

# **SEA PALLING AND WAXHAM PARISH COUNCIL FINANCIAL STANDING ORDERS**

**ADOPTED AUGUST 2008**

## **Expenditure.**

1. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.
2. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

## **Accounts and Financial Statements.**

2.
  - a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
  - b) Where it is necessary to make a payment before it has been authorised by the Council, such payments shall be certified as to their correctness and urgency by the appropriate officer, if any, having charge of the business to which it relates, or by the proper officer for payments with the approval of the Chairman or Vice-Chairman of the Council.
  - c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
3. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of September.

### **Standing Orders on Contracts**

- 4.**
- a) Tenders shall be opened by the Chairman of the meeting, in public, and be recorded by the Clerk
  - b) Neither the Council nor any committee is bound to accept the lowest tender.
  - c) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

### **Estimates/Precept**

- i) The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of September.
- ii) Any Committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than September.