



# Saltash Town Council



**Policy/Procedure:**

**Annual internal audit business risk assessment**

**Date of Adoption:**

**04.05.2011**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

<b>Current Status</b>			
<b>Version</b>	1	<b>Approved by</b>	FTC
<b>Date</b>	19.04.2011	<b>Date of approval</b>	04.05.2011
<b>Responsible Officer</b>		<b>Minute reference</b>	42/11/12
<b>Responsible Committee</b>	P&R	<b>Review date</b>	Annual

<b>Version History</b>			
<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
15.04.2011	1	RL	

<b>Review Record</b>				
<b>Date</b>	<b>Type of Review</b>	<b>Date of completion</b>	<b>Summary of actions</b>	<b>Completed by</b>

**SALTASH TOWN COUNCIL  
ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT FOR :**

**DATE .....**

<b>Item Comment/Actions</b>	<b>Frequency</b>
<b>Insurance:</b>	
Public & Employers Liability	Annual
Money & Fidelity Guarantee	Annual
Personal Accident	Annual
Buildings Cover contents	Annual
Churchtown Cemetery	Annual
Gas safety check/fire/electrical-Guildhall	Annual
Other inspections/maintenance:	
Tree maintenance-Churchtown cemetery	Annually & as required
<b>Financial Matters:</b>	
Banking Arrangements	Annual
Insurance Providers	Annual
VAT return completed/submitted	Quarterly
Internal Audit	Twice yearly
Salaries Reviewed and Documented	Annual
Budget agreed, monitored and reported	Quarterly
Precept requested	Annual
Payments approval procedure	Annual
Bank Reconciliations overseen by Councillors	Monthly
Clerk's Salary reviewed & documented	Annual
Mayors Allowance reviewed & agreed	Annual
Members Allowance reviewed & agreed	Annual
External Audit	Annual
Internal check of financial records	Annual
<b>Record Keeping:</b>	
Minutes properly numbered et cetera	Ongoing
Asset Register available/updated	Ongoing
Financial Regulations available/updated	Ongoing
Standing Orders available/updated	Ongoing
Backups taken of computer records	Twice daily
Computer off-site backup	Monthly

<b>Employee &amp; Contractors:</b>	
Contracts of employment	Annual
Contractors Indemnity Insurance	Ongoing
Written arrangements with contractors	Ongoing
Staffing Committee Review of Staffing Policies	Annual
Staffing Committee Health and Safety Audit	Annual
<b>Members Responsibilities:</b>	
New Code of Conduct adopted	Ongoing
Register of Interests completed & updated	Ongoing
Register of Gifts/Hospitality	Ongoing
Declarations of interests minuted	Ongoing
Review of Standing Orders & Finance Regulations	Ongoing
National Legislation Awareness & Training	Ongoing

**Audit conducted by:**

**Date:**

**Signed:**

**Date:.....**

**Chairman .....**

### Version History

<b>Date</b>	<b>Details</b>
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.