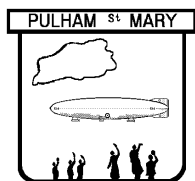


PULHAM St MARY PARISH COUNCIL



Clerk to the Council:

Lisa Aston
35 Hillcrest Court
Ipswich Road
Pulham Market
Diss, Norfolk
IP21 4YJ

☎: 01379 608498

💻: pulhamstmary.pc@btinternet.com

Financial Risk Assessmen

1. Financial records – well maintained and cash book reconciled monthly to Bank Statements
2. Legal Powers – Clerk receives regular training and 'The Parish Council Guide' used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
3. The Council has no borrowings
4. Any Income Tax and National Insurance will be collected through a PAYE system
5. VAT – tax reclaimed where appropriate
6. Precept – Budget set annually by full Council at the December meeting. Precept is set to reflect the cost of running the parish
7. S137 – amounts separately identified in minutes and in cash book. Limit is calculated and must never be exceeded
8. Minutes – all initialled or signed by the chairman of the meeting. Filed sequentially and kept safely
9. Electors' rights – notice of audit posted on village notice boards. Accounts freely available at May Meeting and on reasonable demand. Public Speaking at allocated time during every meeting
10. Document control – fire proof filing cabinets used to store documents. Electronic files backed up monthly and back up disc left with chairman.
11. Register of Interest – code of conduct adopted and all councillors have signed a declaration of acceptance of office and a copy of the code and have completed a register of interest. This is reviewed annually
12. Internal controls – all cheques signed by two named signatories and supporting invoice reviewed and cheque stub initialled. The RFO/Parish Clerk will not be a signatory. All cheques and other payments reported to full council. Independent internal auditor appointed to review books of account and council practice
13. Quotes – Three quotes obtained for expenditure over £2,000, where possible and sealed tenders for expenditure over £10,000
14. Insurance – full cover maintained at all times – reviewed annually
15. Risk assessment of Parish Council assets carried out annually on renewal of insurance

Adopted by Pulham St Mary Parish Council 12th April 2011