

South Luffenham Parish Council

Financial Policy Statement

The Accounts & Audit Regulations 2015 provide a comprehensive framework for the accounts of a local council with special provisions for those operating under £25,000 pa and supersede any previous financial arrangements made by South Luffenham Parish Council.

Accounts can be defined as constituting :-

- the day-to-day records of financial activity for the effective management of the council's funds – the 'books of account'; and
- the summary of the council's financial activity which is prepared at the end of each financial year for public reporting – the 'accounting statements'.

In the interests of good practice in this transition period, the Parish Council's financial policy is not to declare exemption as operating under £25,000 pa, but to comply as far as possible with the main body of the regulations for Category 2 Smaller Authorities as well as the Transparency Code.

To do this, the Parish Council must appoint :-

- a competent Responsible Financial Officer (RFO), who will determine and constantly review a suitable and effective form of accounts and accounting records to keep within the set budget;
- a Finance Committee of two or more Parish Councillors, who will support the RFO in the application of the agreed financial system;

The system of control for the Parish Council's financial operations will consist of :-

Annually

1. setting the annual budget and precept;
2. tendering for all standard services carried out by the Parish Council (eg. grass cutting);
3. reviewing the assets held by the Parish Council at depreciated value;
4. reviewing the risk assessment for Parish Council operations;
5. reviewing insurance cover to ensure adequate provision for all operations and to secure a value-for-money policy;
6. carrying out annual return at financial year end for the appointed internal and external auditors;
7. publishing the results of the audit on the annual return on the website for public inspection in the first 10 days of the following July;
8. publishing the public rights of inspection in the village newsletter, notice boards and website with details of the notification procedure within 30 days of receipt of the audit;

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