**SCALFORD PARISH COUNCIL**

# ANNUAL AUDIT: 1st APRIL 2014 to 31st MARCH 2015

## RISK ASSESSMENT POLICY

#### MANAGEMENT OF THE PARISH COUNCIL’S PHYSICAL ASSETS

1. **Insurance Cover.** Annual review of the robustness of the insurance company used, and the risk and adequacy of insurance cover for buildings, furniture and equipment:

Village Hall Parish Room Cemetery mower Playing field, and play equipment South Street car park Public seating and street furniture Allotments Churchyard and churchyard mower Sheep wash

**Record keeping.** Maintenance of a register of assets, to be up-dated annually and included with the annual audit documents.

#### SELF-MANAGEMENT OF RISK

**Parish room.** N/A – responsibility of the Primary School head and staff. **Village Hall.** N/A – responsibility of the Village Hall Committee. **Play equipment.** Annual engineering report carried by insurance company. **Cemetery grounds.** Annual inspection by members of the Parish Council. **Scalford churchyard.** Annual inspection by members of the Parish Council. **Allotments and other grounds (see list of assets).** Annual inspection by members of the Parish Council.

#### RISK MANAGEMENT OF PARISH COUNCIL’S FINANCES

**Insurance cover.** Carry out an annual review and ensure adequate cover for the following risks:

Public liability; employer’s liability; money; fidelity guarantee; libel and slander; personal accident; legal expenses

**Record keeping.**  Maintain a quarterly reconciliation of the cash book with bank statements.

**Internal audit.** An annual review of the appointment of an internal auditor.

#### 9th April 2015