

## **ASHWELLTHORPE & FUNDENHALL PARISH COUNCIL**

### **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 Parish council does not handle cash on a daily basis. The only regular income is precept, bank interest, and annual VAT return. These are paid directly into parish councils bank.

#### **2. Employers Liability**

The council employs a clerk. Its Insurance policy with Came and Company provides employers liability cover. This has a minimum liability cover of £5million

#### **3. Public Liability**

The council has public liability cover to £10million under its policy with Came and Company

#### **4. Fidelity Guarantee**

The council fidelity guarantee covers for £150,000

#### **5. Contracts and Tendering**

The council has a standing order in placed for contract, which is mandatory (see Councils Standing Orders).

#### **6. Banking Arrangements**

Four councillors are cheque signatories. Two councillor's signatures are required by the Bank and cheques are only signed at meetings of the council.

#### **7. Bank Reconciliation**

The clerk reports monthly at meetings the current totals in both the Community and Business accounts. A bank reconciliation is also carried out and reported monthly.

#### **8. Cash Book Records**

The cashbook is kept on an Excel spreadsheet and is updated following each meeting.

#### **9. Internal Audit**

The council has appointed and independent internal auditor. An audit is carried out annually.

#### **10. Internal Control**

The council has established a system of internal control and set criteria for the appointed councillors to work to. One councillor has been appointed to undertake the internal control checks throughout the year as agreed in the council's policy (see Financial Regulations).

**Adopted September 2023**

**Reviewed July 2024**

**Next Review July 2026**