

RAVENSTHORPE PARISH COUNCIL
RISK ASSESSMENT POLICY
AND INTERNAL CONTROLS STATEMENT

To be reviewed annually

FINANCIAL ASSESSMENT

Ravensthorpe Parish Council will follow the model financial regulations as set out by NALC.

The main areas of Financial Internal Control are as follows:

- No blank cheques should ever be signed by councillors.
- All Payments will be approved at PC meetings and recorded in the minutes.
- Cheques are signed by three authorised signatories (the Clerk/RFO can sign cheques as the third signatory).
- All cheque stubs are initialled by at least one councillor.
- Clerk will provide a detailed summary of any online bank transfer or direct debit payments to be made which will be authorised by two signatories (excluding the Clerk) prior to payment.
- Clerk will print off the monthly online transaction sheet for all payments made online and attach to the invoices to be checked by the nominated Councillor during normal finance checks (see below).
- The Clerk/RFO will present a draft budget to the council at the November meeting prior to requesting the precept. The budget will be reviewed regularly.
- The Clerk is the Responsible Financial officer and will ensure that the accounts are administered in a proper manner ensuring correct records and internal and external audits are completed.
- The Clerk will back-up data held on the Council's laptop using Onedrive.
- The Chairman or Vice-Chairman in the Chairman's absence, will review the bank reconciliation at every meeting.
- A nominated Councillor, who is NOT an authorised signatory will check the financial records maintained by the Clerk/RFO on a quarterly basis and any findings will be minuted.
- Independent internal auditor is appointed by NALC and the Clerk and the PC will offer assistance in ensuring that the accounts are administered correctly and presented for inspection when required. The PC will action any recommendations made and ensure the correct standards of accounting are maintained.
- The PC will examine the report from the external auditors (should an external audit be required) and ensure any remedial action is taken.
- The accounts will be published for general inspection as per the guidelines issued to the Council by the auditor and as per the Transparency Code.
- The PC will follow the adopted financial regulations regarding ensuring 'Best Practice'
- The PC is registered as an employer with HMRC and ensure that an accurate PAYE system is used.

INSURANCE

The Parish Council will review its insurance policy annually and ensure that there is adequate cover for property damage, public liability, employers' liability, money, fidelity guarantee and best value.

PARISH COUNCILLORS

Will endeavour to work as a team, and be aware of their responsibilities as to the law and PC procedures. They will attend meetings regularly and training sessions when required. They will endeavour to comply with the Code of Conduct adopted in 2021 and the Freedom of Information Act. Councillors will endeavour to comply with the conditions laid down the General Data Protection Regulations.

STANDING ORDERS

The Parish Council will abide by the standing orders adopted by the council and reviewed when required. All councillors will receive a copy of the standing orders so that they are familiar with the rules of meetings and of conducting business.

LAW

The Clerk is the 'Proper Officer' for the council and will endeavour to see that the Parish Council operates within the law and maintains the correct records as required by law.

ASSET REGISTER

The Parish Council will maintain an asset register (as shown on the insurance document) and will review it at insurance renewal times.

FREEDOM OF INFORMATION ACT

The Parish Council will abide by the Freedom of Information Act adopted by the Parish Council.

DECLARATION AND REGISTER OF INTERESTS

Councillors will be expected to complete a register of interest form at the start of their term, they are required by law to update the register when any changes occur. Councillors must also declare interests for items on the agenda at the start of the meeting.

PROPERTY

For public safety the Parish Council will annually review the property register and maintain its 'property' in a good state of repair.

**ANNUAL REVIEW OF RISK ASSESSMENT POLICY AND INTERNAL CONTROLS
STATEMENT**

The Parish Council will review the effectiveness of the internal audit controls annually and
minute as such.

Signed



Chairman



Clerk /RFO

Dated: 18 May 2022