Payments Payments	from Cashbook 2017-18					PAYMENTS					
Date	Details	chq	Admin	Capital	GJPA	Parks	Grants &	Section	VAT	General	Cheque cashed
9/04/17	EALC- Training	no 100672	£160.00	Expenditure	Playarea	Open Spaces	Donations	137		Total	
9/04/17	Playdale - Initial Payment	100672	£100.00	00 000 00					04 040 07		cashed 10th May
9/04/17	-		£90.00	£8,099.33					£1,619.87		cashed 4th May
	EALC- Training	100674									cashed 10th May
9/04/17	EALC - Subscription	100675	£84.54								cashed 10th May
	cancelled	100676								£0.00	
	cancelled	100677								£0.00	
9/04/17	EALC- Training	100678	£160.00								cashed 10th May
	cancelled	100679								£0.00	
19/04/17	BT - Adopt a box	100680		£1.00						£1.00	cashed 18th May
27/04/17	Essex Pension Fund - Employer	100681	£37.49							£37.49	cashed 25th May
27/04/17	HMRC - Period 1	100682	£35.60							£35.60	cashed 24th May
27/04/17	Clerk Wages - April	100683	£176.81							£176.81	cashed 9th May
27/04/17	Village Choir	100684					£108.65				cashed 29th june
27/04/17	Friday Club- Village Hall	100685					£160.00				cashed 14th june
1/05/2017	Cllr Kenning - Refreshments	100686	£30.00				2100.00				cashed 24th May
1/05/2017	Insurance - Zurich	100687	£302.31								cashed 19th may
1/05/2017			2302.31		0000.00				0470.00		
	Pleshey Circle	100688			£880.00		0.1		£176.00		cashed 19th may
1/05/2017	Pleshey Circle	100689					£160.00				cashed 1st june
7/05/0047	cancelled	100690	044.40							£0.00	
7/05/2017	Essex Pension Fund - Employee	100691	£11.19								cashed 25th May
0/06/2017	cllr mallender - refreshments Pleshey Parish news	100692 100693	£17.02 £8.75							£17.02 £8.75	cashed 18th july cashed 02.11
0/06/2017	Playdale - inv 27202	100693	1.0.15	£2,512.70					£502.54		cashed 7th july
0/06/2017	Playdale - inv 27202 Playdale - inv 27223	100695		£2,810.07					£562.01		cashed 7th july
0/06/2017	Playdale - inv 27385	100696		£4,891.25					£978.25		cashed 7th july
0/06/2017	Clerk Wages - June	100697	£177.68	,,							cashed 10th july
0/06/2017	Clerk Wages - May	100698	£218.01								cashed 10th july
0/06/2017	HMRC -Period 2	100699	£35.60							£35.60	cashed 8th aug
0/06/2017	HMRC -Period 3	100700	£35.80							£35.80	cashed 8th aug
0/06/2017	Essex Pension fund - combined - P2	100701	£43.64								cashed 13th july
0/06/2017	Essex Pension fund - combined - P3	100702	£43.64								cashed 13th july
6/07/2017	Tim Gunn - Fence Repairs	100703			£200.70						cashed 15.09
6/07/2017	EALC - Tim Gunn - Training	100704	£90.00								cashed 2nd aug
6/07/2017	Clerk Wages - July	100705	£177.68								cashed 3rd aug
6/07/2017	HMRC - Period 4 Essex Pension Fund	100706 100707	£35.80 £43.64								cashed 8th aug cashed 2nd aug
6/07/2017 5/08/2017	Playsafety ltd - Rospa inspection	100707	243.04			£79.80					cashed 12.09
5/08/2017	cancelled	100709				270.00				£0.00	
5/08/2017	Clerk Wages - August	100710	£177.68								cashed 12.09
5/08/2017	Essex Pension Fund	100711	£43.64								cashed 11.09
8/09/2017	HMRC - Period 5	100712	£35.80								cashed 30.10
8/09/2017	Play Safety ltd - Rospa and Post	100713			£270.00					£270.00	cashed 3.10
	Installation				2270.00						
