

Swainsthorpe Parish Council

Risk Assessment

1. Financial records - well maintained and cash book reconciled monthly to bank statements. Accounts are checked by a member at least quarterly.
2. Clerk is CiLCA qualified and will receive further training when appropriate.
3. The Council has no borrowings.
4. PAYE & NIC - employees paid through payroll and tax and NIC deducted and paid over monthly.
5. VAT - tax reclaimed when applicable and at least annually.
6. Precept – budget reviewed at full council and precept agreed accordingly.
7. S.137 – **payments are reviewed to ensure within legal limit**
8. Minutes - all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
9. Electors' rights - notice of audit posted on village notice board. Accounts freely available and also posted online.
10. Register of interests - code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
11. Internal controls - all cheques authorised by two named signatories and supporting invoice reviewed and cheque stub initialled. All cheques reported to full Council. Independent internal auditor appointed to review books of account.
12. Quotes - Three quotes obtained for large items where possible.
13. Insurance - full cover maintained at all times - reviewed annually.
14. Standing Orders reviewed when appropriate and Financial Standing Orders reviewed annually.