

**FINANCIAL RISK ASSESSMENT & INTERNAL CONTROL REVIEW IN RELATION TO
THE YEAR ENDED 31 MARCH 2022 (Prepared 21 February 2022)**

NOTES: 1. ONLY ONE BANK ACCOUNT MAINTAINED; THE PROVIDING BANK IS IN THE COURSE OF BEING CHANGED
2. THE ONLY CHANGE IN THE COUNCIL'S OPERATIONS OR FINANCIAL PROCEDURES SINCE LAST YEAR IS THE AUTHORISATION OF ONLINE BANK PAYMENTS FOLLOWING THE IMMINENT CHANGE OF BANK (See payments section below)

RECEIPTS:

PRECEPT: Half yearly receipts by direct debit
Receipt confirmed in minutes
Amount checked by Responsible Financial Officer
(RFO) RISK LEVEL - LOW

CASH RECEIPTS:
Normally none – none in 2021/22 RISK LEVEL- LOW

OTHER RECEIPTS:
All minuted. The VAT repayment claim is the only recurring other receipt.
Checked by Responsible Financial Officer
RISK LEVEL - LOW

INVESTMENT INCOME:
No investments made, therefore none RISK LEVEL - LOW

PAYMENTS:

SALARIES: Only employee: Parish Clerk
PAYE operated at Basic Rate tax
Recurring quarterly PAYE and salary cheques approved by Council and minuted
(Payments in accordance with contract of employment & minuted salary increases)
RISK LEVEL – LOW

OTHER EXPENDITURE:
No cash payments made
No councillors' allowances
One direct debit arrangement with the Information Commission Office as authorised by the full Council
All other expenditure made by cheque or online necessitate any two councillor signatories or online authorisations
Expenditure supported by invoices whenever possible
Grants supported by full Council minutes – None to date in 2021/22
All expenditure approved and recorded in full Council minutes with standing approval for recurring expenditure
RISK LEVEL - LOW

THORPE MANDEVILLE PARISH COUNCIL **2 of 2**
FINANCIAL RISK ASSESSMENT & INTERNAL CONTROL REVIEW IN RELATION TO
THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

GENERAL ASPECTS:**RESERVES & BUDGET:**

Very few transactions; effect of any exceptional items soon noted
 Reserves/budget formally considered by Council at least annually
 Budget & precept approved at November 2021 Council meeting
 RISK LEVEL – LOW

ASSETS:

Latest bank statement produced at full Council ordinary meetings
 Cash at Bank reconciled to record book monthly
 Asset record book maintained and reviewed at least annually
 No other material assets
 RISK LEVEL – LOW

RECORDS:

Receipts and Expenditure record book:
 Reconciled to bank statements monthly by RFO
 Cheque book counterfoils prepared prior
 to signing and signees' initials shown
 Internal audit review at least annually – last in 2021
 RFO maintains record & checks to minutes
 RISK LEVEL - LOW

INSURANCE

Currently subscribe to Aviva's local council insurance
 cover including mandatory & property cover
 Cover reviewed by Council annually: cover increased in 2020
 RISK LEVEL - LOW

BORROWING & LENDING – None

RISK LEVEL - LOW

MINUTES

Accuracy & legality – distributed to all Councillors for approval
 Minutes are available on the parish council website
 Entries are in numerical order
 Council approval signed/initialled by Chair – all pages
 RISK LEVEL - LOW

COUNCILLORS' INTERESTS

Signed by all councillors in 2021
 RISK LEVEL - LOW

ANNUAL ACCOUNTS

Council approved, signed & independently inspected annually
 RISK LEVEL - LOW

INTERNAL AUDIT PROCEDURES

Internal audit procedure are considered to be adequate
 RISK LEVEL - LOW

SUMMARY

Very few financial transactions
 All low risk responses – no urgent matters
 Control systems are deemed to be satisfactory
 The internal independent audit is appropriate

This Financial Risk Assessment & Internal Control Review was approved at the Parish Council meeting on 28 February 2022.