



## **FINANCIAL PROCEDURE**

The Parish Clerk to issue Agenda, Payments, and updated budget summary to all Parish Councillors 3 clear working days (this does not include week-ends and Bank Holidays ) prior to every Parish Meeting.

The day following the Parish Meeting the Parish Clerk will ensure that all cheque payments are posted or hand delivered.

The budget sheet should also show the total monies available for the New Homes Bonus and Annesco funding, and also include all projects that have been approved for funding and the amount awarded.

The above items should also be up-loaded to the Hackleton Parish Website.

The Parish Clerk will provide Councillor Nash with all updates from SNC regarding monies available for New Homes Bonus and Annesco.

Councillors Harris, Nash, Willmer and Jacobs will meet on a regular basis to ensure that all the necessary paperwork and evidence for the funding of any projects approved by the Full Council have been provided to Anna for submission to SNC.

At the October Parish Council meeting all Councillors will be asked to submit their budgetary requirements for the next financial year. Councillors Harris and Nash will meet with the Parish Clerk in November to discuss the proposed budget including setting the Precept and present to the Full Council in December/January.

The Parish Clerk and Councillor Harris to meet on a Quarterly basis to reconcile the Parish Council Bank Statements and complete the monitoring checklist included in the Internal Control Procedure and an update at the next Parish Council meeting.

Adopted May 2017