

FINANCIAL RISK ASSESSMENT

The Council has looked at the financial risks that it must deal with and resolved to adopt the following policy.

1. Handling Cash

The Council does not handle cash. The only regular income is precept, bank interest, income from grants, recycling payments and the VAT returns that are done on a regular basis. All of these are paid directly into the Council's bank account.

2. Employers Liability

The Council employs a Clerk and Responsible Financial Officer. In addition, its insurance policy provides employers liability cover with a limit of Indemnity of £10,000,000.

3. Public Liability

The Council has public liability cover to £10,000,000 under its insurance policy with BHIB Insurance (Policy Number LCO02028)

4. Fidelity Guarantee

The Council has fidelity guarantee cover to £250,000

5. Contracts and Tendering

The Council has a Standing Order and Financial Regulations in place for contracts. It is mandatory for a parish council to have a Standing Order dealing with contracts. (See Council's Standing Orders and Financial Regulations for contracts and tendering). 2 Financial Risk Assessment - Approved July 2022

6. Banking Arrangements Four Councillors are cheque signatories.

Two Councillor signatures are required by the bank and in law. Cheques are only signed in accordance with the Council's Financial Regulations. The Council uses the BACS system to make payments and the following measures are in place to minimise risks in this process: BACS Payments Authorisation Forms are signed by Councillors that are cheque signatories before payments are made. The payments are made after they are approved at a full council meeting. The Responsible Financial Officer is the only person authorised for BACS and Telephone Banking and only when the Authorisation Forms have been signed. The Council currently banks with Unity Trust plc

7. Bank Reconciliation

The Council receives a monthly budget against spend statement, including bank balances, and copies of bank statements are made available to balance with the period of the reconciliation.

8. Cash Book Records

The cashbook records are kept on Excel datasheets on a Receipts and Payments basis. These are checked as part of our Internal Control policy quarterly by the Internal Control Officer.

9. Internal Audit

The Council has appointed an independent internal auditor which is reviewed yearly and as for year end 2023-2023 the internal auditor will change.

10. Internal Control

The Council has established a system of internal control and set criteria for the designated Councillors that lead on this. These Councillors are appointed annually to undertake the internal control checks throughout the year as agreed in and in accordance with the Council's policies and procedures (see Financial Regulations).

11. PAYE and Workplace Pensions Compliance

The Council receives evidence of PAYE payments to HMRC via print outs from our payroll company and compliance with its duties in respect of automatic enrolment and workplace pensions (i.e., declaration of compliance and list of monthly pension payments)