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# ACCOUNTING PROCEDURES – NEIGHBOURHOOD PLAN STEERING GROUP

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Pirton Parish Council

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Adopted: 13 February 2014  
Doc010.

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Re-Assessed (date)	Signed (Chairman)
9 <sup>th</sup> February 2017	Alison Smither

# Pirton Parish Council



## ACCOUNTING PROCEDURES – NEIGHBOURHOOD PLAN STEERING GROUP

Doc010

2014.04

1. Any monies or grants received in respect of the production of the Pirton Neighbourhood Plan will be held in the PPC bank accounts.
2. Grant monies received and expenses paid will be identified separately on the monthly financial reports that the Parish Council's Responsible Financial Officer (RFO) presents to the PPC at each monthly meeting.
3. The RFO to Pirton Parish Council shall be responsible for the control of the PNPSG monies.
4. Grant Monies received, can only be used as specified on the grant approval notification as received from the Communities Development Fund administrators.
5. Any potential costs related to the PNPSG must first be agreed by the Treasurer and one other from the Chairman, Deputy Chairman, or Secretary of the PNPSG in line with the PNPSG constitution.
6. Before incurring any costs, the Treasurer of the PNPSG must first obtain approval from Pirton Parish Council's RFO
7. The Treasurer of the PNPSG must provide written evidence (e.g. receipts, invoices, quotations) supporting any expenditure or proposed expenditure to the Parish Council's RFO.
8. Should approved expenditure be incurred by the Treasurer, or other members of the PNPSG following approval by the RFO, such expenditure will be reimbursed upon receipt by the RFO of supporting documentation.
9. Where approved expenditure is incurred by the Parish Council upon request from the Treasurer of the PNPSG, such expenditure will be paid directly by the Parish Council in line with the Parish Council's financial regulations.