

# **MELTON ROSS AND NEW BARNETBY PARISH COUNCIL**

## **Financial Risk Assessment**

For Adoption: Full Parish Council Meeting 25 September 2023

Reviewed annually at the Annual Meeting of the Parish Council  
Date of next review: May 2024

Risk Identified	Existing controls	Additional measures	Date of implementation of additional measures
The protection of assets owned by the Council	<ul style="list-style-type: none"> <li>Up-to-date asset register</li> <li>Regular maintenance checks</li> <li>Insurance policy</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of level of insurance policy</li> <li>Budget provision for maintenance costs</li> </ul>	Ongoing Annually - January Annually - June
Control of Financial Management	<ul style="list-style-type: none"> <li>Adoption of Standing Orders and Financial Regulations</li> <li>Monthly/quarterly bank reconciliation's</li> <li>Presentation to Council of regular statements of receipts and payments and balances held</li> <li>Appointment of Internal Auditor</li> <li>All cheques to be signed by at least two members of the Council</li> <li>Schedule of accounts for payment authorised by a meeting of the Council</li> <li>All spending authorised within powers available to the Council</li> <li>Ensure Clerk has appropriate training if required</li> </ul>	<ul style="list-style-type: none"> <li>Ensure most recent models are available from ERNLLCA</li> <li>Seek guidance from ERNLLCA</li> <li>Seek guidance from Regional Training Partnership</li> </ul>	Ongoing Monthly/Quarterly Monthly Annually - May Ongoing Monthly Ongoing Ongoing CPD
Insurance provision	<ul style="list-style-type: none"> <li>Public liability insurance policy in place</li> <li>Employee Fidelity insurance policy in place</li> <li>Employer liability insurance in place</li> </ul>	<ul style="list-style-type: none"> <li>Council to consider level of insurance cover at least once per year</li> </ul>	Annually - June Annually - June Annually - June
HMRC	<ul style="list-style-type: none"> <li>Council registered</li> <li>Returns made to Customs &amp; Excise</li> </ul>		At least annually