



Tickhill Town Council

Financial Regulations February 2021

FR1 Responsible Financial Officer (RFO)

The Responsible Financial Officer of the Council shall maintain the Council's accounts as prescribed by the Local Audit and Accountability Act 2014.

FR2 Expenditure

The R.F.O shall have power to spend money/commit expenditure up to the following limits under these budget headings:

Budget Head	Limit of Expenditure without prior authorisation of Council	Expenditure by
Stamps/Administration	£250	Clerk/RFO only
Courses	£150(For Councillors only)	Clerk/RFO only
Christmas	£400 – limited to purchase of Xmas Trees	Clerk/RFO only
Mayors Allowance	£350 – for Mayor's Reception £150 – for other individual items	Clerk/RFO only or Mayor Clerk/RFO only or Mayor
Pavilion Repairs	£1000 - Emergency repair works only	Clerk/RFO only
Pavilion Renewals	£500 – Emergency repairs works only	Clerk/RFO only
Pavilion Cleaning Materials	£250	Clerk/RFO only
Litter picker supplies	£200	Clerk/RFO only

The Mayor, Clerk or Litter Picker shall have power to spend money/commit expenditure as shown above. Payment of all other monies shall be authorised by Resolution of the Council. Such resolutions on expenditure can only be considered when included as an Agenda item of the meeting considering the expenditure.

FR3 Signing of cheques

Cheques in payment of accounts due shall be signed by any one of three authorised members of the Council. The counterfoil of the cheque and the invoice shall be initialed as confirmation of the validity and the amount. Cheques are to be signed at the meeting at which the payment is approved. A majority Council approval is to be agreed before payment is made.

FR3.1 Direct Payments (D.P.'s)

D.P.'s are to be presented for approval and authorised by members of the Council.

The D.Ps. are to be initialed as confirmation of validity and amount. The bank statement will be presented at each Council meeting to be scrutinised for accuracy.

Details of the secret codes are held with the Chairman of the Council and are only to be accessed in an emergency. If the envelope is tampered with, the codes must be reset by the R.F.O.

FR4 Authorised Members for signing cheques

A minimum of two members shall be authorised by Resolution of the Council to sign cheques on behalf of the Council, but only one signature will be required.



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FR5 Accounts and Financial Statements

The R.F.O shall supply to each member at meetings that Accounts are approved a financial statement comprising details of the budgeted figures of expenditure and income for the current financial year, the payments made, and income received in the current year to the end of the previous month. At 3 monthly intervals that Statement will also include a reconciliation of income and expenditure.

FR6 Bank Accounts

The Council shall maintain a current account, and in addition, the Council may maintain deposit account as it deems necessary.

FR7 Inspection of Accounts

The Accounts **must be made available** for inspection by the public for 30 working days prior to the audit by prior appointment with the R.F.O. and must include the first 10 working days of July.

The Accounts are to be available for inspection by Councillors and members of the Public always by prior appointment with the Clerk or R.F.O.

FR8 Insurance

The Council shall maintain insurance cover for the risks it considers appropriate but shall, as a minimum, cover for Public Liability, Employer's Liability and Money and Fidelity Guarantees.

FR9 Internal Audit

Internal audit shall be carried out by the Finance Committee or by the Council comprising of the Mayor, and three other members of the Council - the Audit is to be carried out not less than 4 times per financial year. The outcome of the Audit if carried out by the Finance committee is to be reported to The Council at the next ordinary meeting and recorded in the Minutes. Due to the Pandemic and Government rulings, the Internal Audits have been paused until further notice.

Financial Regulations reviewed at a meeting of Tickhill Town Council held 9th February 2021

Chairman Cllr J.Bergin

Responsible Financial Officer M.Booker

Dated 9th February 2021

Review Date February 2023