

Finance and Procurement Policies

FINANCE POLICY

The annual precept requirement results from an adequate budget-setting process, and progress against the budget will be regularly monitored:

1. Accounting statements will be prepared for income and expenditure and kept properly throughout the year. The accounts will be supported by an adequate audit trail from underlying records and where appropriate debtors and creditors will be properly recorded.
2. Bank balance statements are a standard item at every parish meeting. Bank statements for current and reserve accounts are reviewed following receipt from the bank and if correct are initialled by the Chairman at the next meeting following receipt of these statements.
3. All expenditure must be authorised by the Parish Council at an ordinary meeting and fully minuted. The clerk has authorisation to pay for incidental stationery items required for the job of clerk, up to a value of £100 without prior authorisation. However reimbursement will not be made until authorisation has been approved by the full council at the next ordinary meeting.
4. All payments must be supported by invoices.
5. Annual audits will be carried out as required by law/government policy.
6. A copy of the parish council accounts is available for the public to view via the parish council's website.

Risk Management

- Passwords for access to the Parish accounts are held only by the Clerk and the Chairman.
- The signatures of two councillors are required on every cheque written.
- Three quotations are required for all services/goods costing in excess of £100.
- Formal tenders are required for all work costing more than £10,000. Tenders will be processed by the approved Tender Process.
- The Council takes out insurance to cover the risk of financial impropriety by the Clerk.

PROCUREMENT POLICY

- To ensure Value for Money for public money spent the Council will require 3 quotations for items costing in excess of £100. The final choice will be made on overall Value for Money, not necessarily the cheapest.
- Formal tenders are required for all work costing more than £10,000. Tenders will be processed by the Council's approved Tender Process (see below).
- Where the value of a contract is likely to exceed £138,893 the Council must comply with EU procurement rules.

SOURTON PARISH COUNCIL

- The Council will ensure fairness in allocating public contracts and ensure that there is no local cartel.
- The Council will comply with all legal requirements.
- The Council will ensure that non-commercial considerations do not influence any contracting decision.

TENDER PROCESS

The formal tender process shall comprise the following steps:

- a public notice of intention to place a contract will be placed in a local newspaper;
- a specification of the goods, materials, services and the execution of works shall be drawn up;
- tenders are to be sent, in a sealed marked envelope, to the Clerk (Proper Officer) by a stated date and time;
- tenders submitted are to be opened, after the stated closing date and time, by the Clerk (Proper Officer) and at least one member of the Council;
- tenders are then to be assessed and reported to the next meeting of the Council

The Council is not bound to accept the lowest tender.