

Bosbury & Coddington Parish Council Health & Safety Risk Assessment

03 Financial Matters						
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions H/M/L	Possible additional or changed precautions	Frequency of Inspection
a Banking Arrangements						
Clerk	Councillors/loss of funds	Low	2 councillors sign each cheque: original bank statements seen quarterly: payments & receipts noted in minutes: general arrangements reviewed annually	Negligible		9 times per annum
Loss of Funds	Council/loss of funds	Low	Reputable bank used	Negligible		
b Insurance (See also Section 1 of the Risk Assessment)						
Loss of protection	Council/complainants	Low	Use of reputable company	Negligible		Annual
Insufficient cover	Council/complainants	Low	Cover reviewed annually and on acquisitions	Negligible		Annual
c Customs & Excise (VAT)						
Irregular usage	Council/legal liability	Low	Internal & External Audit: F&GP quarterly check	Negligible		
d Precept						
Not requested	Council/lack of funds	Low	Herefordshire Council oversees: Councillors sign request: Contingency fund held	Negligible		Annual
Insufficient	Council/lack of funds	Low	Complete budget process undertaken: 2 x Internal Audit checks	Negligible		
e Clerk						
Unscrupulous	Council/funds	Low	Cheques signed by 2 councillors: all consecutively noted in minutes: quarterly accounts and bank reconciliation: 2 x Internal Audit: External Audit	Negligible		9 per annum
f Audit	Council & parishioners	Low	Known Annual Audit advertised to all through HALC and direct from Extrenal Auditor.			

			Internal quarterly checks by councillors, Internal Auditor appointed	Negligible		4 per annum
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