

WESTON BEGGARD PARISH COUNCIL

Financial Controls and Risk Assessment – 2018/19

Adopted 21st May 2018 – Reviewed 20th May 2019; 17th May 2021; 16th May 2022; 22nd May 2023 and 20th May 2024

Introduction

Weston Beggard Parish Council (WBPC) operate one bank account. WBPC have no investments, trust funds or liabilities, the assets they have are listed in the Asset Register and covered by insurance. The persons involved with the financial transactions are the four cheque signatories, 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 two signatories
 - 1.2 The payment is set up by the clerk/RFO.
2. Where possible payments are authorised in a meeting of WBPC
3. All payments made by WBPC are adequately supported by an invoice or other documentation. A receipted letter or other appropriate evidence supports the payment where an invoice is not available.
4. Bank transactions are recorded accurately on a spreadsheet. The spreadsheet balance is reconciled/agreed to the bank statement on a regular basis.
5. The precept is decided by councillors in a PC meeting, taking into account the level of reserves in the deposit account.
6. Important documents are stored in Parish Office

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 the Councillors to be low.