

FINANCIAL RISK ASSESSMENT

Name of Council: EASTOFT PARISH COUNCIL

Date: 12.07.2021

Risk Identified	Existing controls	Additional measures	Date of implantation of additional measures
The protection of assets owned by the Council	<ul style="list-style-type: none"> • Up-to-date asset register • Regular maintenance checks • Insurance policy 	<ul style="list-style-type: none"> • Annual review of level of insurance policy • Budget provision for maintenance costs 	<p>10.05.21</p> <p>10 May 2021</p>
Control of Financial Management	<ul style="list-style-type: none"> • Adoption of Standing Orders and Financial Regulations • Half yearly bank reconciliation's • Presentation to Council of regular statements of receipts and payments and balances held • Appointment of Internal Auditor • All cheques to be signed by at least two members of the Council • Schedule of accounts for payment authorised by a meeting of the Council • All spending authorised within powers available to the Council • Ensure Clerk has appropriate training if required 	<ul style="list-style-type: none"> • Ensure most recent models are available from ERNLLCA • Council to consider frequency of production • Council to consider frequency of production <p>Mr A Bosman's</p> <ul style="list-style-type: none"> • Seek guidance from ERNLLCA • Seek guidance from Regional Training Partnership 	<p>12 July 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Bi Monthly</p> <p>Bi Monthly</p> <p>Ongoing</p>
Insurance provision	<ul style="list-style-type: none"> • Public liability insurance policy in place • Employee Fidelity insurance policy in place • Employer liability insurance in place 	<ul style="list-style-type: none"> • Council to consider level of insurance cover once per year 	<p>10 May 2021</p> <p>10 May 2021</p> <p>10 May 2021</p>
HMRC	<ul style="list-style-type: none"> • Council registered • Returns made to Customs & Excise 		<p>Vat reclaim after 31 March 2022</p>