

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. Email signatories to the QPC bank account with details of invoices to be paid via online BACS payment.
6. Signatories to check details of invoices relate to work carried out and give permission to the clerk via email.
7. The clerk is to make the BACS payments and print receipts.
8. Enter the paid invoice on to the spreadsheet.
9. File invoice with receipt
10. Each quarter, the Council Finance Officer is to check payment receipts against invoices and bank account and initial receipts.
11. Reconcile Bank statement to spreadsheet on each statement received.
12. Every month the signatories are to check the online bank account for any unexpected payments and contact the clerk for explanation if necessary.
13. Every 6 months arrange for the Council Financial Officer to audit books.
14. Every 12 months have all financial documents ready for internal auditor.

Approved by Quenington Parish Council on 13th May 2021