

## BRERETON & RAVENHILL FINANCIAL REGULATIONS AIDE MEMOIRE

Allocated annually as a delegated budget by the Full Council in the budgetting process.	up to £300	Committees
Agreed delegated authority evidenced by minute in a Full Council meeting.	up to £300	Clerk, RFO and Caretaker
Individual items within an agreed budget for those particular items	up to £500	Clerk consults Chair
All council decisions for purchases. Official Orders and Receipt of Goods.	up to £500	RFO
<b>Emergency / Serious Risk.</b> Immediate Action needed. Inform Full Council at earliest opportunity	up to £2000	Clerk, RFO and Caretaker
Official Orders etc. by the Full Council. Must gather <b>3 estimates</b> . Full Council will make their choice.	£500 - £3000	Clerk, RFO and Caretaker
Official Orders etc. by the Full Council. Must gather <b>3 fixed-price-quotes</b> . Full Council will then make their decision. (if any)	over £3000	RFO
Must have 3 formal sealed <b>tenders advertised via an 'open invitation'</b> on Full Council agreed portals: websites/national and local papers/noticeboards/circulars. <i>Using Financial Regulations p18 Appendix 1 and Standing Orders 18.3d (1-10) as a guide.</i>	over £20000	Full Council
Must have 3 formal sealed <b>tenders advertised via an 'open invitation'</b> on Full Council agreed portals: websites/national and local papers/noticeboards/circulars. <i>Using Financial Regulations p18 Appendix 1 and Standing Orders 18.3d (1-10) as a guide. AND .... MUST USE 'Contracts Finder website'</i> and publicise who the contract was awarded to.	over £30000	Full Council

PRW

Clerk BRPC

09.24