

Newcastle Parish Council

Risk Assessment Check List 2007

Area	Risk	Level	Control
Accounts	Accounting records	M	Accounts formally approved by councillors annually Internal and external audit
Assets	Protection of physical assets	M	Structure insured Value increased regularly according to RPI Safety checks annually
Councillor Propriety	Register of Members and Gifts and Hospitality	M	Register of Members interest completed Register of interest recorded at each meeting of Council and Committees
Employer Liability	Compliance with employment Law	M	Membership of Shropshire Association of Local Councils Salary levels reviewed and authorised
	Compliance with Inland Revenue regulations	M	Internal and external annual checks
Finance	Banking	M	Regular bank reconciliation Two of three nominated signatories on cheques
	Loss of cash through theft or dishonesty	M	Receipts issued No petty cash kept
	Financial controls and records	M	Financial regulations Expenditure properly authorised Internal and external audit
	Compliance with Customs and excise regulations	H	Internal and external auditor annual checks
	Budget and Precept	M	Annual budget for income and expenditure approved by Councillors
Legal Liability	Activities within Legal Powers	H	Professional advice taken where appropriate
	Proper reporting via minutes	M	Minutes available for inspection by councillors and public
Liability	Risk to third party, property or individuals	M	Insurance Health and Safety Risk Assessment
	Legal Liability as consequence of asset ownership	H	Insurance