

BONBY PARISH COUNCIL

Appledore, 26 Main Street, Horkstow, Barton-upon-Humber, DN18 6BG
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FINANCIAL RISK ASSESSMENT

AIM:

To protect the Parish from mismanagement of the finances.

RISK:

1. Finances spent inappropriately
2. Cash withdrawn from the Council accounts without authority
3. Cash or cheque receipts not being paid into the appropriate account
4. Precept not the result of proper detailed consideration

MEASURES AGAINST RISKS:

1. All payments for goods or services must be presented to Council for authorisation & minuted
2. Payments will only be made upon receipt of invoices addressed to Bonby Parish Council
3. All expenses claims must be accompanied by receipts
4. All cheques must be signed by two signatories, both of whom must be Councillors. The Clerk will not sign cheques. The same signatories must initial the cheque stub
5. No cash withdrawals.
6. All cash or cheques received must be notified to the Council.
7. All transactions will be verified by the Internal Auditor on an annual basis.
8. The Precept budget will be presented to Council for detailed discussion by latest December annually.
9. All expenditure to be monitored to ensure that all expenditure is within legal powers.
10. Accounts will be presented to Council at least half yearly.
11. The Clerk shall ensure that adequate, complete and statutory financial records and accounts are maintained.
12. The Clerk shall ensure that all accounts and returns are completed and submitted by the deadlines.
13. An internal auditor will be appointed on an annual basis.

Revised - May 2018.
Adopted - May 2018
Reviewed - May 2019
 May 2020
 May 2021