CYNGOR CYMUNED GOETRE FAWR COMMUNITY COUNCIL

FINANCE COMMITTEE – TERMS OF REFERENCE

The Community Council has a Finance Committee which must meet at least once a quarter. It consists of the following members:

* The Vice-chairman of the Community Council
* Two other council members
* The Clerk (in his role of Responsible Financial Officer) – attendance does not count towards quorum

The committee is quorate with at least 2 council members present.

The role of the Finance Committee is to examine the relevant documents, question the Clerk/RFO and then to **make recommendations to the Full Council (as appropriate) on the following:**

1. Monthly bank statements against monthly cashflow reconciliations.
2. An examination of the receipts and payments maintained by the Clerk / RFO
3. Expenditure and income against budget with recommendations for adjustments where spending priorities have changed or unforeseen expenditure needs to be accommodated
4. Investments of Council funds
5. Annual Budget setting
6. Risks (as per the schedule of risks), with actions to remove or mitigate as appropriate
7. Annual internal and external audit reports
8. Any other items considered to have a material impact on the Finances of the Community Council

**NB:**

1. The Finance Committee has the authority to review and verify (quarterly and at financial year end), the monthly bank statements against the monthly cashflow accounts. A member of the committee (a non-signatory to the bank accounts) shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification in accordance with section 2.2 of the Community Council Financial Regulations (Wales). Confirmation to be provided to the Full Council at their next meeting.
2. Other than (i) above, the Finance Committee has no delegated powers.
3. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
4. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
5. Any officer or member of the Council shall make available such documents and records as appear to the Council/Finance Committee to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council/Finance Committee considers necessary for that purpose.
6. Separately the Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control, in accordance with proper practices. A separate audit Committee has been established for this purpose.