

Harringworth Parish Council Financial Regulations (May 14th 2020)

1. PAYMENTS

- a Payments shall be authorised by the Responsible Financial Officer and the Chairman or, in the Chairman's absence, the Vice-Chairman. Cheques shall be signed by the Responsible Financial Officer and the Chairman or, in his absence, the Vice-Chairman. When the Responsible Financial Officer is absent a Council appointed member of the Council will carry out this function.

2. Contracts

- a Council Members shall not be precluded from tendering for supplies or services to the Council provided that the requirements of Standing Orders and Financial Regulations are complied with.
- b Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Financial Regulations, and no exception from any of the following provisions of these Financial regulations shall be made otherwise than by the direction of the Council or in an emergency by such Committee, provided that these Financial Regulations shall not apply to contracts which relate to the following:
 - i the supply of gas, electricity, water, sewerage and telephone services
 - ii specialist services such as are provided by solicitors, architects, surveyors and planning consultants
 - iii work to be executed or goods or materials to be supplied which consists of repairs to or parts for existing machinery or equipment or plant
 - iv work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council - the value of the extension to be no more than 50% of the original contract
 - v goods or materials proposed to be purchased which are proprietary articles and/or which are sold at a fixed price.
- c The Responsible Finance Officer shall be allowed to spend up to £100 per annum without prior approval of the Council.

The Responsible Financial Officer shall;

Keep accounting records in accordance with current accounting practices

Record the names of Councillors approved to make payments on behalf of the Council authorised

Maintain an up to date Bank mandate

Obtain bank statements on a monthly basis

Provide a bi-monthly reconciliation report for the member responsible for finance

Maintain a Financial Risk matrix

Ensure that all electronically held financial data is password protected with access limited to the Financial Officer, Chairman, Vice Chairman and the Council member responsible for finance.

Dated 14th May, 2020

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