

South Holderness

Internal Drainage Board

Financial Regulations

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1. General

- 1.1 These Regulations shall apply to all aspects of the Board financial matters.
- 1.2 The Clerk shall be responsible, under the direction of the Board or Finance sub-committee for the proper administration of the Board's financial affairs.
- 1.3 Reference in these Regulations to the "responsible officer" are to any employee specifically nominated by the Clerk or Board to carry out a prescribed function of the Board.
- 1.4 The responsible officer shall be responsible for the keeping of all accounting and financial records of the Board and for the production of such records to the Board and the Board's auditors.
- 1.5 Each responsible officer shall consult the Clerk with respect to any matter within their area of responsibility that may affect materially the finances of the Board.

2. Audit

- 2.1 The responsible officer shall arrange for the internal audit of the Board's financial management, accounting and all other financial matters. This audit shall be carried out by external personnel and in accordance with the IDB (Finance) Regulations 1992 and the Account and Audit Regulations 2003.
- 2.2 The responsible officer shall prepare all the Board's account for submission to the internal auditor and Audit Commission as required.

3. Bank

- 3.1 All the Board's accounts shall bear the name of the Board and no new accounts shall be opened without the express approval of the Board.
- 3.2 The following accounts shall be maintained as appropriate:-
 - Business Current Account
 - Business Premium Account
 - Treasury Deposit
- 3.3 The bank shall be requested to honour all cheques drawn on the Board's Current Account signed by any Two of Three Signatories.
- 3.4 All BACS transactions or transfers will be signed by (or authorised on line) by two signatories.

4. Contracts

- 4.1 The responsible officer shall keep details of all contracts entered into by the Board and of payments made under such contracts.
- 4.2 On completion of a contract the responsible officer shall examine the final account for arithmetical accuracy.

5. Disposal of Assets

- 5.1 The responsible officer shall maintain a register of all the Board's main assets which will be included within the Board's Annual Accounts.
- 5.2 Items surplus to requirement or obsolete property shall be brought to the Board's attention for its approval for disposal by an approved method that may include but not exclusively part-exchange and competitive tendering.

6. Estimates

- 6.1 The Clerk, together with the appropriate responsible officer shall prepare for the forthcoming financial year an estimate of expenditure and income. Such

estimates together with any necessary supporting documentation shall be submitted to the Board and any sub-committee in order that the rate and special levy for the year may be determined.

- 6.2 The determination of the rate and levy for the year shall be completed by 14th February of that year as required under the Land Drainage Act 1991.
- 6.3 The Clerk shall be authorised to incur expenditure included in the approved annual estimates without further reference to the Board or sub-committee.

7. Income

- 7.1 The Clerk shall be responsible for the supervision and the making and maintaining of adequate arrangements for:
 - The collection, custody, control, disposal, and prompt proper accounting of all the Board's income.
 - The financial organisation and accounting arrangements to ensure the proper recording of all sums due to the Board.
- 7.2 All money received on the Board's behalf shall be deposited promptly with the responsible officer.
- 7.3 All official receipt forms, books, issue notes and other documents representing money's worth shall be ordered, controlled and issued by the responsible officer.
- 7.4 The responsible officer shall ensure that all invoices are submitted promptly for the recovery of income due.
- 7.5 The responsible officer shall maintain and promptly enter up in chronological order full and accurate details of the total money received by them each day on behalf of the Board and details of the date and extent to which that money has been deposited with the Board's Bankers. All money collected and exceeding £100 in total shall be banked no later than the next working day of Barclay's Bank Plc, Holderness Road branch or at a Post Office Branch following that on which it was collected and in any case not less frequently than once a week.
- 7.6 The responsible officer shall prepare receipts for all forms of remittance received on behalf of the Board. Receipts not required by debtor shall be retained by the responsible officer for the remainder of that financial year at the end of which they shall be disposed of in an approved manner.
- 7.7 Sums due to the Board shall not be written off in the books of account except by resolution of the Board.

8. Insurance

- 8.1 The responsible officer shall ensure that all the Board's insurable risks are adequately covered, maintain the necessary records and make all claims on behalf of the Board.
- 8.2 All employees of the Board shall immediately notify the responsible officer of any loss, liability or damage which occur and which may be covered by the Board's policies.
- 8.3 The provision of insurance cover shall be reviewed on a tri-annual basis unless a long term agreement has been entered into. In this instance the policies shall be reviewed before the end of the period and before the next renewal date.

9. Irregularities

- 9.1 In any case where irregularity is suspected in connection with financial or accounting transactions it shall be the duty of the employee suspecting this

irregularity to bring it to the Clerk's attention who will in turn inform the Chairman and the Board's Auditors.

- 9.2 Any financial irregularity involving an employee of the Board will be considered as gross misconduct and treated accordingly.

10. Payment of Accounts

- 10.1 The responsible officer shall check, code, and certify all invoices claims and accounts prior to payment.
- 10.2 The responsible officer shall make all payments ensuring that all and any early payment discounts are taken. A schedule of payments shall be submitted to the Board and/or sub-committee for a resolution for payment to be made. A copy of each schedule shall be kept by the responsible officer for audit purposes.
- 10.3 The responsible officer shall obtain the prior approval of the Board's Chairman or Vice Chairman for the payment of any invoice, claim or account which exceeds the amount which may be authorised by either the Clerk or Deputy Clerk.
- 10.4 The responsible officer shall undertake an examination of all cheques, Direct Debits, Standing Orders and BACs payments cleared through the Board's accounts and shall arrange for the reconciliation of cash and bank accounts on a regular basis but at least at quarterly intervals.

11. Purchase of Goods/ Appointment of contractors

- 11.1 All orders for goods or works shall be issued on the official order form. Details of price and discount (if any) shall be inserted when known. Verbal orders shall be confirmed by a written order.
- 11.2 The Clerk shall have the authority to affect the purchase of goods and services up to the value of £1,000.
- 11.3 Jointly The Clerk, The Chairman & 1 other Board member shall have the authority to affect the purchase of goods and services upto the value of £1,000 to £15,000
- 11.4 The Board or sub-committee's approval shall be sought for amounts in excess of the above figure unless the goods or services have been approved as part of the Board's annual expenditure and accounted for within the approved estimates. In which case the following procedures shall be employed in the procurement of goods and services unless the goods or services are a single source supply:

Estimated Value of Goods & Services	Procedure
Up to £15,000	At the Clerks, Chairman & 1 Board Members Discretion
£15,000 and Over	Three Written Tenders

The Board shall not be obliged to accept the lowest quotation or tender but shall consider all aspects of the submitted documents to determine the best value for money is being obtained.

- 11.5 The requirement under 11.3 may be dispensed with if the goods or services are required as part of an emergency. The emergency to be defined by the Clerk and the resulting expenditure to be approved by the Chairman or Vice Chairman and a Board member and ratified later by the Board.
- 11.6 All tenders received by the Board shall be opened in the presence of the Chairman or Vice Chairman, the Clerk and a Board member.

12. Retention of Documents

- 12.1 All documents relating to the accounts, salaries, pensions, insurances shall be kept for the statutory period following which they can be destroyed.

13. Review of the Regulations

- 13.1 If the Clerk at any time considers that these Financial Regulations are inadequate and should be reviewed, the matter should be brought to the Board's attention.
- 13.2 Notwithstanding the above these Regulations should be reviewed every five years following their adoption.

These Regulations were approved by the Board at their Meeting on 7th June 2016

Chairman



Clerk