0/09/2017	Clerk - Expenses	100714	£55.62								cashed 28.09
3/10/2017	PFK LittleJohn - Audit	100715	£100.00						£20.00		cashed 26.10
3/10/2017	Essex Pension Fund	100716	£43.64								cashed 24.10
3/10/2017 3/10/2017	HMRC - Period 6 Clerk - Salary (Sept)	100717 100718	£35.80 £177.68								cashed 30.10 cashed 25.10
8/10/2017	Clerk - Salary (Sept)	100718	£177.00								cashed 25.10
8/10/2017	Essex Pension Fund	100719	£43.64								cashed 24.0ct
8/10/2017	HMRC - Period 7	100720	£35.80								cashed 30.10
7/11/2017	Hmrc - Period 8	100722	£35.80								cashed 28/02
7/11/2017	Essex Pension Fund	100723	£43.64								cashed 28.11
7/11/2017	Clerk - Salary (Nov)	100724	£196.63								cashed 29.11
2/11/2017	Royal British Legion	100725						£20.00		£20.00	cashed 29.12
	Playequip - repairs	100726				£2,706.00			£541.20		cashed 09/01
	Clerk- Salary (Dec)	100727	£177.68								cashed 29.12
0/12/2017		100728	£43.64							£43.64	cashed 23/01
19/04/17	CCC - Allotment Rent	N/A	0010-			£3.95				0015-	Taken on Precept
04/08/17	Interest and Charges Suffered		£64.95								occured 4th AUg
05/09/17	Interest Suffered	100720	£7.41								occured 4th AUg
0/12/2017 0/12/2017	HMRC - Period 9 House of retreat	100729 100730	£35.80 £3.80								cashed 28/02 cashed 02/02
6/01/2018	HMRC - Period 10	100730	£35.80								cashed 28/02
6/01/2018		100731	£43.64								cashed 23/01
6/01/2018	Clerk - Salary (Jan)	100732	£177.68								cashed 24/01
	cllr mallender - refreshments	100734	£25.49								cashed 26/01
18/02/18	Pleshey Parish news	100735	£15.00								cashed 01/03
18/02/18	MG Howard - internal audit	100736	£125.00							£125.00	cashed 23/03
18/02/18	W.Adshead-Grant - Salary + Expenses	100737	£314.48						£25.80		cashed 28/02
18/02/18	Essex Pension Fund	100738	£43.64								cashed 27/02
18/02/18	HMRC	100739	£35.80								cashed 28/02
18/02/18	Pleshey village hall	100740	£176.00							£176.00	
21/02/18	Great Waltham Parich Council	100741	£39.00								cashed 28/02
20/03/18	Pleshey Support Group	100742	0				£300.00			£300.00	
20/03/18	W.Adshead-Grant - Bank charges repaid	100743	£66.00								cashed 29/03
20/03/18	W.Adshead-Grant - Salary + Expenses	100744	£177.68								cashed 29/03
20/03/18	HMRC Essex Pension Fund	100745 100746	£35.80 £43.64							£35.80	
20/03/18			143.04			C450.00				£43.64	
20/03/18	Fred Manning - mount grass cutting Chelmsford city council - lease	100747 100748				£450.00 £1.00				£450.00 £1.00	
	Chemisiona city countril - lease	100740	£4,871.78	£18,314.35	£1,350.70	£3,240.75	£728.65		£4,425.67	£32,947.95	

Pleshey P	arish Council							
Receipts 2	2017-18							
	RECEIPTS							
Date	Details	Precept	Grant	Interest	Parks &	Other	TOTAL	
				General	Open			
27/04/17	Payment 1 Precept ECC	£3,585.05					£3,585.05	
16-06-17	CIF - 50% towards Grant		£5,000.00				£5,000.00	
26/09/2017	CCC BGC Precept 2	£3,590.00					£3,590.00	
18/09/2017	HMRC - VAT return 010317 to 310717					£3,844.27	£3,844.27	
02/10/2017	Allotment rent (cheque)				£3.00		£3.00	
26/10/2017	CIF - 50% towards Grant		£5,000.00				£5,000.00	
16/11/2017	Invoice Raised on Village hall for Rospa report				£79.80		£79.80	Invoiced but Not Paid Yel
