Baildon Town Council Financial Regulations – Key Points for Councillors

For financial matters, Baildon Town Council and its officers are guided by and act in accordance with:

the Practitioner Guide issued and updated annually by the Joint Panel on Accountability and Governance (JPAG), the 2015 Accounts and Audit Regulations, and VAT legislation (1.15)

The Financial Regulations set out the procedures to guide the Council in law, and also set out the role profile and legal duties of the RFO.

All committees must act lawfully: they must have a lawful power and a budget line from which to spend the money. A councillor is not able to act individually nor to make any financial or other binding arrangements on behalf of the Council.

The full council must approve any grant or single commitment in excess of £10,000 (1.14)

Committees shall submit their draft budget proposals by 30 September prior to the October committee meeting for calculation of the precept (3.1)

The Council shall review the budget estimates and fix the precept by the end of Dec. each year (3.3)

Committees may only spend a maximum of £10,000 from their approved budget on any one project unless approval is obtained from the full council. (4.1)

Committees may decide to move up to 50% of a budget line to another budget line in their committee budget. (4.2)

In the event of an emergency, the Clerk has the authority to spend up to £1,000 and this is to be reported to the Chairman and the council as soon as practicable afterwards (4.4)

Underspend of a budget does not result in an automatic carry-forward of unspent funds into the next financial year. (4.8)

Grants may be approved by committees but any grant in excess of £10,000 is subject to ratification by resolution of the council. (5.5)

The RFO verifies the lawful nature of any proposed purchase or payment, and in the case of new or infrequent purchases or payments will report the statutory authority to the committee meeting so the minutes can record the power being used (10.5)

There are specific and legal requirements for contract tenders which must be followed (Section 11 para 11.1b and 11.1c are mandatory)

Tangible property cannot be disposed of without the authority of the Council, unless the value does not exceed £750 (cost value) and the RFO should be notified (14.2)

Tangible moveable property of a value greater than £750 shall not be purchased or acquired without the authority of the full council (14.5)