



## Terms of Reference

### Finance & General Purposes Working Group

The purpose of the Working Group is to assist the RFO in maintaining the financial health and legal compliance of the Parish Council, and to ensure that budgets are set and precepts obtained to meet the Council’s requirements.

The Working Group shall comprise at least the Chair or Vice-Chair of the Working Group, the RFO and one other Councillor, although other Councillors are welcome to attend. If the RFO cannot attend, an agreed list of actions must be made.

The role of the Working Group is to consult to make recommendations to the full Council.

The Working Group will meet every calendar month, excepting August and December, or when there is a particularly complex financial issue or regulation to be recommended to Council.

The Working Group will:

1. Review the budget not later than the end of January each year and recommend a precept for the Council to approve in the February meeting.
2. Review any legal guidance issued by higher authorities, and make sure that the Parish Council is compliant.
3. Review the accounts prepared by the RFO for inclusion in the Annual Return.
4. Regularly review the efficiency of the Council's banking arrangements, including the account signatories.
5. Annually, prior to the approval of the Annual Return, review the effectiveness of the system of internal control which shall be in accordance with proper practices.
6. Review the Parish Council’s Financial Regulations and, if necessary, recommend amendments.
7. Review any correspondence or reports from the Internal or External Auditor and make recommendations for actions to the Council.

To be reviewed at every Annual General Meeting of the Parish Council

Chair of the Parish ..... Date .....

RFO ..... Date .....