

Annual Internal Audit and Business Risk Assessment 2022-23

RESPONSIBLE COMMITTEE: P&F

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status

Version	2022/23	Approved by	FTC
Date	February 2022	Date	03.03.2022
Responsible Officer	RFO	Minute no.	451/21/22c
Next review date	February 2023		

Version History

Date	Version	Author/Editor	Notes
February 2020	2020/21	RL	
February 2021	2021/22	SE	For signature
February 2022	2022-23	SE	Annual Review

Document Retention Period

Until superseded

**SALTASH TOWN COUNCIL
ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT 2022/23**

Item Comment/Actions	Frequency
Insurance:	
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
Financial Matters:	
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
Record Keeping:	
Minutes numbered and signed	Ongoing
Asset Register updated as required	Ongoing
Financial Regulations updated as required	Ongoing
Standing Orders updated as required	Ongoing
Shadow copies taken of computer records	Twice daily
Computer off-site backup	Daily

Employee & Contractors:	
Contracts of employment	As required
Contractors Indemnity Insurance	Ongoing
Written arrangements with contractors	Ongoing
Review of Staffing Policies	Ongoing
Health and Safety Audit	Annual
Health & Safety and Human Resources Consultant	3 Yearly
Finance Consultants	
VAT Consultant	3 Yearly
Internal Auditor	3 Yearly
External Auditor (Appointed by Smaller Authorities Audit Appointments (SAAA))	5 Yearly
Members Responsibilities:	
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

Approved Full Town Council 3rd March 2022

Minute no: 451/21/22c

Version History

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