

# **STRUMPSHAW PARISH COUNCIL**

## **Duties of the Responsible Financial Officer**

1. Prepare financial reports for Council meetings, including Budget Monitoring, Receipts to date, Payment of Accounts and other relevant matters.
2. Prepare draft estimates for review by the Finance Committee prior to the November Parish Council meeting. When approved by the full Council these will form the basis for budget monitoring during the year.
3. Submit precept request to Broadland District Council.
4. Bank and record regularly all monies received and expended by the Council.
5. Ensure that any money due to the Council is billed promptly and collected promptly.
6. Manage cash flow and control of any investments and bank transfers.
7. Control cheques and online payments.
8. Reconcile Council bank accounts monthly.
9. Liaise with the treasurer of the Community Hall Committee and review bank reconciliations regularly and at least at 30<sup>th</sup> September and 31<sup>st</sup> March.
9. Submit VAT returns when appropriate and deal with VAT inspections.
10. Prepare and balance financial accounts in accordance with Accounts and Audit Regulations and report to the Council.
11. Prepare the Annual Return and supporting documents for external audit in accordance with the Regulations.
12. Submit PAYE and Pensions returns.
13. Review financial arrangements and controls annually and present to the full Council for their review.

***Reviewed by Strumpshaw Parish Council on 16 July 2024***

Signed: *Michael Green*  
Chairman

Dated: 16 July 2024

Signed: *Tanya Rowlandson*  
Responsible Financial Officer

Dated: 16 July 2024