

## Accounting Procedures

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This document sets out the accounting procedures adopted by Duncton Parish Council (DPC). It should be reviewed and agreed annually every May at the Annual Parish Council Meeting.

DPC Financial Regulations (found on our website) has further information which govern the conduct of financial management by the council.

### 1. Banking

DPC banks with Barclays in Chichester and has 2 accounts:

- Business Community Current Account – 20-20-65 13494640
- Business Instant Access Savings Account - 20-20-65 23690989

The savings account should hold the bulk of the Council's funds and a maximum of £1,000 will be kept in the current account at any one time.

Both accounts are set up as a 1 to sign basis and have 4 authorised signatories:

- Peter Thomas (Chairman)
- Chris Davies (Vice Chairman)
- Andrew Beadsley (Councillor)
- Jane Landstrom (Clerk)

The Clerk has access to Business Internet banking, holds a debit card and is able to make payments.

Before payments can be made by either cheque, card, direct debit/standing order or internet banking, ALL payments must be approved by 2 authorised signatories excluding the Clerk.

This authority is to be determined by:

- The council at a full council meeting for all items over £500 and evidenced by the signing of the 'Approval of Payments Schedule', related invoice(s) and by a minute.
- Any two authorised signatories excluding the Clerk outside of a full council meeting for payments up to £500 and evidenced by the signing of the 'Approval of Payments Schedule', related invoice(s); and minuted in the upcoming meetings minutes as a payment that has occurred since the last full council meeting.

The Council will ensure that a nominated councillor will check the bank statements on a monthly basis to ensure that no payments have been made without prior authorisation.

### 2. Payment of Staff

DPC employs 1 member of staff – the Clerk and RFO who is paid through the HMRC online portal with PAYE applied through correct tax codes.

The Clerk is paid quarterly with pay dates at the January, March, July & September meetings.

As of 6 April 2017, the Clerk is paid an hourly rate of £14.24 hr (pro rata as per the National Joint Council (NJC) for salary point 31 on the LC2 scale at £27,394)

The Clerk is contracted to work 25 hours month and is entitled to overtime at the standard hourly rate.

As earnings are below the threshold, neither the employee nor employer is liable to pay National Insurance Contributions.

The Clerk also receives an office allowance of £30 month payable 6 months in advance with £180 payable at the January and July meetings.

### **3. VAT**

VAT is appropriately accounted for by the Clerk and recorded in the finances spreadsheet (cash book)

It is reclaimed annually online through HMRC following year end and automatically paid into DPC bank account.

### **4. Fixed assets**

All assets worth £100 and over are capitalised and marked as a fixed asset on the Asset Register. Fixed asset values are reviewed annually at the Annual Parish Council Meeting in May for insurance purposes.

### **5. Budgetary Process**

On an annual basis at November's meeting, the budget is reviewed where the precept requirement is agreed and approved, progress against budget is monitored and appropriate reserves of at least 50% of the annual precept are earmarked.

In year budget reviews take place every six months.

### **6. Risk Register**

The Clerk ensures a risk register is kept and maintained and ensures it is reviewed twice yearly in May and November.