



## West Kingsdown Parish Council Financial Procedures

### Income

- 1 Beginning of each month check invoices to be raised
  - a) Check Library Rent (due March/Sept): Diary rent review 4/03/2027
  - b) Invoice Photocopying (three monthly)
  - c) February: Invoice for Allotments
  - d) Reclaim from Management Committees: quarterly/Monthly
- 2 Grave and Memorial Fees: raise invoice, no and file in Income File
- 3 Goods for Organisations: photocopy supplier's invoice and raise PC invoice
- 4 Sale of sundry items: enter into receipt book and cash in cash tin.( £300 limit then bank )
- 5 Enter income received into computer monthly
- 6 Produce income received list for Parish Council Meeting
- 7 Pay receipts into Bank at regular intervals
- 8 Record card payments and reconcile with bank statement monthly

### Expenditure

- 1 Check Invoices when received from suppliers
- 2 Raise cheques and online payments for Invoices for each Parish Council meeting/Acknowledge Direct debit payments made to utilities for payment and since May 2021 online direct payments entered by Clerk and after Council approval authorised online by Chairman ( if outside of Meetings time restrictions, Clerk to email all members for approval of payment, to be ratified at next Full Council meeting
- 3 Enter Invoice details into computer monthly
- 4 Produce expenditure/cheque list for Parish Council Meeting for approval
- 5 Two signatures required on each cheque – two of the designated Councillors and initial the cheque stubs/ online payments entered by Clerk and authorised by appointed Councillor
- 6 Councillors to initial invoices (especially the Clerk's salary docket)
- 7 Calculate salaries monthly using Payroll Manager package
- 8 Send out cheques to suppliers and online payments

### Bank Reconciliation

1. Bank Reconciliation to be carried out monthly when bank statements received from Bank

### Audit:

An internal audit would be carried out by a Member of the Council on a three monthly basis and an external audit carried out after the end of year accounts have been prepared each year before submission to the appointed external auditor.

### VAT

- 1 Vat re-claim to HM Customs quarterly:
  - a) Run VAT report from computer
  - b) Check amount claimed against invoices
  - c) Send re-claim to HM Customs