

SOUTHWICK PARISH COUNCIL PARISH COUNCIL RISK SCHEDULE 2024 Item		
Parish Council Insurance including Public & Employers Liability	Annual	Insurance due for renewal May 2024.
Money & Fidelity Guarantee	Annual	To be reviewed as part of year end process.
Personal Accident		N/A
Buildings Cover for Parish Owned Property/ community		To be reviewed May 2024
Financial Matters:		
Banking Arrangements	Annual	Scheduled for review at the ACM
Insurance Providers	Annual	To be reviewed May 2024
VAT return completed/submitted		Refund to be submitted at year end / outstanding VAT being reviewed
Audit fee	Annual	Allocated funds available in budget
By-elections	Annual	None scheduled.
Budget agreed, monitored and reported	Quarterly	Done
Precept requested	Annual	January 2024
Payments approval procedure	Annual	Financial regulations reviewed 2023
Clerk's Salary reviewed & documented	Annual	Reviewed March 2023.
Use of Home as Office Allowance	Annual	To be claimed annually

Chairman's Allowance reviewed & agreed	Annual	N/A
Members' Allowance reviewed & agreed	Annual	N/A
Internal Audit	Annual	Appointed March 2024
External Audit	Annual	Deliver to nominated auditor
Internal check of financial records	Annual	To be done at year end
Record Keeping:		
Minutes properly numbered	On-going	Agreed each meeting
Asset Register available/updated	On-going	Reviewed annually
Financial Regulations available/updated	On-going	reviewed May 2023.
Standing Orders available/updated		reviewed May 2023.
Backups taken of computer records	daily	offsite server
Employees & Contractors:		
Contracts of employment	Annual	Scheduled for review October 2024.
Contractors' Indemnity Insurance		To be reviewed at year end
Written arrangements with contractors		To be reviewed at year end
Members' Responsibilities:		
New Code of Conduct adopted	On-going	Adopted
Register of Interests completed & updated	On-going	To be reviewed at ACM
Register of Gifts/Hospitality	On-going	No adjustment required
Declarations of interests minuted	On-going	Each meeting

