

# Gillingham Parish Council

## Financial Standing Orders

1. Bank Accounts – must be authorised by the Council and cheques/withdrawals to be authorised by two signatories from the three named councillors. The clerk may not sign cheques but may initiate transfers between any of the Council's accounts and cash cheques for agreed amounts that are correctly signed by 2 authorised council signatories.
2. Income – charges should be reviewed annually to ensure correct and adequate.
3. A budget should be prepared annually to enable the precept and fees to be set. Actual results should be compared with budget figures, and variances explained.
4. Payments should be reported to/and authorised by Council regularly.
5. Salaries are paid by Standing Order and are authorised by Council prior to any changes taking place. The clerk's fee should be reviewed annually in line with recommendations from NALC.
6. Travelling and other expenses incurred by councillors while carrying out work for the Council should be reimbursed at the rates recommended by NALC.
7. Any petty cash received shall be banked immediately.
8. Three estimates should be obtained for any planned expenditure over £2,000.00, where possible, and for that over £5,000.00 tenders in sealed envelopes should be obtained and opened at the Council meeting.
9. Insurance should be reviewed regularly to ensure complete and competitive.
10. An asset register should be maintained.
11. The Chairman/nominated Councillor should agree the reconciliation of the cash book at the year end, by reference to bank statements, and at any other time of the year as he feels fit.  
The RFO to reconcile the bank account monthly.
12. The Clerk is authorised to spend up to £500.00 in the case of any emergency, or to ensure the smooth running of the Council, but any such expenditure must be reported to the following Council meeting.
13. Financial Standing Orders and the responsibilities of the Responsible Financial Officer to be reviewed annually.
14. Insurance – full cover maintained at all times – reviewed annually.

15.Risk assessment of Parish Council assets carried out.

Signed .....  
Chairman –Gillingham Parish Council

Dated

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Date of next review .....