

Duties of the FGPC Finance Officer Volunteer Needed to Fill this Role. Contact James Hill or Paul Gorford

The FGPC bank accounts are an in person non-internet banking current account with chequebook, each cheque requiring 2 signatures of authorised councillors, and a deposit account. Both accounts are with Lloyds at Salisbury. Bank statements and other notifications come via post office mail.

The Finance Officer's, name and home address is the designated contact for the Bank for all notifications and statements. Statements are produced when there is a current account transaction. The deposit account is basically not touched as it is held in reserve for an emergency therefore the only changes are small monthly interest payments, which are notified at the end of the financial year.

Keep a record of all payments and receipts into and out of the current account, and the deposit account. This may be done by a small spreadsheet or by a standard small account book. Keep the current account cheque book and ensure it includes amount a purpose of each cheque and the authorisers initials.

Ensure all payments made by the account are authorised by a majority resolution of the parish council and minuted.

Provide a statement of the account values at each meeting. On the current account if there are no authorised payments this will be changed only by the Bank taking a monthly charges payment, currently £4.25. There are no charges on the deposit account.

For year-end using the account record prepare the year end statement on a form provided by the auditing accountants (PKF) showing start and end values of the accounts: deposit and current are added together as a signal bank figure. The year end form also records all bank receipts and outgoings. There are normally no cash transactions. However, if there were these would need to be included in the record as well.

At year end an independent person currently Dugald Graham Campbell is asked to conduct an examination of the account and check the bank statements. The independent examiner should also check the bank statement and records / balances in the account are accurate three times a year.

Keep a record of any transaction that has a VAT invoice as periodically the PC can recover VAT payments. VAT does not apply to most of our payments.

With the Chair set the precept.

With the whole PC review risk and be prepared to answer all questions posed by the external auditors included on their annual reporting documents. For details see our annual financial return records posted on the village website.

Go to <https://fonthillgifford.org.uk/fgpc-accts-25%2F26>. For the posted accounting and governance records.

Whoever takes on the account will need to become an authorised signature if not already one.