

Corpusty & Saxthorpe Parish Council

Parish Clerk: Amanda Yacoubian, Mulberry House, The Green, Edgefield, Norfolk, NR24 2AL

Risk Assessment

- 1 Financial records – well maintained and cash book reconciled monthly to bank statements.
- 2 Legal powers – clerk receives regular training and ‘The Parish Councillors Guide’ used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
- 3 PAYE & NIC – the Council is registered with HMRC, and tax and NIC is deducted from the clerk’s salary as appropriate.
- 4 The Council has no borrowings.
- 5 VAT – VAT returns are completed and submitted by the clerk annually, or when necessary.
- 6 Precept – budget set annually by full Council at November meeting. Precept is set to reflect the costs of running the Council.
- 7 Minutes – all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
- 8 Electors’ rights – notice of audit posted on village notice boards and website. Accounts freely available at May meeting and on demand. Public speaking at allocated time during every meeting.
- 9 Document control – filing cabinets used to store documents.
- 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 signed by two named signatories and supporting invoice reviewed and cheque stub initialled or payments made by BACS requiring dual authority, payment raised by the RFO on receipt of invoice, invoices emailed to second signatory by RFO before authorisation. All cheques, payments by BACS, standing orders and direct debits are reported to full Council. Independent internal auditor appointed to review books of account.
- 12 Quotes – two quotes are obtained for expenditure over £2,000 and up to £25,000. Expenditure over £25,000, if appropriate – see Standing Order for full details.
- 13 Insurance – full cover maintained at all times – reviewed annually.

Signed:
Chairman

Dated: