

ALBURGH PARISH COUNCIL

Financial Risk Assessment

1. **Finance:** Loss of cash through theft or dishonesty
 - 1.1. Set procedure of financial control as per the Council's Financial Regulations that are reviewed annually in May at the Annual Parish Council meeting
 - 1.2. Cheque books are retained by the Clerk at all times. All payments must be authorised by two of the three approved signatories
 - 1.3. No cash holdings or transactions
 - 1.4. All orders for goods and transactions must be approved by the Parish Council and included in the minutes or for regular day to day items/expenses in the approved Account Payments List
 - 1.5. A reconciliation of the bank accounts is available to the Council at each meeting in the accounts folder
 - 1.6. All payments are only made on production of an invoice addressed to Alburgh Parish Council except for salaries and day to day expenses such as stationery where documentation is held as a record of the purchase/payment
 - 1.7. The Council's expenditure against budget is reported to the Council at least half yearly and then at the end of each financial year, with the Clerk monitoring expenditure against budget on a monthly basis
 - 1.8. At the end of each financial year the Clerk prepares the Annual Return and the end of year finance summaries for the approval of the Council
 - 1.9. A thorough Internal Audit is carried out on an annual basis by an independent council appointed auditor, who is considered competent & knowledgeable for the task.
 - 1.10. Fidelity Guarantee is included in the insurance policy to minimum £100,000

2. **Liability:** Risk to third party, property or individuals
 - 2.1. **Parish Assets:**
 - 2.1.1. Insurance cover in place as per Clear Councils Insurance company Limited, [01/06/2025] – [until cancelled but annually renewed]
 - 2.1.2. All assets are inspected on an ad hoc basis for damage/wear and tear by the Parish Council. Any item found to be in a state of disrepair is taken out of service and / or repaired.
 - 2.2. **Third Party:**

Action to minimise risk to third parties by regular checks as above Public & products Liability Insurance cover in place to £10 million under the above mentioned policy.
 - 2.3. **Officials and Trustees Indemnity:**
 - 2.3.1. Insured for minimum £500,000 under the above mentioned policy
 - 2.3.2. All members are required to sign the Code of Conduct adopted by the Council in April 2024
 - 2.4. **Personal Accident:**

Insured for Councillors, volunteers, Clerk and any other employee on behalf of the Parish Council business for minimum £250,000 under the above mentioned policy.
 - 2.5. **Legal Expenses:**

The above mentioned policy covers the Parish Council up to £250,000 should we incur any legal expenses

3. Employer Liability:

- 3.1. To Comply with Employment Law:
 - 3.1.1. Insurance cover in place to £10 million
 - 3.1.2. Contracts of Employment: Parish Clerk:
- 3.2. Grievance and Disciplinary procedures in place
- 3.3. PAYE is operated
- 3.4. Health & Safety:
 - 3.4.1. The Clerk works from his own home.

4. Legal Liability:

- 4.1. Standing Orders:
- 4.2. Adopted June 2022
- 4.3. Clerk clarifies the legal position of all new activities with advice from the Norfolk Parishes Training & Support wherever necessary
- 4.4. Council meets ten times a year at approximately 4 weekly intervals (excluding August & December)
- 4.5. Notices of meetings are displayed on the Parish Council notice board at Alburgh Village Hall and on the Parish Website, www.Alburgh.org.uk not less than five days before the meeting. Draft Minutes are also made available.
- 4.6. Parish Council documents are available under the Freedom of Information Act, Model Code, with full details on the Parish Website
- 4.7. Data Protection Act: The Clerk reviews files on an annual basis, with historic documents stored at the County Records Office and all unwanted records destroyed by shredding

5. Officials Indemnity:

Personal protection insurance for Councillors, volunteers, Clerk and any other employee on behalf of the Parish Council business for £500,000 under the above mentioned policy.

Signed:

Print Name:

Signed:

Print Name:

Date:

Internal Control

Checklist Annual

**Approved
(Initialled)**

Date

Date

Proper book-keeping	Is the cashbook (electronic) maintained and up to date		
	Is the cashbook arithmetic correct		
	Is the cashbook balanced regularly		
a) standing orders, financial regulations, and b) payment controls	Has the council formally adopted standing orders and financial regulations		
	Are goods and services competitively purchased		
	Are payments in the cashbook supported by invoices, authorised and minuted		
	Has VAT been recorded		
	Has Section 137 expenditure been separately recorded		
Risk management	Review minutes and cashbook for unusual activity		
	Is the annual risk assessment recorded in the minutes		
	Is insurance cover adequate and appropriate		
	Are financial controls documented and reviewed regularly		
Budgetary controls	Has the council prepared an annual budget to support the precept		
	Is actual expenditure against the budget reported half yearly to the council		
	Are there any significant unexplained variances to the budget		
Income controls	Does the precept recorded agree to X District Council's notification		
	Are invoices from the council sent out when due, and payments chased as appropriate		
Asset controls	Is the asset register up to date		
	Do asset valuations agree with insurance provisions as appropriate		
	Are all bank accounts reconciled regularly		
	Are there any unexplained balancing entries		
	Is the value of investments summarised on the reconciliation		
Year-end procedures	Are year-end accounts prepared on the correct accounting basis		
	Do accounts agree with the cashbook, bank statements		
	Is there an audit trail from financial records		
	Where appropriate, have debtors and creditors been properly recorded		
	Is the Annual Governance & Accountability return correct, balanced to the cashbook and to the income and expenditure summary		
	Has the internal auditor for year-end accounts been approved by council and minuted		

Signed

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Date

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