24/11/2017	Allotment rent (cash)				£14.00		£14.00	
4/12/2017	Interest			£1.16			£1.16	
26.01.18	Payment of Interest charges			£72.36			£72.36	
29.01.18	Transparencey Cheque		£379.80				£379.80	
11.02.18	Essex County Council - Mount				£465.00		£465.00	Invoiced but Not Paid Yet
05.03.18	Interest			£3.29			£3.29	
13.03.18	Vat receipt 01.08.17 to 31.01.18					£645.30	£645.30	
	Total	£7,175.05	£10,379.80	£76.81	£561.80	£4,489.57	£22,683.03	

Will Adshead-Grant		March 2018					
Pay and Non	Recepited E	Expenses					
4 hrs p/week					0		£143.28
		ntenance at 2 hrs per mo	onth				27.10.20
						Net Total	
8 miles per w	veek	Total	4	at	45p per mile	Total	£14.40
					14.4		
Mobile Phone	е						
£20 per mon	th					Total	£20.00
						Total Due	£177.68

Pleshey Parish Council			
Fleshey Fansh Council			
Balance per Bank statements as at 31st March 2018			
Details		£	£
Business Account 20 19 95 a/c 90097578			£10,634.49
Community Account 20 19 95 a/c 00599697			£ 6,300.88
•			£ -
			£16,935.37
(Less) Unpresented Cheques	C/N		,
2017/2018	740	£ 176.00	
2017/2018	742	£ 300.00	
2017/2018	745	£ 35.80	
2017/2018	746	£ 43.64	
2017/2018	747	£ 450.00	
2017/2018	748	£ 1.00	
		1.2	
		£ 1,006.44	
		,	£15,929
			,
Add any unbanked cash at 31st March 2018			£ -
Total Cash and short term investment (Box 8) 2017/2018			£ 15,929
			1,5
Cash Book			
Opening Balance - Box 8 (2016/2017)			£ 26,739
Add reciepts for the year			£ 22,138
Less payments in the year			£ 32,948
Closing Balance per Cash Book			£ 15,929
Invoiced Not recieved (subtracted from receiptes)	11/02/18	ECC	£465.00
, ,	16/11/18	VH	79.8
			£ 0

Date	cheque nr	Item	cheque value	salary	MISC	training	ROSPA	Stationery	Copying	Phone	Milage	Postage	Village Hall Hire	Insurance	EALC RCCE subscriptions	Audit	Viewing Area	Capital Expenditure	GJPA Wages	GJPA Refurb	GJPA Misc.	Open Spaces	S137	reserve	Grants	Total Precept Expenses	Total	VAT to be reclaimed	Claimed
Budge	t set forA	pril 2017 to Mar 2018		2300		300.00	100	10	10	240	230	10	150	880	150	150	450		500	1000	100	200	100	500	330.00	7710			
19/04/17	100672	EALC- Training	£160.00			160.00																				160.00	160.00		
19/04/17		Playdale - Initial Payment EALC- Training	£9,719.20 £90.00			90.00												8099.33					ļ	ļ	ļ	8099.33 90.00	9719.20 90.00	1,619.87	У
19/04/17		EALC - Subscription	£84.54			50.00									84.54											84.54	84.54		
19/04/17		EALC- Training BT - Adopt a box	160.00			160.00																				160.00	160.00		
27/04/17		Essex Pension Fund	37.49	37.49																						1.00 37.49	37.49		
27/04/17		HMRC - Period 1	35.60	35.6																						35.60	35.60		
27/04/17 27/04/17		Clerk Wages - April Village Choir	176.81 108.65	156.81						20															108.65	176.81 108.65	176.81 108.65		
27/04/17		Friday Club- Village Hall	160.00														<u> </u>								160.00	160.00	160.00		
11/05/2017		Cllr Kenning - Refreshments	30.00		30.00																				ļ	30.00	30.00		
11/05/2017		Insurance - Zurich Pleshey Tree Services	302.31 1056.00											302.31							880.00					302.31 880.00	302.31 1056.00	176.00	v
11/05/2017	100689	Pleshey Circle	160.00																						160.00	160.00	160.00		
