

## LITTLE HOUGHTON PARISH COUNCIL

### 2020 - 2021 Financial Risk Assessment

The Parish Council has looked at the financial risks that it must deal with and resolved to adopt the following policy.

**1. Handling Cash**

No cash is handled.

**2. Employers Liability**

The Parish Council employs a Clerk. Its Insurance policy is with BHIB Insurance Brokers and provides employers liability cover of £10,000,000.

**3. Public Liability**

The Parish Council has public liability cover to £10,000,000 under its policy with BHIB Insurance Brokers

**4. Fidelity guarantee**

The Parish Council has fidelity guarantee cover to £250,000.

**5. Contracts and tendering**

The Parish Council contracts out Grounds Maintenance and Playground Inspections. These contracts and have been awarded to Barnsley MBC as the preferred provider.

**6. Banking arrangements**

Two Parish Councillors, and the Clerk are cheque signatories. Two signatures are required by the bank. Cheques are only signed at meetings of the Parish Council. The Parish Council has recently resolved to use internet banking in some situations.

**7. Bank reconciliation**

The Parish Council receives a regular income and expenditure statement, including bank balances.

**8. Cash book records**

No Cash Book is kept.

**9. Wages**

The wage records and respective PAYE and NI details of the Clerk are kept on the HMRC Payroll programme and are updated on a quarterly basis.