SHARLSTON 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, bank interest, allotment rent and annual VAT return. All of these are paid directly into the parish council's bank account. Occasional donations are made and these are kept secure in the Clerk's safe and paid into the bank at the earliest opportunity.

2. Employers' liability
   The council employs a Clerk / RFO. Its insurance policy with Zurich provides employers liability cover.

3. Public liability
   The council has public liability cover to £12million under its policy with Zurich.

4. Fidelity guarantee
   The council has fidelity guarantee cover to £250,000.

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

6. Banking arrangements
   Two councillors are signatories. Two councillor signatures/online approvals are required by the bank and in law. Cheques are rarely used. The clerk and same two councillors also have access to online banking. They are the only individuals registered to use this service and it can only be used to transfer money between accounts, make payments and check balances.

7. Bank reconciliation
   The council receives a monthly budget against spend statement, including bank balances, and copies of bank statements to accord with the period of the reconciliation.

8. Cash book records
   The cashbook is kept on an Excel datasheet and is updated following each meeting and shared with councillors at the following meeting.

9. Internal audit
   The council has appointed an independent internal auditor. An audit is carried out annually in April/May.

10. Internal control
    The council has established a system of internal control and set criteria for the appointed councillors to work to. Two councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the council's policy (see Financial Regulations).

11. PAYE and Workplace Pensions Compliance
    The council receives evidence of PAYE payments to HMRC via print outs of the P32 forms and compliance with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments)

Financial Risk Assessment adopted/reviewed at a meeting of Sharlston Parish Council held on 13th April 2026.

Chairman *Paul Belbin* Responsible Financial Officer *Emma King*