17/05/2017		Essex Pension Fund clir mallender - refreshments	11.19 17.02	11.19	17.02												ļ		ļ						ļ	11.19 17.02	11.19 17.02		
20/06/2017		Pleshey Parish news	8.75		17.02										8.75											8.75	8.75		
20/06/2017		Playdale - inv 27202	3015.24															2512.70								2512.70	3015.24	502.54	У
20/06/2017		Playdale - inv 27223 Playdale - inv 27385	3372.08 5869.50														ļ	2810.07 4891.25	ļ						ļ	2810.07 4891.25	3372.08 5869.50	562.01 978.25	y
20/06/2017		Clerk Wages - June	177.68	157.68						20								4031.1.								177.68	177.68	570.25	
20/06/2017		Clerk Wages - May HMRC -Period 2	218.01 £35.60	198.01 35.6						20							ļ									218.01	218.01 35.60		
20/06/2017		HMRC -Period 3	£35.80	35.6 35.8		ļ										ļ	ļ							ļ		35.60 35.80	35.80		
20/06/2017	100701	Essex Pension fund	£43.64	43.64													Ī									43.64	43.64		
20/06/2017		Essex Pension fund Tim Gunn - Fence Repairs	£43.64 £200.70	43.64																200.70						43.64 200.70	43.64 200.70		
26/07/2017	100704	EALC - Tim Gunn - Training	£90.00			90.00											······			200.70						90.00	90.00		
26/07/2017	100705	Clerk Wages - July	£177.68 £35.80	157.68						20							Ĭ									177.68	177.68		
26/07/2017		HMRC - Period 4 Essex Pension Fund	£35.80 £43.64	35.8 43.64													ļ									35.80 43.64	35.80 43.64		
25/08/2017	100708	Playsafety Itd	£79.80				66.5										<u> </u>									66.50	79.80	13.30	У
25/08/2017		Clerk Wages - August Essex Pension Fund	£177.68 43.64	157.68 43.64						20							ļ									177.68 43.64	177.68 43.64		
18/09/2017		HMRC - Period 5	35.80	43.64 35.8																						35.80	35.80		
18/09/2017		Play Safety Itd	270.00				225																			225.00	270.00	45.00	y
20/09/2017		Clerk - Expenses PEK I ittle John - Audit	55.62 120.00	35.62						20						100	<u></u>								ļ	55.62 100.00	55.62 120.00	20.00	
13/10/2017		Essex Pension Fund	43.64	43.64												100										43.64	43.64	20.00	
13/10/2017		HMRC - Period 6 Clerk - Salary (Sept)	35.80 177.68	35.8 157.68																						35.80	35.80 177.68		
18/10/2017		Clerk - Salary (Sept)	143.28	157.68						20															ļ	177.68 143.28	143.28		
18/10/2017	100720	Essex Pension Fund	43.64	43.64																						43.64	43.64		
18/10/2017 17/11/2017		HMRC - Period 7 Hmrc - Period 8	35.80 35.80	35.8 35.8																					ļ	35.80 35.80	35.80 35.80		
17/11/2017			43.64	43.64																						43.64	43.64		
17/11/2017		Clerk - Salary (Nov)	196.63	176.63						20																196.63	196.63		
22/11/2017		Royal British Legion Playequip - repairs	20.00 3247.20														ļ			2706.00			20.00		ļ	20.00	20.00	541.20	v
20/12/2017	100727	Clerk- Salary (Dec)	177.68	157.68						20																177.68	177.68	0.1.1.1	
20/12/2017 19/04/17		Essex Pension Fund CCC - Allotment Rent	43.64 3.95	43.64																		3.95		ļ	ļ	43.64 3.95	43.64 3.95		
02/11/17	N/A	Interest and Charges Suffered	64.95		64.95												<u> </u>					3.53				64.95	64.95		
05/09/17		Interest Suffered	7.41		7.41																					7.41	7.41		
20/12/2017		HMRC - Period 9 House of retreat	35.80 3.80	35.8					3.8								ļ									35.80 3.80	35.80 3.80		
