

# *Kimberley and Carleton Forehoe Parish Council*

## **Financial Risk Assessment**

<b>Risk</b>	<b>Mitigation</b>
<b>Misappropriation of funds</b>	<p>Appointment of Responsible Financial officer to oversee accounts.</p> <p>All cheques to be signed at Parish Council meetings only after having been approved by Council.</p> <p>Signatories to account must be any two of three nominated Councillors.</p> <p>All Payments minuted</p> <p>Clerk to report at each meeting of income and expenditure for the previous month.</p> <p>Bank accounts to be reconciled monthly and reported at meetings.</p> <p>Council will not hold any petty cash.</p> <p>Clerk to reclaim expenses monthly having first been approved at Council meeting.</p>
<b>Accounts not prepared properly</b>	<p>Appointment of Responsible Financial officer to oversee accounts.</p> <p>Accounts audited by independent Internal Auditor who reports to Council.</p> <p>Audited by Audit Commission-appointed external auditors.</p>
<b>Delegation of Powers</b>	<p>The Council delegates power to the clerk to incur expenditure on its behalf in an emergency up to £250 i.e. in matters of Health and Safety.</p>

Approved at a meeting of Kimberley and Carleton Forehoe Parish Council held on .....

Signed .....

Chairman  
Kimberley and Carleton Forehoe Parish Council