

# Annual Internal Audit and Business Risk Assessment 2023-24

RESPONSIBLE COMMITTEE: P&F

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

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| <b>Current Document Status</b> |                       |                    |                |
|--------------------------------|-----------------------|--------------------|----------------|
| <b>Version</b>                 | 2023-24               | <b>Approved by</b> | ATM            |
| <b>Date</b>                    | February 2022         | <b>Date</b>        | 04.05.2023     |
| <b>Responsible Officer</b>     | RFO                   | <b>Minute no.</b>  | 28/23/24b(iii) |
| <b>Next review date</b>        | Annual or as required |                    |                |

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

| <b>Document Retention Period</b> |
|----------------------------------|
| Until superseded                 |

**SALTASH TOWN COUNCIL  
ANNUAL INTERNAL AUDIT BUSINESS RISK ASSESSMENT 2023/24**

| <b>Item<br/>Comment/Actions</b>              | <b>Frequency</b>                          |
|--|---|
| <b>Insurance:</b>                            |   |
| 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<br>Insurance renewal |
| <b>Financial Matters:</b>                    |   |
| 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                                   |
| Town Clerk's Salary reviewed & documented    | Annual                                    |
| Mayors Allowance reviewed at budget setting  | Annual                                    |
| Members Allowance reviewed at budget setting | Annual                                    |
| External Audit                               | Annual                                    |
| Internal check of financial records          | Annual                                    |
|  |   |
| <b>Record Keeping:</b>                       |   |
| Minutes numbered and signed                  | Ongoing                                   |
| Asset 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                                     |

|   |             |
|---|-------------|
| <b>Employee &amp; Contractors:</b>  |             |
| 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    |
| <b>Finance Consultants</b>  |             |
| VAT Consultant  | 3 Yearly    |
| Internal Auditor  | 3 Yearly    |
| External Auditor (Appointed by Smaller Authorities Audit Appointments (SAAA)) | 5 Yearly    |
| <b>Members Responsibilities:</b>  |             |
| 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     |