



Financial Risk Assessment

The council has considered the financial risks that it must deal with and confirms the following:

- 1. Handling Cash**
The Town Council does not handle cash on a daily basis. Regular income includes precept, bank interest and annual VAT return. All of these are paid directly into the Town Council's bank account. Cash received from the hire of the hall is counted by two staff members and banked within one working day.
- 2. Employers Liability**
The Town Council employs a Clerk/RFO and 6 other members of staff. Its insurance policy with Zurich provides employers liability cover.
- 3. Public Liability**
The Town Council has public liability cover to £15 million under its policy with Zurich.
- 4. Fidelity Guarantee**
The Town Council has fidelity guarantee cover to £500,000.
- 5. Contracts and Tendering**
The Town Council has financial regulations in place for contracts.
- 6. Banking Arrangements**
Five councillors are cheque signatories. Two councillor signatures are required by the bank and in council's financial regulations. The Clerk and Finance Officer also has access to internet banking. This is used to set up transactions for authorisation by councillors and to check balances.
- 7. Bank Reconciliation**
The Town Council receives a monthly budget against spend statement, including bank balances and copies of bank statements to accord with the period of the reconciliation.
- 8. Cash Book Records**
The cashbook is kept on RIALTAS and is updated following each meeting.
- 9. Internal Audit**
The Town Council has appointed an independent internal auditor. An audit is carried out annually with quarterly interim visits.
- 10. Internal Control**
The Town Council has established a system of internal control and set criteria for the appointed councillors to work to. Councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the council's financial regulations.
- 11. PAYE and Workplace Pensions Compliance**
The Town Council receives evidence of PAYE payments to HMRC and compliance with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments) from the payroll provider, Hambleton District Council.

This Financial Risk Assessment was reviewed at a meeting of Northallerton Town Council Finance Committee held on 8th April 2022.

Mayor

Clerk/Responsible Financial Officer