



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:
 - e) Invoice use of pavilion
- 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