

# Shimpling Parish Council

## Internal Control Report - Risk Assessment and Financial Management – Financial Year 2019 - 2020

### ANNUAL TASKS

Topic	Risk Identified	Risk	Mgmt of risk	Staff Action	Evidence / Minuted	Notes / issues	Date
<b>Precept</b>	Not submitted by 31 <sup>st</sup> January	L	Full minute – RFO follow up	Diarise for Nov and Jan meetings Ensure budgetary discussions held in Autumn/Winter	Minuted Nov Meeting		
	Not paid by DC	L	Confirm receipt	Preserve email receipt	Received		
<b>Salaries</b>	Wrong salary / hours / rate paid	L	Check salary, hours and rate	Confirm correct salary rate	Checked and approved at meetings		
	Wrong pension deductions	L	Check pension arrangements and reporting procedures	Diarise for Nov – pension to take effect in February	NA	None required	
	Wrong deductions NI and Tax	L	Check to PAYE calculations and correct tax code etc	Diarise for EOY	Monitored		
<b>VAT</b>	VAT analysis	L	All items in cash book lists	Diarise for EOY Produce report			
	Charged on purchases	L	Consider all items per cash book lists	Each purchase			
	Claimed within time limits	L	Agree returns submitted	Minute whether VAT reclaimable for each purchase and document in			

			Diarise at least quarterly VAT refund claims	bank recs receipts of refunds			
<b>Assets</b>	Loss, damage etc	M	Annual inspection, update insurance and asset registers	Diarise early review of assets prior to EOY Liaison with VHC from Jan onwards			
	Risk or damage to third party property or individuals	M	Review adequacy of public liability insurance	Diarise for EOY and also autumn renewal of PLI			
<b>Staff</b>	Fraud by staff	L	Fidelity guarantee value appropriately set	Diarise for EOY and also autumn renewal of PLI		Minutes of meetings Signatures on bank reconciliation Control measures followed Audit every year	
<b>Loss</b>	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	Diarise for EOY and also autumn renewal of PLI			
<b>Maintenance</b>	Reduced value of assets or amenities – loss of income or performance	L	Annual maintenance inspection Regular play area inspections Ensure recommendations from previous report carried out	Diarise playground inspection for autumn to take place in early spring			
<b>Legal powers</b>	Illegal activity or payment	L	Council educated as to their legal powers Financial Report also includes powers under	Training/refresher training Use of SALC for note of powers			

			which monies spent	Active reminders to Cllrs on extent of powers			
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