

GELLIGAER COMMUNITY COUNCIL

Financial Regulations

Amendments: Agreed & adopted on 17/05/2017 Next Review: May 2018

The Financial Regulations (Wales) 2016, released via One Voice Wales were adopted by Gelligaer Community Council at an ordinary Council meeting on the 7th December 2016 with the following amendments agreed:

References to the Clerk and RFO are identified throughout the documents as being two separate officers. The Clerk at Gelligaer Community Council is also the Responsible Financial Officer (RFO).

References to any “committee” should be replaced with “Council”.

3.1 The Community Council does not have a three year forecast

3.2 The RFO must each year, by no later than **[January]**, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the ~~[relevant committee and the]~~ Council.

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over **[£500]**
- ~~a duly delegated committee of the Council for items over [£500]; or~~
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below **[£500]**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.4. The salary budgets are to be reviewed at least annually in **[January]** for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **[£500]**. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared ~~at least at the end of each financial quarter~~ **4 monthly** and shall show explanations of material variances. For this purpose “material” shall be in excess of ~~[£100] or~~ **[15%]** of the budget.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council ~~[or finance committee];~~
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council ~~[or finance committee];~~ or
- c) Fund transfers within the Councils banking arrangements up to the sum of **£3,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of Council ~~[or finance committee].~~

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and **placed** ~~shall be handed to and retained by the Chairman of Council~~ in a sealed dated envelope **and kept in the locked tall cabinet**. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of **£1,000** unless authorised by Council or finance committee in writing before any order is placed.

~~6.22. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.~~

~~a) [The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.~~

~~b) [Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~c) [Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.]~~

f. Any invitation to tender issued under this regulation shall be subject to Standing Orders **29**, [insert reference of the Council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

g. When it is to enter into a contract of less than **£10,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below **£3,000** and above **£100** the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply