

ADDLETHORPE PARISH COUNCIL

RISK MANAGEMENT SCHEDULE.

This Risk Management Schedule was adopted by the Parish Council at its meeting held on 10th June 2014.

Signed:

Chairman

Dated:

Signed:

Clerk/RFO

Dated:

For Annual Review at Annual General Meeting.

ADDLETHORPE PARISH COUNCIL RISK MANAGEMENT SCHEDULE

RISK	PROCEDURE
PROPERTY LOSS/DAMAGE	Replacement values insured See Insurance Schedule for full list of Items and values.
Office Equipment	At Clerks Home Sum insured £2,500
Mayoral Chains	N/A
Play Equipment	N/A
Bus Shelters and Street Furniture	Purchase price covered Condition checked bi-annually by appointed councillor and defects reported to Clerk and Council
Christmas Illuminations	N/A
EMPLOYERS LIABILITY	
Clerical	£10,000,000
PUBLIC LIABILITY	£10,000,000
FIDELITY GUARANTEE	£25,000
All Members and Employees	
PERSONAL ACCIDENT	£500,000 any one person and £2,000,000 any one incident
FINANCIAL	Accounts monitored by Internal Auditor, who reports directly to the council. Quarterly assessment at Parish Council Meetings.
Cheques and Cheque Books	All cheques signed by 2 of 4 authorised signatories (all Councillors), with cheque values matched to invoices etc Cheque books kept at Clerks home No blank cheques to be signed
Funds	Bank to/from Building Society transfers signed by authorised signatories prior to transfer Bank account 1 to/from account 2 by clerk
Payments Made	All payments due are authorised by Council. All payments are recorded electronically on computerised accounting system, the paying cheque number is recorded on the relevant hard copy invoice and this is retained on file
Donations/Grants	None

V.A.T.	Recorded electronically in computerised accounting system and reclaimed annually. Copy of claim filed in V.A.T. file, with payment slip. Payments recorded electronically in accounting system. Paid by Direct Credit to Bank
Receipts – Cheque or Cash	None usually received. Banked by Clerk and recorded electronically in accounting system. Council advised in quarterly financial report.
Receipts – Direct credit	Recorded electronically in computerised accounting system. Council advised in quarterly financial report
Reconciliation	Monthly bank statements checked against all payments/receipts entered on accounting system and in accounts file and reconciled by Parish Clerk/RFO End of Year reconciliation endorsed by Internal Auditor
Expenses/Petty Cash	A petty cash system is not used. Clerk's expenses are itemised with receipts, and are paid monthly, by cheque, following approval by Parish Council.
Salaries:	
Parish Clerk	Salary is set annually by Council as part of the precept setting process, Income Tax and N.I. deducted as per P.A.Y.E. All payment details recorded electronically on computerised accounting system. Income Tax & N.I. payments made by cheque at, and receipted by, local bank
Budget:	
Annual Budget	Set annually by Parish Council on recommendation of RFO. Running total of expenditure against budget heads maintained by Parish Clerk/RFO and presented to Parish Council quarterly.
SUNDRY	
Asset Register	Maintained by Parish Clerk: includes all assets, values and insurance values
Risk Management Schedule	Maintained by Parish Clerk and approved by Parish Council. Reviewed annually.