

CHECKLIST FOR RISK ASSESSMENT

FINANCIAL YEAR 2015 / 2016

COUNCIL

POTENTIAL RISK AREAS

COMMENTS

INSURABLE RISKS

1 Fixed Assets

Protection
Maintenance
Security
Register Maintenance

Community First
Annual checks

N/A

N/A

2 Public Liability to third parties as a result of services, amenities provided for public or property ownership

Community First

3 Consequential Loss of income following damage by third parties or loss of services

N/A

N/A

4 Fidelity Guarantee

N/A

5 Employers Liability arising from injuries to employees

Community First

6 Personal Accident - Employees and Members

EXTERNAL ASSISTANCE

7 Market Management

N/A

8 Investment Management

N/A

9 Trading Units

N/A

10 Hiring in of services

N/A

STATUTORY REQUIREMENTS

11 Have borrowings been properly authorised

Authorised by Chair

12 Compliance with PAYE regulations

yes

13 Compliance with VAT regulations

VAT Return filed Annually

14 Adoption of Code of Conduct

Adopted

15 Register of Members Interests

Copies held by Clerk

16 Appointment of Internal Auditor

Mr. Iain Selkirk

17 Maintenance of proper accounting records

Mrs. H. Jones

18 Adoption of Standing Orders/Financial Regulations

SELF CONTROLLED AREAS

19 Ensuring adequacy of Precept budget

Budget prepared November 15

20 Monitoring of expenditure with precept budget

Checked at each Council Meeting

21 Legality of payments being made

Authorised by Councillors

22 Proper use of Grants and S137 Donations

N/A

23 Preservation of Voters Rights

All information open to public view

24 Safety of documents including Minutes

Held by clerk in minutes file

25 Documentation regarding dealings with the Public

Held by clerk in lockable cabinet

26 Standby arrangements in absence of Clerk

Chairman to cover

Note:

Comment should be made on all headings. The list may be extended but where they are not applicable indicate N/A.

Draft compiled by IAIN A SELKIRK, FCA for the use of client Parish and Town Councils

J.C. Harvey

23/02/2016