

FRAUD & CORRUPTION POLICY

Adopted: 24th May 2022
Review: May 2023

MANAGEMENT OF RISK OF FRAUD AND CORRUPTION

Details of procedures in place to manage the risk of fraud and corruption and identifying potential litigation, liabilities and commitments:

1. The Council manages its financial affairs in accordance with a set of financial standing orders, these are included in the Financial Regulations Policy.
2. The Council approves a budget annually; it reviews the spending profile over the last five years; the receipts and spending profile detailed in these documents feeds through into the precept request for that year.
3. All expenditure contained in the budget is processed for payment by the clerk and a summary of invoices processed between meetings is approved by the Council.
4. All cheques have two signatures/bank authorisations; cheque numbers are detailed on invoices; cheques stubs and invoices are cross checked and signed.
5. Each meeting, which takes place monthly (with the exception of August & December), approves expenditure; a forecast of income/expenditure to the year end and shows the budget for that year.
6. Expenditure not contained in the budget is considered by the Council as an agenda item, detailing the amount requested and reason for the request. If approved it is processed as outlined above.
7. The setting up of direct debits is approved by the Council and the necessary paperwork has the required two signatures.
8. Paperwork relating to the transfer of funds between the reserve and current accounts requires two signatures/bank authorisations.
9. The Council takes out public liability and employer's liability insurance annually.
10. The services provided by Datchworth Parish Council include the provision of Play Equipment at designated play areas. All are covered by the Council's public liability insurance and the play area is subject to all inspections required by law and the insurers.

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: May 2022

Approving committee: Full Council

Date of committee meeting: 24th May 2022

Policy version reference: V2

Supersedes: V1 November 2021

Policy effective from: 24th May 2022

Date for next review: May 2023