

**Acle Parish Council**

**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 Councillor’s Guide” used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.

3. The Council has no borrowings.

4. PAYE & NIC - employees paid through payroll, and tax and NIC deducted and paid over monthly.

5. VAT - tax reclaimed quarterly.

6. Precept - budget set annually by Finance Committee, reviewed by full Council at December meeting. Precept is set to reflect cost of running the parish, with a view to being sufficient to pay for expenses when investment levels fall as capital expenditure completed.

7. S.137 – not used as General Power of Competence has been adopted.

8. Minutes - all initialled or signed by Chair of meeting. Filed sequentially and kept safely.

9. Electors’ rights - notice of audit posted on village notice board. Accounts freely available at May meeting and on demand. Copy filed in village library. Public speaking at beginning of every meeting.

10. Document control - filing cabinets used to store documents. All land has been registered with the Land Registry.

11. 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.

12. Internal controls - all cheques/ online payments signed/authorised by two named signatories and supporting invoice reviewed and cheque stub initialled. All cheques reported to full Council. Independent internal auditor appointed to review books of account.

13. Quotes - Three quotes obtained for large items where possible.

14. Insurance - full cover maintained at all times - reviewed annually.

15. Standing Orders reviewed when appropriate and Financial Standing Orders reviewed

 annually.

Angela Bishop Dated: 22nd February 2021

Chair of the Council