

2014 November March 2017

16 SUSPENSION AND RISK MANAGEMENT

16 CHARITIES

15 INSURANCE

15 ASSETS AND PROPERTIES

14 WORKS

12 UCTION CONTRACTS

12 ORDERS FOR WORKS

11 INCOME

10 LOANS AND PAYMENT OF SALES

8 INSTRUCTIONS FOR BANKING AND FINANCIAL

6 BUDGETARY CONTROL

5 ANNUAL ESTIMATE

4 ACCOUNTING AND GENERAL

2 INDEX

FINANCIAL REGULATIONS
 OGBOURNE ST GEORGE'S
 14
 AGENDA II

COUNCIL ARISH
 FINANCIAL REGULATIONS



the accounting control systems are
and accounting control its records on behalf of
all Acts, Regulations and Council's financial officers in accordance with
Council's policy direction of the
The RFO's.
The Chief Executive appoints
The Responsible Financial Officer
for into the office
Failure to follow instructions within 1 to office employees
are expected to follow these Regulations and
disciplinary proceedings
may give rise to disciplinary proceedings by an officer of the Council
proper practices of its systems
At least once a year,
These financial regulations
demonstrate how the
identify the duties of office
prevent and detect inaccuracies
that provide for the safe and
of the timely production of
systems and procedures.
1.3.
The Council's financial management system is designed to be effective and that it is responsible for ensuring that
financial regulations relating to controlling orders and officers. Financial regulations are one of the key policy documents that may only be amended by the Council.
These financial regulations
GENERAL

1608 Page 2014 September Financial Officer
Accounts and Finance Officer

; borrowing
approving an annual gover
; s accounting
) ; s Council's budget setting the

regular any decisions or specific
gulations or otherwise to delegate or to be controlled by the Re
measures to ensure that it
and RFO and that the approval
for appropriate written instructions to the appro
s are not ; procedures to ensure that
; of responsibilities of those
identification of the duties
; y list records ability to reconstruct an
processes to enable the p
soon as reasonably practic
; are recorded ensure that the financial instructions of the
The accounting code
claim made, or to be read
; s income and expenditure in relation to wherever relevant, a recor
and Council's of the a record of the assets and
; account relate
Council and the matters to which
entries from day to day of
ned by the RFO shall in particular the accounting reco
; e relations comply with the Accounts and Audit
Council prepared for or management information the disbursement,
or record of receipts or payments or additional
's transactions and to enable
the and explain the accounting reco
; Council financial management information as
and resources
to secure economy, efficiency and effectiveness
; proper practices
up to date in accordance with the accounting records of the

its directed by to be necessary for the preparation of the audit
 as and records shall maintain such documents Any officer or member
 in accordance with proper practices and of the system of internal control
 its adequate and effective system of internal control shall be maintained.

within the time limits set by the Accounts and Audit Regulation shall submit them any
 and having certified the accounts as soon as practical
 proper practices shall be in accordance with the Annual Financial Statements of the
 The RF shall comply

the County Council, including any reports
 reconciliations and the original Transferor statements (or similar
 ations (where applicable) be appointed to produced by the RF
 other than the Chain
 On a regular basis, a
 proper practices,
 accordance with the Account
 All accounting procedures
 shall be maintained by the

ACCOUNTING AI
 as appropriate. One Voice (Voting AI) and SL
 and Accountability is
 available from the AI Practitioner (Clerk) Council the websites of NAL
 Governance Clerks (BUDG) issued by the Joint AI Practitioner (Clerk) Divi
 available from a Practitioner (Council) unavailability for Local Governance and Assurance issued in
 a financial reg.

unless and then in forwarding legislation, or any super otherwise specified
 section 27 of the regulations issued that are the regulations of
 or the in these Financial Regulations

in accordance with the terms of reference salaries of employees payable by
 have regard to the recommendations of the Committee in respect of

the Committee shall in respect of approve and consider and
 £100
 ; accounts
 bank Council for all and make the keep and register

must: Council In addition, the
 only, Council shall be a matter for
 the recommendation of the
 s. 4. external internal or report from the recommended
 and General Power of Competence concerning eligibility for the
 writing-off bad debts;

ensuing year. annual budget shall be on the basis of budget annual member with a copy of RFO shall be submitted to the Council not later than the end of January 31st of the ensuing financial year. The Council shall fix the budget and relevant financial reports.

and sources of funding shall be stated in the forecast of revenue. The Council shall consider the budget presented by the Council budget to be completed by a following financial year receipts and payments. The RFO shall also state the estimated expenditure allowed.

FORWARD PLANNING ANNUAL ESTIMATE

shall submit internal or external correspondence or reports to the internal auditor. The RFO shall, and the Accounts Officer shall, be responsible for the accounts and disbursements including the exercise of election rights in relation to the RFO. The internal auditor shall be independent of the Council. For the purposes of this section, the internal auditor shall be independent of the Council.

shall have been appropriately as employed by the Council. The internal auditor shall approve accounts and perform any operational duties. The Council shall ensure that the internal auditor is external to the Council.

relationships, including those arising from the internal auditor's objective and impartiality. The internal auditor shall be independent of the Council. The internal auditor shall be independent of the Council. The internal auditor shall be independent of the Council.

shall have a minimum of one year's experience in writing reports on a regular basis. The internal auditor shall be competent and independent. The internal auditor shall be independent of the Council. The internal auditor shall be independent of the Council.

shall be considered necessary for the purposes of the internal auditor's duties. The internal auditor shall be independent of the Council. The internal auditor shall be independent of the Council.

