

HORHAM AND ATHELINGTON PARISH COUNCIL

FINANCIAL ASSESSMENT AND RISK AND MANAGEMENT FOR THE PERIOD

1st April 20..... To 31st March 20.....

Precept Application for precept made on Mid Suffolk District Council annually; decided at full meeting of parish council, application filled in and submitted to District Council. This is minute and verified at the following meeting, the amounts is received in two half-yearly instalments by direct debit into Parish Council current account.

Car Parks - None

Leisure Facilities - None

Cemetery - None

Allotments - None

No grants from lottery or district council at the present time

No payments received in cash

No payments made in cash

Borrowing/Lending – No items of this nature

Legal powers – The Parish council are reminded of their responsibilities when payments are made. Any payments made by a councillor have to be authorised at a full parish council meeting

Financial Records – Payments and Receipts Ledger is prepared before each parish council meeting and is viewed by the council at that meeting

Minutes – accurate and legal and reviewed at the following meeting

Members Interest – All members' interests are recorded at the formation of a new council; this is reviewed annually at the annual parish council meeting

VAT – Items purchased with a VAT component is retrieved via HMS customs and excise and entered into receipts and payment ledger

Reserves – are held in NSI account and a bank savings account. These are reviewed at each Parish Council meeting to ensure the PC is financially viable

Assets – These are reviewed and adjusted annually prior to audit

Staff – Only the clerk (RFO) is employed by the council on a part-time basis. The parish council are well aware the importance of the health and wellbeing of this person. There is adequate insurance that covers fidelity and public liability; renewed annually

Cash – No cash handled

Maintenance – All assets are inspected annually and this includes health and safety.

Clerks Salary – paid annually in arrears; salary paid following a full parish council agreement at end of financial year. Calculations and payment of tax is through the Suffolk Association of Local Councils

Direct Costs and Overhead Expenses – All invoices are verified at meetings and payments made by cheque verified at following meeting
Clerks sundries and postal/telephone expenses are entered into a separate payments book that are entered into payments and expenses ledger and refunded at the same time as the clerks salary paid

Councillors Allowances – None

Grants – are only made and verified at a Parish council meeting. These are occasional and only small sums to local organisations

Election Costs- are included in precept prior to the year of Parish Council election

Reviewed and adopted on.....

Checked by auditor (delete if applicable).....