

HORHAM AND ATHELINGTON PARISH COUNCIL

FINANCIAL ASSESSMENT AND RISK AND MANAGEMENT FOR THE PERIOD

1st April 2018 to 31st March 2019

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 minuted and verified at the following meeting, the amounts are 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 lottery or District Council grants for 2018/2019

No payments received in cash

No payments made in cash

All payments made via bank cheque

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 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, Bank balances are recorded in the minutes,

Assets – These are recorded on acquisition are reviewed and adjusted annually prior to end of financial year.

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

Cash – No cash is 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 payments of income tax is through the Suffolk Association of Local Councils

Direct Costs and Overheat Expenses – All invoices are verified at meetings and payments made by cheque verified at following meeting.

Clerks sundries and postal/telephone/printing expenses are entered into a separate payments book which are entered into payments and expenses ledger and refunded at the same time as the clerk's salary paid.

Councillors Allowances – None

Donations – are only made and verified at a Parish Council meeting. These are occasional and only small sums paid to local charity organisations.

Election Costs are included in precept request to District Council prior to the year of Parish Council Election. Parish Council Elections will next be held in May 2019 Likewise District Council Elections will also be held in May 2019

Reviewed and adopted on 6 March 2019

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