



Owermoigne Parish Council – Financial Regulations

These Financial Regulations govern the conduct of financial management by Owermoigne Parish Council and may only be amended or varied by resolution of the Council.

1. Finance

1.1 Responsible Finance Officer (RFO)

The Responsible Finance Officer (RFO) is a statutory office appointed by the Parish Council. As stated in Standing Orders, the Clerk to the Parish Council will undertake this role and be responsible for administering the Council's financial affairs in accordance with proper practices.

1.2 Estimates and Precept

The RFO will prepare estimates of income and expenditure annually for consideration by the Parish Council.

The Council will review the budget no later than the end of December in preparation for agreeing the precept and submitting it to the Finance Officer of Dorset Council in January.

During the year the budget will be reviewed against actual income and expenditure. Any proposed amendments to the budget will be considered by the Parish Council and recorded in the minutes.

1.3 Income and Expenditure

The RFO will provide regular financial reports to the Parish Council showing actual income and expenditure against budget estimates.

Any significant underspends or overspends will be reported to the Council. Where appropriate, underspent revenue may be transferred to earmarked reserves by resolution of the Parish Council.

1.4 Accounting and Audit

1.4.1

The RFO will determine the accounting procedures and maintain financial records of the Parish Council in accordance with the **Accounts and Audit Regulations 2015** and proper practices.

1.4.2

The RFO will prepare the annual financial statements of the Council as soon as practicable after the end of the financial year and present them to the Parish Council for approval.

1.4.3

The Parish Council will ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and operational procedures in accordance with proper practice.



Owermoigne Parish Council – Financial Regulations

1.4.4

An Internal Auditor will be appointed by the Parish Council to carry out the work required. The person appointed must be competent and independent of the Council's financial operations.

1.4.5

The RFO will prepare the Annual Governance and Accountability Return (AGAR) and submit it to the Parish Council for approval before forwarding it to the External Auditor for the Limited Assurance Review by the required deadline.

2. Banking and Financial Controls

2.1 Banking Arrangements

The Council's banking arrangements, including the bank mandate, will be determined by the RFO and approved by the Parish Council. These arrangements will be reviewed periodically for efficiency and security.

2.1.1 Authorised Signatories

A resolution of the Parish Council will nominate at least three councillors as authorised signatories for the Council's bank accounts.

2.1.2 Payment Authorisation

All items of expenditure will be authorised by the Parish Council.

The RFO will examine invoices and verify and certify expenditure. Payments will normally be made by BACS or other approved electronic banking methods. Where cheques are used, they must be signed by two authorised councillors.

2.1.3 Exceptions

Authorisation should normally be obtained prior to payment except for:

- payments made under an agreed contract
- payments authorised by the Council to be taken by Direct Debit

Such payments will be reported to the Council at the next available meeting.

2.2 Loans and Investments

2.2.1

All loans and investments will be made in the name of the Parish Council and will be approved by the Council.

2.2.2

All borrowing will be undertaken in the name of the Parish Council and will only proceed after appropriate approvals have been obtained.



Owermoigne Parish Council – Financial Regulations

2.2.3

All investments of Council funds will be held in the name of the Parish Council and any certificates or investment documentation will be retained by the RFO.

2.3 Contracts and Purchase Orders

2.3.1

An official order or written instruction will be issued for all work or services paid for by the Parish Council.

Councillors and officers must ensure that value for money is obtained at all times.

2.3.2 Quotations

For purchases:

- £500 – £2000: minimum of **two quotations**
- Above £2000: minimum of **three quotations**

Contracts exceeding £50,000 will follow additional safeguards and proper procurement practices.

2.3.3

The Council is not obliged to accept the lowest quotation but the reasons for selecting a supplier will be recorded in the minutes.

2.4 Assets

The RFO will ensure that an accurate **Register of Assets** is maintained.

The Asset Register will be reviewed annually and updated as necessary.

2.5 VAT

The RFO will ensure that VAT claims are submitted in accordance with **Section 33 of the VAT Act 1994**.

Claims will normally be made at least annually and preferably more frequently to maintain cash flow.

3. Insurance

Following the annual risk assessment, the Parish Council will review the adequacy of its insurance cover.

Minimum cover will include:

- Public Liability
- Employers' Liability
- Fidelity Guarantee
- Cover for Council assets



Owermoigne Parish Council – Financial Regulations

4. Freedom of Information

The Parish Council is subject to the **Freedom of Information Act 2000** and has adopted the Model Publication Scheme issued by the Information Commissioner’s Office.

The Clerk will ensure that the Council complies with the requirements of the Act and that appropriate documents are made available to the public.

5. Financial Regulation Review

5.1

These Financial Regulations will be reviewed annually by the Clerk and Chairman and any amendments will be approved by the Parish Council.

5.2

The Parish Council may, by resolution, suspend any part of these Financial Regulations provided that the reason for doing so is recorded in the minutes and the suspension is time-limited.

Adoption

These Financial Regulations were reviewed and adopted by **Owermoigne Parish Council** at the meeting held on **18 March 2026** (Minute Ref: 11.3 a)

Next review due: **March 2027**

Signed:

Clerk ..*Emma Evans*..... Date ..31/03/2026.....

Chairman ..*Paul Warren*..... Date ..31/03/2026.....

Summary of Amendments – March 2026 Review

The following updates were made as part of the annual review:

- Updated legislative reference to **Accounts and Audit Regulations 2015**
- Clarified AGAR preparation and submission process
- Updated banking wording to reflect electronic payments (BACS)
- Corrected VAT legislation reference to **VAT Act 1994**
- Expanded insurance section to reference asset cover
- Added section heading “**Banking and Financial Controls**” for clarity
- Minor formatting and wording improvements for consistency
- Added **Next Review Date (March 2027)** to support annual governance review