

Fillongley Parish Council Financial Regulations

Bank Account

1. Two signatures on all cheques raised. Cheque stubs to be initialled by signatories.
2. Cheques to be raised at a scheduled PC meeting wherever possible.
3. No post-meeting cheques to be raised without prior approval at a scheduled PC meeting.
4. Cheque numbers must be recorded on PC minutes and Expenditure account.
5. No signatory to any cheque to be related to the payee.
6. Clerk not to be signatory on accounts.
7. Accounts books to be inspected by Councillors 6 monthly.
8. Petty cash to be paid in arrears.

Councillors Responsibilities

1. Register of Interests completed and updated by Councillors when appropriate.
2. Declarations of Interest minuted.

Precept

1. An accurate account of annual PC spending to be kept and a budget to be carried out each year in order to establish sufficient precept is applied for.

Dated