgement is necessary to carry out. Such expenditure includes repair, replacement or other works such as cutting back trees and hedges subject to a limit of £500. Clerk shall report such action to the Chairman as possible and to the Council as soon as practicable. In the absence of the Clerk, the Chair can undertake to instruct emergency repairs.

**Adopted May 11<sup>th</sup> 2022 – Minute Reference 69/22/G**

**Updated May 2024 – Minute reference 319/24/H**