



# WELLINGTON PARISH COUNCIL

## Financial Controls and Risk Assessment

May 2026

### Introduction

Wellington Parish Council operates two bank accounts, a current and a deposit account. The Council have no investments or trust funds. In 2014 the Parish Council took out a loan from the Public Works Loan Board in order to build the new shop, post office and Parish Room, repayable over a period of 20 years. The assets they have are listed in the Asset Register and covered by insurance.

The persons involved with the financial transactions are the cheque signatories and the Clerk to the council who is also the Responsible Financial Officer (RFO). Payments are predominantly made by BACS. The Parish Council has electronic banking facilities which are used for administration and online payments where appropriate and approved by the Parish Council. There is no petty cash system in operation.

### Internal Controls

#### 1. Cheques

- 1.1 All cheques require two signatories
- 1.2 Cheques are never pre-signed
- 1.3 Payee details and amounts on the cheque are always written out prior to the cheques being signed
- 1.4 Cheques are only written where there is adequate evidence to justify the payment e.g. an invoice
- 1.5 The cheque counterfoil is always initialled by the signatories after completion.
- 1.6 The cheque book is held at all times by the clerk
- 1.7 Cheques are generally authorised in a meeting of Wellington Parish Council and cheques are signed at the meeting; if exceptions are required for payments needing to be made between meetings, such authority is provided at the preceding meeting and minuted. Any payments made between meetings are confirmed, approved and minuted at the following meeting.

#### 2. Electronic banking

- 2.1 Two members of the Parish Council will be involved in any payment, whether it is before, at or after the point at when the payment is made.
- 2.2 Online payments are only made where there is adequate evidence to justify the payment eg. an invoice.
- 2.3 Online payments are authorised before, at or after the point when the payment is made and approved at a meeting of Wellington Parish Council. Any payments made between meetings are confirmed, approved and minuted at the following meeting.
- 2.4 *Subject to 2.3, all payments over £1,000 are to be ratified by either Parish Meeting or an email from one councillor prior to that payment being processed pending clarification from Bankers as to whether that dual limit function is available electronically.*

3. All payments made by Wellington Parish Council are adequately supported by an invoice or other documentation. A receipted letter or other appropriate evidence would support the payment where an invoice is not available.
4. The bank transactions are recorded accurately in the cashbook. The cashbook balance is reconciled/agreed to the bank statement monthly by both the Clerk/RFO and the Financial Monitor.
5. The precept is decided by councillors in a Parish Council meeting and is based on the assessment of expected expenditure for the forthcoming year by the Finance Working Group, taking into account the level of reserves in the deposit account.

The integrity of these financial controls is examined annually by an independent internal auditor and also by an external auditor.

#### **Risk Assessment**

Assuming the internal controls above are carried out, the assessment of the risk of financial loss, irregularity or defalcation is considered by the Councillors to be low.

Emyr Saer (Parish Clerk)

Date 12<sup>th</sup> May 2026