

BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF



Financial Risk Assessment Policy

Date of review: 13th March 2024

Next review date: March 2025

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

1. Handling Cash

The Town Council does not generally handle cash on a daily basis. The regular income paid directly into the Town Council's bank account comes from the precept, bank interest, VAT returns and allotment rent, and some allotment income is paid by cheque, payable to Bingley Town Council. The Hub toilet cash is another form of income, and the following procedures are followed: the staff member counting the cash records the cash figure from the cash machine and tallies this against monies received; the audit document is filed in the finance file, along with the receipt from the post office for the deposited cash; the staff member counting the cash signs and dates the audit document.

2. Employers liability

The Town Council employs a full-time Town Clerk, a full-time Deputy Clerk and a part time Administrative Assistant. Its insurance policy provides employers liability cover up to £10 million.

3. Public liability

The Town Council has public liability cover to £10 million under its insurance policy with Hiscox Insurance Company Ltd.

4. Fidelity guarantee

The Town Council has fidelity guarantee cover under its insurance policy with Hiscox Insurance Company Ltd.

5. Contracts and tendering

The Town Council has a standing order in place for contracts, which is mandatory (see Town Council's Standing Orders).

6. Banking arrangements

Four councillors are cheque signatories and authorised to make electronic approvals of payment. Two councillor signatures are required by the bank. The Town Council is signed

up for electronic banking to make payments. Signatory councillors are responsible for ensuring that their online banking access is up to date and memorable.

7. Multipay card

The Town Council has a Multipay card that the Town Clerk uses to purchase items on the Town Council's behalf. The Multipay card is cleared each month by Direct Debit up to the total monthly value of £500. The Multipay card is on the internal control checklist.

8. Bank reconciliation

The Finance and General Purposes Committee receives a monthly signed bank statement and reconciliation. Reconciliations are checked monthly by two nominated councillors and signed along with the corresponding bank statement.

9. Public Sector Deposit Fund (PSDF) statements

The PSDF statements are received monthly and are checked and signed by the councillors checking the bank statements and reconciliations and circulated with the Finance and General Purposes Committee supporting documents.

10. Cash book records

The cashbook uses Rialtas Business Solutions financial management software.

11. Internal audit

The Town Council appoints an independent internal auditor. An internal audit is carried out twice a year.

12. Internal control

The Town Council has established a system of internal control and set criteria for the checks throughout the year as agreed in the Town Council's Financial Regulations.