

APPENDIX F
WINCHAM PARISH COUNCIL
FINANCIAL RISK ASSESSMENT

PEOPLE AT RISK	OUR CONTROLS
Clerk and Councillors	Wincham Parish Council have adopted Financial Regulations which govern the conduct of financial transactions of the Council and which may only be amended or varied by resolution of the Council. These are reviewed annually.
Clerk and Councillors	All monies are held in three NatWest bank accounts named Wincham Parish Council.
Clerk and Councillors	All cheques require three authorised signatories.
Clerk and Councillors	Four councillors and the clerk are authorised signatories and have been through the bank's procedures to become so.
Clerk and Councillors	There is no petty cash held by the clerk or any of the councillors.
Clerk and Councillors	The Fidelity guarantee is £60,000 to cover the total sum of the Precept/the greatest sum held in the Bank accounts at any time.
Clerk and Councillors	The annual accounts are internally audited by a qualified accountant and are externally audited by a body appointed by the Audit Commission.
Clerk and Councillors	The internal auditor shall carry out an audit yearly and shall report on systems and procedures.
Clerk and Councillors	All cheques shall be checked against invoices by a councillor who is a non-signatory.
Clerk	Quarterly accounts are presented to the Parish Council.
Clerk	All payments are authorised by the Parish Council and are recorded in the appropriate Minutes.
Clerk	Where an invoice is presented for urgent payment between meetings and a cheque is sent; authorisation for payment should be sought from the next Council meeting.
Clerk	All requests for donations are authorised by the Parish

Clerk	Council and recorded in the appropriate Minutes. All quotations obtained for work to be done on behalf of the Parish Council are discussed with councillors and are recorded in the appropriate Minutes.
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Approved by Council on 28 March 2018 (Item 21 of the Agenda)

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Chairman of Wincham Parish Council

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Clerk of Wincham Parish Council

Dated
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