

**APPLEBY PARISH COUNCIL
FINANCIAL RISK ASSESSMENT**

Risk Identified	Existing controls	Additional measures	Date of implementation 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 	<ul style="list-style-type: none"> • 19th April 2022
Control of Financial Management	<ul style="list-style-type: none"> • Adoption of Standing Orders and Financial Regulations • Monthly/quarterly bank reconciliation's • Presentation to Council of regular statements of receipts and payments and balances held • Appointment of Internal Auditor 	<ul style="list-style-type: none"> • Ensure most recent policies and training available from ERNLLCA are utilised • Council to consider frequency of production • Council to consider frequency of production 	<ul style="list-style-type: none"> • Annually in May • Ongoing • Ongoing • Annually in April

Signed by the Chairman:



	<ul style="list-style-type: none"> • 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"> • Seek guidance from ERNLLCA • Seek guidance from Regional Training Partnership • Clerk to undertake annual CPD training which must include training on Finances 	<ul style="list-style-type: none"> • Ongoing
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 	<ul style="list-style-type: none"> • Annually in April
HMRC	<ul style="list-style-type: none"> • Council registered • Returns made to Customs & Excise 	<ul style="list-style-type: none"> • Switch to monthly, quarterly, or six-monthly VAT s126 claims 	1 st of April 2022

Signed by the Chairman: _____

