

**MUCH BIRCH PARISH COUNCIL RISK SCHEDULE 2013**

<b>Item</b>	<b>Frequency</b>	<b>Last Reviewed</b>	<b>Comments / Actions</b>
<b>Parish Council Insurance:</b>			
Public & Employers Liability	Annual	June 12	Insurance renewed with Came & Co. June 2012
Money & Fidelity Guarantee	Annual	June 12	
Personal Accident	Annual	June 12	
<b>Other Inspections/Maintenance</b>			
Footpaths	As needed	May 13	
<b>Financial Matters</b>			
Banking arrangements	Annual	May 12	
VAT return completed and submitted	As appropriate	June 12	Monument VAT Return submitted.
Budget agreed	Annual	August 12	Budget considered at PC meeting.
Budget monitored & reported	Every meeting	On-going	Bank balance reported every meeting.
Precept requested	Annual	Jan 13	No increase applied.
Payments approval procedure	Every meeting	On-going	All payments discussed and documented at every meeting. Two signatures required on cheques/ stubs initialled. Signatories updated.
Receipts	As required	On-going	Banked as received. Documented at earliest opportunity.
Bank reconciliations overseen by Councillors	Annual	May 13	
Clerk's salary reviewed & documented	Annual/as appropriate	March 13	
Internal Audit	Annual	May 13	Report completed.
Review of Internal Audit Plan	Annual	May 13	No actions identified.
Review of Effectiveness of Internal Audit	Annual	May 13	No actions identified.
External Audit	Annual	June 12	No Auditor comments.
Internal check of financial records	Annual	May 13	Receipts and payments, balance sheet, cash book and petty cash payments reviewed by all Councillors.
Tax/NI requirements complied with	On going	Every meeting	
<b>Record keeping:</b>			

Minutes properly signed and dated	On-going	Every meeting	
Financial Regulations available/updated	On-going	May 13	
Standing orders available/updated	On-going	Revised Jan 13	
Backups taken of computer records	On-going	May 13	
Review risk schedule	Annual	May 13	
Asset Register available/updated	Annual	Mar 13	
<b>Employees &amp; Contractors:</b>			
Contracts of Employment initiated/maintained	On-going		
<b>Members' Responsibilities:</b>			
New Code of Conduct adopted and available	As applicable	Revised Aug 2012	
Register of Interests and dispensations completed and updated	On-going/when declared		
Register of Gifts/Hospitality	On-going/when declared		
Declarations of Interests minuted	On-going	Every meeting	

**The information given above was agreed at a meeting held on:**  
(Day/month/year)

**Signed:**

**Date:**

**(Chairman)**