

**UGTHORPE & HUTTON MULGRAVE PARISH COUNCIL**  
**Financial & Operational Risk Assessment**

**Insured Risks**

Insurance Renewal 1<sup>st</sup> June each year

Includes Public Liability, Employers Liability & Assets as per Asset Register

a) **Cash:**

There is no petty cash system. All regular income is by cheque payable to the Parish Council or BACS transfer directly into the Council's Current Account.

Payments are made by cheque from the current account, including reimbursements to the Clerk for small purchases and administration costs. If payments are to be made by Direct Debit approval must be obtained at a council meeting prior to the Direct Debit being set up. Electronic payments are not otherwise made.

b) **Banking arrangements:**

The setting up of new accounts or changes to accounts with banks or other financial institutions are to be approved at a council meeting.

4 Councillors are cheque signatories for the current account; 2 signatures are required by the bank. Any changes to the bank mandate are to be approved at a council meeting.

Cheques are normally only signed at meetings, or by prior agreement at a council meeting, and correlate to the payment schedule which is approved at the council meeting. If a cheque is required urgently, approval is obtained from the Chairman and its issue reported at the next meeting.

Telephone banking is not used by the Clerk/RFO or any Councillor.

Internet banking is not used by the Clerk/RFO or any Councillor

c) **Cash book records and bank reconciliations:**

A computerised cash book is maintained. This is updated monthly.

Bank reconciliations are carried out on receipt of the monthly bank statements, verified by the council quarterly.

All Councillors receive a statement of bank balances quarterly, together with a summary of receipts and payments, & all Councillors receive an annual financial report and copy of the cash book receipts/payments

**Management of Other Risks**

1. Fixed Assets

a) Maintenance review of fixed assets undertaken annually including community assets, seats and notice boards. An Asset register is maintained and reviewed annually.

b) Documents: Old Parish Council documents and minutes are to be stored at NYCC Archives, Northallerton. Recent minutes and account books are c/o the Clerk; copies c/o the Chairman or on website. Follow NALC guidelines. Document retention policy in place.

c) Parish Council IT resources ie laptop and official email address to be used for all official council related activities and tasks. Data management compliant with DPA/GDPR. Device and software accounts to be password protected.

2. Employer Liability

Comply with employment law, including Pension Regulations – advice and updates from YLCA/Pension Regulator

Comply with income tax/NI requirements – regular advice and updates from HMRC.

Employment contract in place.

3. Finance

Comply with HMRC Regulations, VAT reimbursement submitted annually; all financial books and documents to be retained for 6 years.

Signed printouts of the annual spreadsheet will be sent to NYCC Archives periodically.

All signed Contracts are c/o the Clerk.

Contracts and tendering are subject to Financial Regulations/Standing Orders and contractors to hold own Public Liability Insurance

The Council is to appoint Mr Noel Stokoe to be its Internal Auditor until further notice.

Election costs – currently liable for Pro rata election costs, by-elections and for Parish Polls.

4. Registers of Members' Interests in place and up-to-date.

5. Review of Risks: Financial & Operational Risk Assessment, Financial Regulations and Standing Orders are reviewed annually or when required by changes in legal governance. Other policies/procedures reviewed and amended when required or if governance is updated.

**This F&O Risk Assessment was reviewed and approved by the Council at its Meeting on .....2025**

..... Chairman

..... RFO