NO OF PAYMENTS & AUTHORITYSATIO BANKING ARRANG

4.9

control process. Changes to remark

as part of the budgetary material shall be excess of

For this 10% of the budget material shall be excess of

of receipts and payments. The RFO shall regul

's standing orders and financial registers. All capital items shall

is satisfied the the requisite borrowing approval has been obtained, and

at least once in relation to any capital project and the expenditure shall

is necessary to replace or other work, whether of such expenditure includes

is necessary to replace or other work, whether of such expenditure includes

for the following shall be evidenced below and the Chair

shall not be s for identified proposals revisions (A) (B) (C) (D)

having considered fully the implications for budget year and will

to be controlled by the Contracts may not be

late Chairman. and where necessary shall

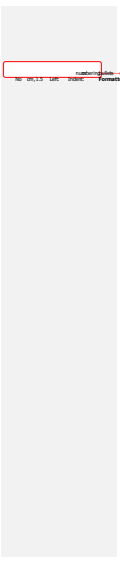
the Chairman of Council in conjunction with the Chairman of

or 2000 for all instances of

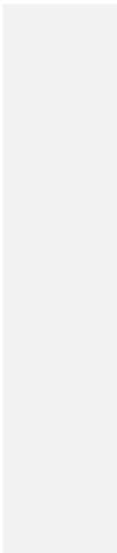
it is to be determined by expenditure in the ap

up to the amount included for that class of Expenditure on revenue

ND SPE UTHORISED BUDDGETARY CC



resolution of subject to ratification before payment - Council
of made. of duplicated payment
thus controlling the risk. each and every transaction pi
signed by two de under 5.6 above shall be drawn up and signed by regular pi
Council of such payments sh
provided also that a list (Budgetary Controls) are adhered to in regu
payments to be made. provided that the contracts and the like
duely, Salaries (S. 19(1) and 20). Sup
on a regular basis as
due payments which arise RFO shall draw up a list of For each financial ye
Council meeting of
provided that a list of su
s bank(s) arrangements up to the start of the financial year within the
or Council meeting of
provided that a list of su
(Continuing contracts and obligations) An expenditure item author
payments shall Council be submitted to the next ap
RFO certify that there is no outstanding debt of Commercial Debt (interest)
the Late Payment of If a payment is necessary
the following circumst
shall be referred to the City Council
Meeting Council shall take all steps to
and which are in order
arithmetic accuracy and analyse them. The RFO shall exc
Council the approved represents expenditure
involved, carried out, invoice, cashless the work, goods or s
that to confirm All invoices for paym
any person who is to be removed from public
to the satisfaction of the RFO
and any payment wages, salaries and payments authorised
at which payment is made shall be discussed within or a
of all payments shall be initiated by the Chairman of
be shall be The approved schedule by a resolution of the Council
that shall be that no expenditure shall be incurred in compliance i
to the schedule that no expenditure shall be incurred in compliance i
forming part of the requiring authorisation schedule of payments Agends for the Me
The RFO shall pres
Council may not be delegated banking arrangements RFO and approved
efficiency, safety and They shall be regularly reviewed
may not be made by the 's banking arrangements, includ



up shall be at the discretion of the Council. These limits will be set by the Council and will not exceed the limits of the Council's authority. These limits will be set by the Council and will not exceed the limits of the Council's authority.

These limits will be set by the Council and will not exceed the limits of the Council's authority. These limits will be set by the Council and will not exceed the limits of the Council's authority.

A programme of the Council shall be established to ensure that the Council's activities are carried out in a manner that is consistent with the Council's objectives and the interests of the public.

The Council shall have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions. The Council shall also have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions.

The Council shall have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions. The Council shall also have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions.

The Council shall have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions. The Council shall also have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions.

The Council shall have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions. The Council shall also have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions.

The Council shall have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions. The Council shall also have the authority to require the production of any document or information which it may require for the purpose of carrying out its functions.

LOANS AND INVESTMENTS

must continue full business case. re or during term staff
 Council . Terms payments shall
 be maintained for all staff . An effective system c
 , to ensure that only payments due for the
 month shall be reported with all other payments. The total of such pay
 eding , or any super legislation
 or by any person authorised
 or by the external auditor,
 for who Council requires a need to know:
 or otherwise) other than the Freedom of
 to inspection or review (under (confidential cash to
 to the appropriate creditor of the statutory and discreet
 . Council . Each and every pay
 egulated otherwise. . as set out in Council not available reported to
 contracts, provided that each payment is appropriate dates s
 or similar statutory or be made in accordance with the appropriate legislation
 required to be rom salary such as may be Payment of salaries
 shall be approved by Council
 ance legislation. The shall make arrangements to make such payments.
 postage or minor RFO (for example for
 Chairman of the Council and then raise the situation in of a
 bers or personal credit or debit cards of mem shall not be used in the absence of a C
 payment (statutory and otherwise) shall be used by each month
 will be specifically approved by the Council use by restricted by
 t operated by staff and its credit card usage (RFO).

