

# **PAUNTLEY PARISH COUNCIL**

## **Financial Controls and Risk Assessment – 2023-24 Policy Adopted – 15<sup>TH</sup> May, 2023      To be Reviewed Annually**

### **Introduction**

Pauntley Parish Council (PPC) has no investments, trust funds or liabilities. The assets it has are listed in the Asset Register and covered by insurance. The persons involved with the financial transactions are the cheque signatories plus, the Clerk to the Council who is also the Responsible Financial Officer (RFO). All expenditure is currently made by BACS. There is no petty cash system in operation.

### **Internal Controls**

1. BACS.
  - 1.1 All BACS payments require authorisation by two signatories.
  - 1.2 The payment is set up by the clerk/RFO.
2. Where possible payments are pre-authorised at a meeting of PPC.
3. All payments made by PPC are adequately supported by an invoice or other relevant documentation. A receipted letter or other appropriate evidence supports the payment where an invoice cannot be provided.
4. Bank transactions are recorded on a spreadsheet. The spreadsheet balance is reconciled to the bank statement at least every 2 months.
5. The precept is decided by councillors at a dedicated budget setting meeting of the PC, taking into account the level of reserves in the deposit account.
6. Important documents are stored in secure Parish Office Council storage.

The integrity of these financial controls is examined annually by an independent internal auditor.

### **Risk Assessment**

Assuming the internal controls above are carried out, the assessment of the risk of financial loss, irregularity or defalcation is considered by Parish Councillors to be low.