

# Hovingham with Scackleton Parish Council

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## For Hovingham with Scackleton Parish Council job responsibilities performed by the Chair/ Treasurer:

1. To periodically, and at least once a year, receive an original copy of bank statements for all bank accounts held by the Parish Council and reconcile these to the statement of accounts.
2. To ensure that the accounts and financial records of the Council are maintained in accordance with proper practices and are kept up to date.
3. To complete the accounts of the Council and the Annual Return within the timescale set by the Accounts and Audit regulations 1996 (as amended).
4. To ensure that the council has a form of independent internal audit and that the audit is carried out regularly at set times in accordance with Council policy. **(The Council is Exempt, this audit is replaced by an Inspection of the Accounts).**
5. To make necessary arrangements to allow the opportunity for public inspection of the accounts, books and vouchers at an appropriate time.
6. To ensure that the Council prepares an annual budget for the following financial year and reviews the budget throughout the year.
7. To prepare, and keep up to date, a forecast of revenue and capital receipts and payments.
8. To regularly provide the Council, at each Parish Council meeting, with a statement of receipts and payments to date, under each heading of the budget, comparing actual expenditure against that planned.
9. With the approval of Council, to devise measures to ensure prompt and accurate recording of financial transactions.
10. To analyse all income and expenditure using appropriate categories.
11. To develop a procedure for uncollectable amounts, including bad debts, to be written off and to ensure that this procedure is only undertaken with the Treasurer's approval, and for the approval to be shown in the accounting records.
12. To keep accurate payroll records on behalf of the Council and prepare the quarterly salaries of staff as agreed by the Council.
13. At the close of business at 31st March each year, to promptly complete a VAT return or to make claims during the year at the direction of the Council.
14. To control order books for work, goods and services.
15. To ensure that an adequate record is maintained of properties owned by the Council.

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16. The Treasurer will assist the Proper Officer to prepare and promote a financial risk management policy statement in respect of all activities of the Council and prepare new policies where necessary.

17. To ensure that the Council's financial regulations are kept up to date and reviewed from time to time.

**Signed By:**

Name (block capitals) .....

Signature .....

Date .....

*Last updated: 29<sup>th</sup> January 2021 – removed 10 (present payments to meeting), reworded 10 (was 11) as above.*