

## CAPEL PARISH COUNCIL

### INCOME PROCEDURE

#### **Introduction**

The Council has adopted this procedure to conform with good accounting practice and to ensure that monies received by the Council are correctly accounted for and recorded.

The responsible financial officer is the Parish Clerk.

The Council has a finance committee to monitor the income, expenditure and budgets of the Council.

The Council has financial regulations which are regularly reviewed.

The Council has a financial risk assessment.

All accounting transactions are recorded in the cash book.

#### **Income from Council Services**

Aside from the precept, income from other council services is limited mainly to allotment rents, grants, easements, CIL payments and some miscellaneous income. Income other than directly to the bank account is recorded by receipts being issued.

Cash and cheques are paid into the bank within seven days of receipt.

VAT - The Council is not registered for VAT but is able to reclaim VAT payments made on goods and services.

#### **Auditing Procedure**

All income is reported to the Council's Finance Committee. The Council shall complete at the end of the financial year an internal and external audit.

<b>Adopted by Council</b>	17/02/2020
<b>Next Review Date</b>	<b>31/12/2020</b>
<b>Reviewed</b>	