

## Financial Risk Assessment

### 1. **Handling Cash**

Pavilion Hirers are requested to pay by Bank Transfer.  
The Council does not operate a petty cash system although there is a float of £5 (to allow staff to give change for tennis bookings) which is kept in the Pavilion safe.

### 2. **Employers liability**

The Council employs a Clerk - Responsible Financial Officer, Pavilion – Caretaker, and a Lengthsman,  
Insurance is covered by Zurich Insurance and provides employers liability cover.  
The Council has a volunteer litter picker – snow warden who is also covered on the Insurance policy. The Policy also covers groups of up to 20 members who are volunteers.

### 3. **Public liability**

The Council has public liability cover to £10 million (1st April 2023) under its policy with Zurich Insurance. This has been in force since 2021 and is an ongoing requirement.

### 4. **Fidelity guarantee**

The Council has a fidelity guarantee cover to £100,000 from 1<sup>st</sup> April 2034. This has been in force since 2019 and is an ongoing requirement.

### 5. **Contracts and tendering**

The Council has a standing order in place for contracts, which is mandatory.  
(See Council's standing orders on business).

### 6. **Banking arrangements**

The Responsible Financial Officer receives all bank statements.  
All members of staff are paid monthly by Direct Transfer after agreement at the council meetings,  
Or by email request due to holidays and meeting date timings.  
Direct Transfers are paid only after the accounts have been approved by the Full Council  
Or the Finance Committee

### 7. **Budget information**

Each Council member receives a monthly budget against spend statement.

**8. Bank reconciliation**

The Council receives a monthly and quarterly budget against spend statement which includes bank balances.

**9.. Cash book record**

The cashbook will be kept on a Sage Accounts system Councillors will receive a copy every month when reconciled to the bank statement.

**10. Internal audit**

At a meeting on 25th January 2011, the Council appointed Mr. P Thomas to be its internal auditor until further notice. This is reviewed annually.

Chairman Cllr P. Walker

Responsible Financial Officer M.Booker

Dated 28<sup>th</sup> March 2023

Next Review Date February 2025