

## **CASTLE EATON PARISH COUNCIL**

### **RISK ASSESSMENT**

- 1 The Parish Council will agree a Budget annually.**
- 2 All expenditure will be made within this budget.**
- 3 Bank accounts and balances will be presented and agreed at each meeting of the Parish Council.**
- 4 Cheques for payments will be signed and issued only at Parish Council meetings and in public.**
- 5 Payments by BACS will be agreed only at Parish Council meetings, arranged by the clerk and authorised by the Chairperson.**
- 6 No cash movements or transactions will be made: payments of invoices will be made only by BACS or by cheque.**
- 7 All cheques must be signed by two Councillors from among authorised signatories.**
- 8 There will be an internal audit annually.**
- 9 There will be an external audit annually unless the Parish Council decides to register as exempt under the 2018 regulations.**
- 10 This risk assessment will be undertaken and reviewed annually.**