

INGLEBY GREENHOW
PARISH COUNCIL

FINANCIAL RISK MANAGEMENT
POLICY

JUNE 2021

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INGLEBY GREENHOW PARISH COUNCIL
FINANCIAL RISK MANAGEMENT POLICY
8 JUNE 2021

1. HANDLING CASH

The Parish Council does not handle cash daily. The Parish Council's only regular income is from the Precept, Bank interest, reclaimed VAT and any Grant funding that has been secured. All of which are credited directly to the Council's bank account at HSBC PO Box, 60 Albert Road, Middlesbrough, TS1 1RS.

2. BANKING ARRANGMENTS

- a. Ingleby Greenhow Parish Councillors and the Parish Clerk/Responsible Officer are cheque signatories. Two Councillor's signatures are required by the Bank and in Law, on both the cheques and counterfoils.
- b. If the requisite two Councillors are not available; one Councillor and Parish Clerk/Responsible Officer can sign cheques.
- c. Cheques to be issued on presentation of an Invoice.
- d. Receipts must be obtained for all expenditure.
- e. Payments made are reported at the next Parish Council meeting.

3. INTERNET BANKING

- a. The Parish Clerk will be the primary user for internet banking.
- b. BACS payment will be limited to £500.
- c. Card payments will be limited £200.
- d. Internet Banking transactions shall be subject to 3 monthly internal control measures.

4. INTERNAL AUDIT

- a. Monthly Accounts are to be kept on a receipts and payments basis. Finalised accounts should be available at the May meeting for inspection and approval. Following the year end of 31st March each year.
- b. All invoices, bank statements, cheque books the financial documents and details are to be kept and retained by the Responsible Finance Officer for the required 6 years.
- c. VAT records to be retained for 10 years.

5. ACCOUNTS

- a. **Bank Reconciliation.** The Parish Council receives a monthly budget against statements, including bank balances and copies of bank statements to accord with the period of the reconciliation.
- b. Accounts must be kept up to date during the year and they should be available together with all supporting documentation for internal audit. The Parish Council will appoint an independent internal Auditor to check the Accounts at the end of each finance year.
- c. Independent Audit will take place before the Parish Council meeting in May.
- d. The Parish Council will maintain a balance on reserve in the Business Money Manager Bank account to meet possible emergency expenses such as a sudden election.
- e. Budget is to be set at the May meeting each year.

6. INSURANCE

a. Employers Liability

- i. The Parish Council employs a part time Parish Clerk/Responsible Officer and Ingleby Greenhow's Parish Council insurance policy with Zurich provides employers liability cover.
- ii. The Parish Council Insurance is due 1st July each year.

b. Public Liability

The Parish Council has public liability cover to £5 million under its policy with Zurich.

c. Fidelity Guarantee

The Parish Council has Fidelity guarantee cover of £25,000.

7. PAYE AND WORKPLACE PENSIONS COMPLIANCE

The Parish Council receive evidence of Monthly PAYE payments (payslip) and to evidence sent to HMRC via prints outs each month and at the year end. Also, in respect of automatic enrolment and work pensions (NESTS). (i.e., declaration of compliance and list monthly pension payments)

8. CONTRACTS AND TENDERING

- a. The Parish Council will adhere to best practice in relation to the appointment of suppliers by asking for 3 quotes for work over £1500.
- b. Work estimated to be over £4000 will go through a formal tendering process. All Contractor's will be appointed based on VRM and quality criteria.

9. PAYMENTS AND PROTOCOL

All Suppliers must submit an invoice and payment will not be made until approved at the next Parish Council meeting. If it is necessary to make a payment before it has been

authorised by the Parish Council, such payment shall be certificated as to its correctness and urgency by the Parish Clerk/Responsible Officer. Such payments shall be approved by the Chairperson or Vice-chairperson. All payments will be made by cheque on the Treasurer Bank Accounts.