

Annual Internal Audit and Business Risk Assessment

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash
Town Council to be followed by both
Councillors and Employees.

Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	RFO
Minute no.	64/24/25b(2)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
2011	1	RL	FTC 04.05.2011	42/11/12	New P&R 19.04.2011 Min. no. 06/11/12
11/2013	2013/14	RL	P&R 19.11.2013	51/13/14e	Approved
02/2020	2020/21	RL	P&F 25.02.2020	155/19/20a(a)	Signed
02/2021	2021/22	SE	P&F 09.03.2021	172/20/21(c)	Annual review/For signature. Rec App
06/2021	2021/22	SE	FTC 03.06.2021	74/21/22h	Readopted
02/2022	2022-23	SE	FTC 03.03.2022	451/21/22c	Annual review
05/2022	2022-23	AJT	ATM 05.05.2022	54/22/23f(ii)	Readopted
05/2023	2023-24	SB	ATM 04.05.2023	28/23/24b(iii)	Readopted
02.2024	2024-25 DRAFT	SB	P&F 27.02.2024	156/23/24b(3)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved.

05.2024	2024	SB	ATM 02.05.2024	64/24/25b(2)	Readopted
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Document Retention Period
Until superseded

SALTASH TOWN COUNCIL**ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT 2024/25**

Item	Frequency
Comment/Actions	
Insurance:	
Public & Employers Liability	3 Yearly
Money & Fidelity Guarantee	3 Yearly
Personal Accident	3 Yearly
Buildings Cover and contents	3 Yearly
Premises Gas safety check/fire/electrical.	Annual
Tree maintenance survey and works	Annually & as required
Pontoon	Annual
Asset Valuations	As required and upon
	Insurance renewal
Financial Matters:	
Banking Arrangements	Annual
Insurance Providers	3 Yearly
VAT return completed/submitted	Quarterly
Internal Audit	Twice yearly
Salaries Reviewed and Documented	Annual
Budget agreed, monitored and reported	Monthly
Precept requested	Annual
Payments approval procedure	Annual
Bank Reconciliations overseen by Councillors	Monthly
Mayors Allowance reviewed at budget setting	Annual
Members Allowance reviewed at budget setting	Annual
External Audit	Annual
Internal check of financial records	Monthly

Record Keeping:	
Minutes numbered and signed	Ongoing
Asset Register updated as required	Ongoing
Burial Register updated as required	Ongoing
Financial Regulations updated as required	Ongoing
Standing Orders updated as required	Ongoing
Shadow copies taken of computer records	Twice daily
Computer off-site backup	Daily

Employee & Contractors:	
Contracts of employment	As required
Contractors Indemnity Insurance	Ongoing
Written arrangements with contractors	Ongoing
Review of Staffing Policies	Ongoing
Health and Safety Audit	Annual
Health & Safety and Human Resources Consultant	3 Yearly
Finance Consultants	
VAT Consultant	3 Yearly
Internal Auditor	3 Yearly
External Auditor (Appointed by Smaller Authorities Audit Appointments (SAAA))	5 Yearly
Members Responsibilities:	
New Code of Conduct adopted	Ongoing
Register of Interests completed & updated	Ongoing
Register of Gifts/Hospitality	Ongoing
Declarations of interests recorded in minutes	Ongoing
Review of Standing Orders & Finance Regulations	Ongoing
National Legislation Awareness & Training	Ongoing