

THURTON 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 and annual VAT return. These are paid directly into parish council's bank.

2. Employers Liability

The council employs a clerk. Its insurance policy with Zurich Insurance Plc provides employers liability cover. This has a liability cover of £10,000,000

3. Public Liability

The council has public liability cover to £10,000,000 under its policy with Zurich Insurance Plc

4. Fidelity Guarantee

The council fidelity guarantee covers for £100,000

5. Contracts and Tendering

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

6. On-line Banking Arrangements

There are three signatories for the online account: the Chair, a councillor and the clerk. The clerk is a signatory solely to set up the payments. The on-line payments must be authorised by one of the other two signatories. The clerk will never authorise payments.

7. Banking Arrangements.

Two councillors are authorised cheque signatories. The bank requires two councillors' signatures, and cheques are signed only at council meetings.

8. Bank Reconciliation

The clerk reports at meetings the current balance in the Community Account. A bank reconciliation is carried out monthly on receipt of the bank statement.

9. Cash Book Records

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

10. Internal Audit

The council is required to carry out an internal audit, and the appointment of the internal auditor is documented in the minutes. The internal auditors report is part of the Annual Governance and Accountability Return (AGAR) which is submitted alongside other documents

11. Internal Control

The council has established a system of internal control and set criteria for the appointed councillor(s) to work to. The appointed Internal Control Officer (councillor) is a non-signatory on the council's bank account and will carry out checks as agreed in Councils Financial Regulations and Internal Control Policy.

Document to be reviewed Bi Annually.

Last reviewed September 2026.

Next review September 2028