

Bodham Parish Council

Financial Regulations

August 2024

Bodham Parish Council adopts the following:

1. The Clerk is nominated as the Responsible Financial Officer responsible for financial affairs (but not authorised to sign cheques on behalf of the Parish Council).
2. The Clerk to provide a financial statement each month.
3. Internal audits to be carried out at least once a year by a person outside the Parish Council, nominated by the Parish Council to undertake the work.
4. Four councillors empowered to sign cheques (usually Chairman, Vice Chairman and two others), with only two signatories required. Signatories to the Parish Council account to be reconsidered every four years after elections have taken place, or sooner if circumstances dictate.
5. Quotations from at least three sources to be obtained for items costing in excess of £1,000.
6. Requests from Parishioners for copies of Parish Council documents (minutes, accounts etc) with the Parish Council who can request payment for expenses incurred (i.e., 10p per photocopy plus Clerks time, postage etc)

Signed

Chairman

Date

Signed

Clerk/RFO

Date