

## **Matlaske Parish Council**

Parish Clerk: Amanda Yacoubian, Mulberry House, The Green, Edgefield, Norfolk, NR24 2AL

### **Risk Assessment**

- 1 Financial records – well maintained and cash book reconciled bi- monthly to bank statements.
- 2 Legal powers – clerk receives regular training and 'The Parish Councillors Guide' used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
- 3 PAYE & NIC – the Council is registered with HMRC, and tax and NIC is deducted from the clerk's salary as appropriate.
- 4 The Council has no borrowings.
- 5 VAT – VAT returns are completed and submitted by the clerk annually, or when necessary.
- 6 Precept – budget set annually by full Council at November meeting. Precept is set to reflect the costs of running the Council.
- 7 Minutes – all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
- 8 Electors' rights – notice of audit posted on village notice boards and website. Accounts freely available at May meeting and on demand. Public speaking at allocated time during every meeting.
- 9 Document control – filing cabinets used to store documents.
- 10 Register of interests – code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
- 11 Internal controls – all cheques signed by two named signatories and supporting invoice reviewed or payments made by BACS requiring dual authority, payment raised by the RFO on receipt of invoice, invoices emailed to second signatory by RFO before authorisation. All cheques, payments by BACS, standing orders and direct debits are reported to full Council. Independent internal auditor appointed to review books of account.
- 12 Quotes – Before placing an order one written quotation is required for items costing up to £1,000. For items costing £1,000 - £5,000 two quotations should be obtained before committing to expenditure. For items costing in excess of £5,000 see Financial Regulations
- 13 Insurance – full cover maintained at all times – reviewed annually see Financial Regulations.

Signed:  
Chairman

Dated: July 2024