

FINANCIAL RISK ASSESSMENT FOR CERNE VALLEY PARISH COUNCIL

Reviewed 09th December 2021

Last ratified 11th May 2023

Financial Risk Assessment

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

1. Cash

The Parish Council does not handle cash daily.

The only regular income from cash is taking from the Car Park honesty box and occasional allotment rent.

Cash must be banked on a regular basis or when the amount reaches **£250.00**

The Car Park honesty box must be emptied on a weekly basis through the summer months.

2. VISA Card

The Parish Council has a VISA card which held by the Clerk. The aim is that this is used to purchase small items, such as stamps and stationery, or for item purchased via online or in store.

The limit is **£750.00 (net of VAT)**, or with resolution by committee or Full Council.

The VISA card is to be secured when not being used.

3. Cheque book

The cheque book is held by the Clerk. This remains the Parish Council's preferred method of payment for contractors.

4. Banking arrangements

All committee Chairs are cheque signatories. Two signatures are required by the bank. Cheques are approved and signed at meetings of the council.

Any cheques raised outside of meetings are signed either by the Chairman or Vice Chairman (who are also signatories) and reported at the next meeting.

The Clerk completes the list of signatories.

5. Internet Banking

The Parish Council does not currently use online banking.

6. Insurance

The council employs a Clerk. Its insurance policy with Ecclesiastical Insurance via came and Company who act as brokers. This provides employers liability cover along with public liability cover to £10 million and fidelity guarantee cover to £150,000.

It also includes cover for all items on the asset register.

7. Contracts and tendering

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

The current procurement level is set at **£750.00 (net of VAT)**.

8. Bank reconciliation

The bank statement is reconciled monthly against the cashbook.
This reconciliation is to be sent monthly to all members.

9. Cash book records

The cashbook is kept on Excel datasheet and is updated regularly and reconciled monthly.

10. Viewing of vouchers

The RFO must make available all income and expenditure vouchers along with the cheque book and paying in book at every Full Council Meeting and for a period **of 6 weeks** to the public on conclusion of the annual audit.

11. Transparency Code

The Clerk is to ensure the list of payments over £500 is available to view in a public domain on a 6 monthly basis.

12. Budget monitoring

The budget is to be sent to members monthly, with the RFO noting any potential overspend on cost centres at the earliest opportunity.

13. Internal audit

The council has appointed Mrs Paula Harding to be its internal auditor until further notice.

14. External audit

BDP LLP have been appointed as external auditors.

Chairman

Responsible Financial Officer
