

Financial Risk and Asset Management

Internal Controls

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
FINANCE				
Loss of cash income	M	Payments made by bacs. Receipts issued for all payments received. Payments banked, when possible, within 72 hours.	6 monthly	
Petty cash	H	All petty cash claims backed up by receipts and where not available, self-certified. Policy & Finance Committee verify reconciliation at each meeting.	1 year	
Theft or dishonesty	M	Internal auditor to check records against receipts. Fidelity insurance and cash in transit. Policy & Finance Committee verify reconciliation against statements at each meeting.	1 year	
Non-payment of precept	H	RFO (Responsible Financial Officer) to check bank statement in May and October to ensure requested amount has been received.		Request interest for non-payment
Loss of investment capital/interest	L	Reputable, long established companies chosen for banking, risk-free investments. Policy & Finance Committee recommendation for investments to be made with financial institutions which are subject to Financial Services Compensation Scheme subject to maximum limit in place at time investment made.	Ongoing	
Lack of financial controls and records	L	Any two councillors as signatories on all payments. All payments to be approved in advance unless under emergency procedures. Reporting all payments to Council. All internet banking payments to be checked and signed by two councillors (unless for payroll as these are already approved under the annual pay review). A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.	Ongoing	

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		<p>Monthly bank reconciliation by RFO with full quarterly account reconciliation.</p> <p>Quarterly Receipts and Payments reports to Policy and Finance Committee.</p> <p>VAT payments & claim by RFO, checked by internal auditor.</p> <p>Sound budgeting to prepare annual precept.</p> <p>RFO prepares overheads budget for approval by Council. Committees submit project bids to Policy and Finance Committee.</p> <p>End of year account balances to be held a level not exceeding annual precept.</p> <p>Estimates approved by full Council.</p>	<p>1 Year</p> <p>1 Year</p> <p>1 Year</p>	
Robustness of Insurance cover	H	Regular review of cover and choice of reputable company. Reviewed by internal auditor.	Annually	
General risks	L	Independent internal auditor appointed annually to carry out checks as per the recommendations and requirements of the Audit Regulations.	1 Year	
General risks	L	Standing orders and financial regulations guide the procedures and decisions of the Council.	1 Year	
ASSETS				
Protection of physical assets	M	Contents insured on a reinstatement basis, values reviewed annually £100 excess on property items.	Annually	
Security of buildings and	H	Quality door and window locks, security markings on	Annually	

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equipment		equipment, alarm, security lighting, CCTV and frontage shutters. Some equipment stored at a secure offsite storage facility.		
Maintenance of buildings	M	Planned programme of checks of electrical and safety equipment in place.	3 years	
Maintenance of office equipment	L	PAT (portable appliance tests) annually.	3 years	
Lamp columns	M	Structural & safety checks arranged by ECC for Seasonal decorations. Insurance to cover damage by third party.	Annually	
Street Furniture	H	Adequate insurance cover including impact insurance.	Annually	
Tidal Pool	H	Adequate insurance cover, maintenance contract including structural testing and water quality	5 years	
Canvey Lake	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Allotments	H	Adequate insurance cover and maintenance program	Annually	
Labworth Memorial Gardens	H	Adequate insurance cover, maintenance program and CCTV.	Annually	
Wildflower Meadow / trees	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Play Area – Canvey Lake	H	Adequate insurance cover and maintenance/inspection program – Annual ROSPA inspection undertaken	Annually	
Vehicle	M	Adequate insurance cover and maintenance program	Annually	
Tree's – Tewkes Creek Picnic Area	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	

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Band Stand	H	Adequate insurance cover and maintenance program	Annually	
LIABILITY				
Risks to third party, property or individuals	M	Public liability insurance in place - £15 million cover. Annual tree audit conducted by qualified individual/company.	Annually	
Events	H	Open spaces and footpaths checked regularly. Trees inspected when damaged reported or after storms. Risk Assessments completed for each event.	Ongoing	
Employer's liability	M	Comply with employment law, currently £10 million cover (certificate displayed and kept on file for 40 years).	Annually	
Safety of staff and visitors	M	H&S checks of buildings and risk assessments carried out. Accident book kept in Council Office. Admittance by use of controlled entry. CCTV in operation	Annually	
Legal liability	M	Activities within powers available to local councils – Town Clerk to advise Council. Advice sought from EALC to confirm if necessary.		
Works contractors	H	Choice of established firms. Inspection of public liability certificates, cover required to £5 million. Working practice document supplied to each contractor.		
Record keeping of decisions	M	All minutes approved by Council and signed by the Chairman. Minutes numbered appropriately.		
Document security	M	Leases etc stored in safe. Other data storage to comply with Data Protection Act/GDPR. Backup copies of computer files kept offsite by IT Supplier.		Review storage of historical records at Essex Records Office.
Councillor propriety	H	Register of Interests completed, and DPI's recorded on website. Agenda item at each meeting. Gifts & hospitality over £50.00 to be recorded.		