

SANDY LANE 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. All of these are paid directly into the parish council's bank account. *Remember to deal with any petty cash here or cash received on a daily basis from allotments or hire of hall for example.*

2. Employers liability

The council employs a clerk. Its insurance policy with Allianz provides employers liability cover.

3. Public liability

The council has public liability cover to £5 million under its policy with Allianz.

4. Fidelity guarantee

The council has fidelity guarantee cover to £5 million.

5. Contracts and tendering

The council has a standing order in place for contract, which is mandatory. (See council's standing orders on business).

6. Banking arrangements

Three councillors are cheque signatories. Two councillor signatures are required by the bank and in law. Cheques are only signed at meetings of the council.

7. Bank reconciliation

The council receives a monthly budget against spend statement, including bank balances.

8. Cash book records

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

9. Internal audit

The council has appointed an 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. Two councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the council's policy (see Financial Regulations).

Financial Risk Assessment adopted at a meeting of Sandy Lane Parish Council held on 12th October 2009.

Chairman

Responsible Financial Officer