



# Saltash Town Council

**Policy/Procedure:**

**Annual Internal Audit Business Risk Assessment  
2020/21**

**Date of Adoption:**

**25.02.2020**

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

Current Status			
<b>Version</b>	2020/21	<b>Approved by</b>	P&F
<b>Date</b>	Feb 2020	<b>Date of approval</b>	25.02.2020
<b>Responsible Officer</b>	RFO	<b>Minute reference</b>	155/19/20c
<b>Responsible Committee</b>	P&F	<b>Review date</b>	Annual

Version History			
Date	Version	Author/Editor	Comments
Feb 2020	2020/21	RL	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
10/02/2020	Annual			RL

Document Retention	
Document retention period	Until superseded

**SALTASH TOWN COUNCIL  
ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT 2020/21**

<b>Item Comment/Actions</b>	<b>Frequency</b>
<b>Insurance:</b>	
Public & Employers Liability	3 Yearly
Money & Fidelity Guarantee	3 Yearly
Personal Accident	3 Yearly
Buildings Cover and contents	3 Yearly
Premises Gas safety check/fire/electrical.	Annual
Tree maintenance survey and works	Annually & as required
Pontoon	Annual
Asset Valuations	As required and upon Insurance renewal
<b>Financial Matters:</b>	
Banking Arrangements	Annual
Insurance Providers	3 Yearly
VAT return completed/submitted	Quarterly
Internal Audit	Twice yearly
Salaries Reviewed and Documented	Annual
Budget agreed, monitored and reported	Monthly
Precept requested	Annual
Payments approval procedure	Annual
Bank Reconciliations overseen by Councillors	Monthly
Clerk's Salary reviewed & documented	Annual
Mayors Allowance reviewed at budget setting	Annual
Members Allowance reviewed at budget setting	Annual
External Audit	Annual
Internal check of financial records	Annual
<b>Record Keeping:</b>	
Minutes numbered and signed	Ongoing
Asset Register updated as required	Ongoing
Financial Regulations updated as required	Ongoing
Standing Orders updated as required	Ongoing
Backups taken of computer records	Twice daily
Computer off-site backup	Monthly
<b>Employee &amp; Contractors:</b>	
Contracts of employment	As required

Contractors Indemnity Insurance	Ongoing
Written arrangements with contractors	Ongoing
Staffing Committee Review of Staffing Policies	Annual
Staffing Committee Health and Safety Audit	Annual
Health & Safety and Human Resources Consultant	3 Yearly
VAT Consultant	3 Yearly
External Auditor	3 Yearly
<b>Members Responsibilities:</b>	
New Code of Conduct adopted	Ongoing
Register of Interests completed & updated	Ongoing
Register of Gifts/Hospitality	Ongoing
Declarations of interests recorded in minutes	Ongoing
Review of Standing Orders & Finance Regulations	Ongoing
National Legislation Awareness & Training	Ongoing

**Audit conducted by:**

**Date:**

**Signed:**

**Date:.....**

**Chairman .....**

### Version History

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