
STANDING ORDERS – RESPONSIBLE FINANCIAL OFFICER

Pirton Parish Council

Adopted: 11th Sept. 2003
Doc004.

Re-Assessed (date)	Signed (Chairman)
12 th June 2014	P.Waters
8 th June 2017	A.Smither
11 June 2020	J Rogers

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1. A Responsible Financial Officer (RFO) must be appointed by each local council under Section 151 of the Local Government Act 1972.
2. The Responsible Financial Officer to Pirton Parish Council shall be the Clerk unless otherwise agreed by resolution.
3. The following is a list of duties which the RFO is responsible for ensuring are undertaken to comply with Financial Regulations. These duties shall be agreed by the Council and reviewed annually at the Budget meeting.
 - 3.1. To prepare financial reports for the Council to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
 - 3.2. To submit the precept to the district council and supply any breakdown requested.
 - 3.3. To bank regularly all money received and expended by the council.
 - 3.4. To ensure that all money due to the council is billed and collected promptly.
 - 3.5. To manage cash flow and control investments and bank transfers.
 - 3.6. To control payments by cheque and BACS.
 - 3.7. To handle the management of payroll, including the Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to the Collector of Taxes either monthly, or where appropriate, quarterly. To ensure, where appropriate, prompt payment of sums due to the pension authority.
 - 3.8. To be responsible for the submission of annual VAT returns and reclaims and to deal with VAT inspections.
 - 3.9. To verify and correctly allocate suppliers' invoices prior to certification for payment.
 - 3.10. To prepare and balance final accounts in accordance with the regulations and report thereon to the Council.
 - 3.11. To produce accounts and records for external audit in accordance with regulations.
 - 3.12. To monitor compliance with the Council's financial regulations and to ensure correct financial systems are in place. The purpose of financial regulations is to set out the arrangements for governing the conduct of the financial transactions of the Council and to ensure compliance with the accounting requirements of the regulations.
 - 3.13. To manage insurance risk. To process claims as necessary. To report annually to the Council on insurance risk covered. Fidelity guarantee insurance must be provided at Councils at all levels.
 - 3.14. To maintain the Council's register of property and assets.

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- 3.15. If the Council's accounts are computerised, to be familiar with the system in place.
- 3.16. To safely keep deeds and documents pertaining to ownership of property and assets in a secure fire-proof box designed for the purpose..