

**GT BARTON PARISH COUNCIL FINANCIAL AND PROCEDURAL RISK
ASSESSMENTS 2022 - 2023**

ITEM	DATE	COMMENTS
<u>FINANCIAL</u>		
Precept - Submit forms to West Suffolk Council by January & minute full details. RFO to confirm to council that precept has been received.	December	
Salaries – review annually.	September	
VAT – annual return submitted at 31/3.	March	
Reserves – Amount held checked annually. General 3-12 months of gross expenditure.	May	Reviewed at AGM 16/5/22
Assets and Insurance - Complete annual inspection of assets. Ensure asset register is up to date. Review adequacy of Public Liability insurance. Council to confirm that insurance cover is adequate & that it is fully aware of & compliant with the conditions outlined in its insurance policy - conditions available at www.parishinsurance.co.uk .	May	Annual asset inspection completed. Council reviewed asset register with comparison against insurance at AGM. Insurance reviewed and items listed were confirmed.
Fidelity Cover – Review insurance adequacy for loss due to employee dishonesty.	April (after precept paid)	This was completed at the AGM.
HMRC – Keep updated with any changes in procedures from HMRC including tax allowances, rates & national insurance. Check HMRC Basic PAYE tools for employees registered with Gt Barton Parish Council.	April July October January	Completed 30/4/22
Internal Audit – Complete review of effectiveness.	May	Completed at AGM.
Employers Liability Insurance – Display certificate on website.	October	
Payments made by Direct Debit/Standing Order – review annually.	May	Reviewed at AGM.
Fees – review newsletter advertising	May	Reviewed at AGM.
As custodian trustee for Village hall (Charity no. 304885)-Annual General Meeting of Village Hall Management Committee minutes received and trustees voted on from the Parish Council. Annual return for Charity Commission completed.	January	

As lease holder for allotments – Ensure copy of Allotment Associations insurance certificate has been received and Council advised.	October	
Data Security – Antivirus updated regularly, complex passwords used,	April July October January	Completed 30/4/22
GDPR - As per Standing Order 11(d) complete an annual review of all personal data held electronically and on paper. Clerk to arrange for safe destruction of data no longer needing to be held (with reference to Parish Council's 'Data Retention document' for determining periods of retention).	July	
Staff losses - Personnel Committee to review Clerk's hours, health, stress, training, morale, long-term sickness and early departure. Annual appraisal to be carried out.	July	
Contractors – performance and review of contract.	May and as required	
Compliance with local transparency code – items over £500 listed on website.	April July October January	For previous accounting year 30/4/22
Bank transfers – As transfers between bank accounts are excluded from bank reconciliations, details of all inter account transfers are included in the minutes.	Monthly	Included as part of the RFO's monthly financial report.
List of bank accounts held and balances to provided to Councillors.	Monthly	Included as part of the RFO's monthly financial report.
Expenditure-The RFO shall supply to each councillor after 30 June, 30 September, 31 December and 31 st March in each year a statement to summarise i) the Council's receipts and payments for the quarter;(ii) The council's aggregate receipts and payments for the year to	April July October January	For previous financial year 30/4/22

date;(iii) The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.		
Newsletter advertising – RFO to confirm receipt of payment for newsletter advertising.	April July October January	Included in Clerk’s report.
<u>PROCEDURAL</u>		
Minutes - Check they are accurate & legal - review, date and sign at following meeting	Monthly	
Meetings – Inspect room prior to public admission to ensure free from obstructions (slips and trips)	Monthly	
Back up of electronic information to encrypted stick held off site – Monthly	April July October January	
Register of members interests – Councillors reminded to update	April July October January	
Councillor Training – New Councillors complete training course after 6 months serving.	April July October January	
Councillor gifts – monitor hospitality.	April July October January	