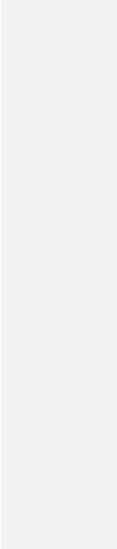
and Council Chairman and Vice Chairman of the Council act after consultation with the excess of this sum the Clerk for up to an estimated value of £500 for additional audit work of the extension of an existing contract) for works to be executed or goods repairs to or parts for existing ma work to be executed or goods h consist of and planning consultants; for specialist services such as an for the supply of gas, electricity, v not apply to regulation below: contracts which relate to the made otherwise than in an Every contract shall comply o contracts are listed below:

CONTRACTS

so that the Minutes c that the statutory aud or, and in the case of n The RFO shall verify A member shall not is provisions in the stat more quotations or available forms are i officer issuing an offi All members and Cl roll books shall be con be retained. contract is to be prep An official (clerk or i

ORDER BOOK WORK

Regulation 16 below) partly meeting separately to the Trustees i already incurred by the Council or otherwise b bank accounts. Ine Any income arising v individuals banking s control such as takes when the cash is coi Where any significant



_____ contract or public w
_____ shall be the council
_____ shall be followed
including _____ 2006 and the Utilities Contract Regulations 2009
_____ terms of the Public an Union Public Employees' Collective Agreement shall i
_____ applicable
_____ estimate or quote who was
_____ require. ~~Council~~ shall ensure that there is no situation where
_____ does not ~~accept~~ any tender, and that the lowest
_____ shall not be accepted to accept the lowest
_____ in 3 estimates. Otherwise, Regs
_____ and above £100 the ~~Contract Regulations~~
_____ shall obtain
_____ items, work or materials or the exc
_____ items, work or materials or the exc
_____ in value for the supply of goods. Where it is to enter into a co
_____ and enter into the terms of the
_____ Standing Order subject to
_____ goods or materials or exc
_____ may be awarded in accordance with the provisions of the proc
_____ if less than three tenders a
_____ Council Clerk in the presence of at l
_____ All sealed tenders shall be
_____ until the prescribed date for
_____ to the Clerk in the ordinary
_____ appropriate cases. The net
_____ Clerk shall obtain the nec
_____ Such invitation to tender sh
_____ Council recommendation to the
_____ bid without competition. The results of all tenders shall be
_____ if the applicable provisions are not
_____ the appropriate approved le
_____ paragraph (a) the Clerk sh
_____ such goods, materials, ser
_____ of goods or materials or it
_____ Where it is intended to enter
_____ y sold at a market price
_____ for goods or materials proposed

affecting existing insurance and of any alterations which require to be in The Clerk shall give
's insurance Council insurance and report
) the RFO shall effect all ent (per Financial Report) annu

INSURANCE

assets.
verified at least ann
is kept up to date. T1
The RFO shall ensur
register of Assets and Investments with a full Councils case
writing shall be proc
purchased or acquir
In each case a Report in abatement tangible moveable property shall be subject to the l

level of consultation i
together with a proper business case resulting in
written and surveyed c
in respect of a provided shall be a Report in writing conducted.
the authority of the No real property (ite

including an adequate level of consultation i
of the property (ite
in respect of a valuation and surveyed condition Report in writing sha
fer consent required by the Council or authority of the
shall be sold, leased or otherwise disposed of by the

50
property does not ex
quired by law, save
together with any other consents without the authority of the Council disposed c
purchased or otherwise disposed of
sold, leased or tangible moveable

reference, purchase
maintained of all p
Registry Cert
The Clerk shall mak
and Land ASSET DISPOSITION

ASSET DISPOSITION
exceed the financial provisions
being in force where the final contract is entered into by the Council
Any variation to a co
Council shall be submitted to
a contract, excluding
such payments, in or
Where contracts pro
in the particular case
(subject to any percentage without prejudice to the Council)

presented in advance
 suspension and recall
 , suspension of any part of this
 Council may, by resolution of the
 duly authorized to the relevant may, by resolution of the
 these financial regula
 of any instrument for a consequential
 monitor changes in legislation or proper
 to review the Financial Regulations of the City of

REVISION OF FINANCIAL REGULATIONS
 Council
 ment proposals for consideration
 or activity, the
 When considering a
 annually,
 consequential risk in
 statements in resp
 shall be responsible for the
 is responsible for putting in place:

RISK MANAGEMENT
 Governing Document
 arrange for any Audit
 and legislation, or a
 reports from as
 ensure that separate
 Where this is

CHARITIES
 Council the
 determined
 the maximum risk exposure as
 shall be covered in a separate
 All appropriate
 at the next meeting,
 claim, and shall report
 The RFO shall be re
 risks covered thereby
 The RFO shall keep

and the RFO shall