

1. Most details of my work this month are in the payment and receipt summary and the reconciliation statement.

Councillors' responsibilities for monitoring the budget and agreeing expenditure

You have an ongoing responsibility to make sure that

1. the council's budget runs smoothly and that there is always enough money in the bank to pay the bills
2. no council money is spent without approval
3. you always have the authority to spend

How do you do this?

You employ a responsible financial officer!

The finance committee monitors the budget in detail each quarter and reports back to the full council.

The full council monitors the budget each month via the reconciliation statement.

The full council approves expenditure. It does this at the beginning of the year when some standing orders are set up; and then monthly, when the full council agrees to a list of payments to be made and acknowledges any receipts.

The RFO compiles this list. The list also includes the references to the legislation that allows the council to act.

The full council reviews and accepts a monthly reconciliation statement.

The council uses Adobe Sign to confirm the accuracy/validity of certain stages in this process

1. Two councillors will check and then electronically sign payment and receipt vouchers (often against an invoice that the RFO has stamped as 'goods/services received.') At the meeting, these two councillors will confirm the accuracy of the payments and receipts summary list.  
Based on this confirmation, the full council can agree to the payments and acknowledge any receipts.
2. Two different councillors check that the balances in the current account and the instant access account statements are the same as those used on the reconciliation statement. At the meeting, these two councillors confirm that the balances used are correct. If there are no questions about the statement, the council agrees that it is an accurate record of the accounts.
3. Councillors receive copies of any Adobe Sign documents they have signed. A copy also goes to the RFO. The RFO files his copy. To be compliant with UK GDPR, councillors must bin their copy when it is received.