16/01/2018	100731	HMRC - Period 10	35.80	35.8					3.0																	35.80	35.80		
16/01/2018 16/01/2018		Essex Pension Fund Clerk - Salary (Jan)	43.64 177.68	43.64 157.68						20																43.64 177.68	43.64 177.68		
16/01/2018		clir mallender - refreshments	25.49	157.08	25.49					20																25.49	25.49		
18/02/18		Pleshey Parish news	15.00												15										<u> </u>	15.00	15.00		
18/02/18 18/02/18		MG Howard - internal audit W.Adshead-Grant - Salary +	125.00 340.28	157.68	129.00					20		7.8				125										125.00	125.00 340.28	25.80	v
	100737	Expenses																								314.48			<u> </u>
18/02/18 18/02/18	100738	Essex Pension Fund HMRC	43.64 35.80	43.64 35.8																						43.64 35.80	43.64 35.80		
18/02/18	100740	Pleshey village hall	176.00										176													176.00	176.00		
21/02/2018		Great Waltham Parish Council Pleshey Support Group	39.00 £300.00			39.00										ļ									300.00	39.00 300.00	39.00 300.00		
20/03/18	100742	W.Adshead-Grant - Bank	£66.00		66.00																					66.00	66.00		
20/03/18	100744	charges repaid W.Adshead-Grant - Salary +	£177.68	177.68																						177.68	177.68		
20/03/18	100744	Expenses	£35.80	35.8																						177.68 35.80	35.80		
20/03/18	100746	Essey Pension Fund	£43.64	43.64																						43.64	43.64		
20/03/18	100747	Fred Manning - mount grass cutting	£450.00														450.00									450.00	450.00		
21/03/18		Chelmsford city council - lease	£1.00	,																		1.00				1.00	1.00		
			£32,951.90	£2,949.71	£330 03	f530.00	£201 E0	60.00	£3 00	£220.00	£0.00	67.90	£176.00	£302.31	£100 20	£225.00	fAED C	£18 214 25	£0.00	£2 90£ 70	£880.00	64.05	£20.00	60.00	729 65	0.00 £28,467.93	0.00	£4.482.07	
	Not invoi	ced		22,549./1	2339.67	2339.00	LE 91.3U	10.00	13.60	2220.00	10.00	L7.8U	2170.00	2302.31	1108.29		1430.00	210,314.35	10.00	£2,500.70	2000.00	14.95	120.00	10.00	720.05	220,407.93	JE,731.9U	£4,463.9/	
	Projected	d expenditure to Mar 18		C2.010.7	6222.5	CE 20.0	C201 5	60.00	63.00	C222 0		67.00	C475 0	C202.2	6400.0	C225 0	CAFO	C10.211	60.0	62.000.77	C000 0	00.00	626.0	60.0	6722 67	1 can acr of	220510		
		d expenditure for year ided above		£2,949.71	£339.87	£539.00	1291.50	±0.00	£3.80	£220.00	±0.00	£/.80	11/6.00	£302.31	£108.29	1225.00	£450.00	£18,314.35					İ	1		£28,467.93	32951.90		
	Net expe	enditure (less VAT)				539.00				220.00				302.31		225.00										10153.58	32951.90		
	Projecte	d Budget Remaining		-649.71	-339.87	-239.00	-191.50	10.00	6.20	20.00	230.00	2.20	-26.00	577.69	41.71	-75.00	0.00	-18314.35	500.00	-1906.70	-780.00	195.05	80.00	500.00	-398.65	-2443.58			
																										Theoretical Overspend			
																										over sperio			

		<u> </u>
Pleshey Parish Council		
Income and Expenditure Account - 31st March	2019	+
income and Expenditure Account - 31st March	2010	
INCOME		
INCOME		
Durant ar 000		
Precept on CCC		1
Loans and Capital Receipts		
Interest and investment Income		
Allotments		_
Grants and Donations		
CBC Open Parks Payment		
Misc.		
VAT Refund		
Total		
EXPENDITURE		
Staff Cost		
General Admin		
Professional Fees		
Insurance		
Subscriptions		
S137 Exp.		
Capital Exp.		
