

Quenington Parish Council

Financial Standing Orders

1. All expenditure to be agreed by the Parish Council
2. Any expenditure over £100.00 will need the approval of the Council and estimates will have to be obtained. The council will select the appropriate estimate.
3. Any work that is for a year or longer will have to be competitive tendered and the council will select the most appropriate tender.
4. When work has been completed check that the work is to the agreed specification and has been correctly carried out.
5. Raise Cheque
6. Arrange for signatures on the cheque ensure that the invoice name and amount matches the cheque and that the cheque has been correctly completed
7. Both signatories to initial cheque stubs
8. Enter the paid invoice on to the spreadsheet.
9. File invoice
10. Reconcile Bank statement to spreadsheet on each statement received.
11. Every 6 months arrange for the Council Financial Officer to audit books.
12. Every 12 months have all financial documents ready for internal auditor.

Approved by Quenington Parish Council on 14th May 2020