



Starston Parish Council

Parish Clerk: Libby Alexander, 6 Selwyn Gardens, Pulham Market, IP21 4TR
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Duties of the Responsible Financial Officer

1. Prepare financial reports for the Council, including Budget monitoring, Receipts to date, Payment of accounts and other relevant matters.
2. Prepare draft estimates. Where approved by Council these will form the basis for annual budget monitoring during the year.
3. Submit precept to 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 all online banking transactions.
8. Responsibility for submission of VAT returns when appropriate and dealing with VAT inspections.
9. Prepare and balance financial accounts in accordance with Accounts and Audit Regulations and report to the Council.
10. Produce accounts and records for internal audit in accordance with the Regulations.

This Duties of the RFO Policy was approved at a meeting of Starston Parish Council

On 19th May 2025

Signed

Position on the Council - Chair

Date of next review – May 2026