Allotments		
Parks & Open Spaces		
Grants and Donations		
VAT Paid		
Total		
General Fund		
Balance at 1st April		
Add Total Income		
Deduct: Total expenditure		
General Reserve Balance at 31st March		0
Pleshey Parish Council		
Balance Sheet - 31st March 2015		

Current Assets		
Debtors		
Cash in bank and in hand (Box 8 Annual return)		
Current Liabilities		
Creditors and accrued expenses		
Net Current Assets		
Total Assets Less Current Liabilities		
Total Assets Less Current Liabilities		
Capital and reserves		
Pleshey Parish Council		
Annual Return Statement of Accounts		
	Year Ending	Year Ending
	31st March 20	31st March 20
Balances brought forward		
2. (+) Annual Precept		
3. (+) Total other receipts		
4. (-) Staff Costs		
5. (-) Loan interest/capital repayments		
6. (-) All other payments		
7. (=) Balances carried forward		
8. TotalCash & investments		
9. Total Fixed Assets		
10. Total Borrowings		
11. Trust funds	No	No
Signed by Chairman:		
Signed by Clerk:		
3 1, 1 1		
Date:		
I .		+

Pleshey Parish Council		Asset Register	31-Mar-2018
based on insurance Values at June 2014			
Asset Register			
Street Furniture	2	Litter Bin	£791.08
		Picnic Benches	£1,600.00
		Phonebox	£1.00
		Allotment Fencing	£3,200.30
		GJPA Fencing	£791.08
	5	Garden Tubs	£250.00
	1	Noticeboard	£599
	2	Defribullator and cabinets	£4,757.10
Playground Equipment	1	Stainless Steel Slide	£2,187.10
	2	Log frame Swings	£912.78
		Swingbridge	£838.81
		Timber swings	£2,967.44
		Multi Play unit (castle)	£13,875.50
		Inclusive Orbit	£4356
	1	Gravity Bowl	£1,065.00
		Spinner	£1,353.00
		Sea Horse Seesaw	£1,437.00
	1	Activety Trail	£4,439.83
		Spring Horse	£543.00
		Rocking Horse with bonded mulch surface	£8,240.00
		mulch surfacing	£5,869.00
		-	£43,728.46
Fixed Asset Register		£	<u> </u>
Freehold Land and Building		0	
Vehicles and Equipment			
Playground Equipment (GJPA)		£43,728.46	
Defibrillator and cabinet (VH and Leather Bottle)		£4,757.10	
Infrastrucure Assets			
Benches (Post Box x 1 / Viewing Area x 2 / GJPA x 1)		£1,600.00	
Litter Bins (Viewing area and Bus Shelter)		£791.08	
Notice Board (not insured shown at cost)		£599.00	
Garden Tubs		£250.00	
GJPA Fencing		£791.00	
Allotment Fencing		£3,200.00	
Telephone Box		£1.00	
TOTAL		£55,717.64	

Pleshey Parish Council		Risk Assessment	01.04.2017	
RISKS IDENTIFIED	RISK	INSURANCE COVER	INTERNAL CONTROL	OTHER EXTERNAL ARRANGEMENTS & COMMENTS
	ASS			
L=Liklehood / I=Impact	` ′	H=High/M=Medium/L=Low		
The Protection of Physical Assets :	M/H	Adequate Insurance Cover for	An up to date register of	Regular maintenance arrangements for assets.
owned by the Council or for which they have		Assets owned by Council	assets and investments	
custodial responsibility				The Council's asset insurance for 2017-2018 is £55,717
Buildings, furniture, equipment etc.			Annual Review of Risk &	
Loss / Damage through fire or flood			adequacy of cover	
Maintenance for vulnerable	H/H	Adequate Public Liability	Regular inspection by	Annual Inspection of play equipment by ROSPA
amenities or equipment.		Insurance Cover	retained maintenance contractor	
The Risk of damage to third party property or	M/H	Adequate Public Liability	Annual Review of Risk &	Insurance Cover for PUBLIC LIABILITY,
individuals as a consequence of the council		Insurance Cover	adequacy of cover	£10,000,000
providing services or amenities to the public.				
The risk of consequential loss of income or	L/L	Adequate Consequential Loss	Annual Review of Risk &	
need to provide essential services following		Insurance Cover	adequacy of cover	
critical damage, loss or non-performance by				
a 3rd party				
Loss of cash through theft or dishonesty	L/L	Adequate Fidelity Guarantee	Annual Review of Risk &	Insurance Cover in FIDELITY GUARANTEE,
		Insurance Cover	adequacy of cover	£2,000
			Cheques and all other a/c	Internal Audit review & testing of anti fraud & corruption
			changes have to be	
			authorised to bank by 2	Appropriate Banking Arrangements in line with Financial Regs
			clirs	No petty cash account
Legal liability as a consequence of asset	H/H	Adequate Public Liability	Annual Review of Risk &	Insurance Cover PUBLIC LIABILITY £10,000,000
ownership.		Insurance Cover	adequacy of cover	
RISKS IDENTIFIED	RISK	INSURANCE COVER	INTERNAL CONTROL	OTHER EXTERNAL ARRANGEMENTS & COMMENTS
L=Liklehood / I=Impact	ASS (L/I)*	H=High/M=Medium/L=Low		
<u> </u>				
Legal liability as a consequence of	L/H	Adequate Employer's Liability		Insurance Cover for EMPLOYER LIABILITY,
employment		Insurance Cover		£10,000,000 including, personal accident cover for
				Employee / Member / Volunteer of £25,000 for death or
				disablement or £100 per week for a temporary
				disablement.
Keeping proper financial records in	L/H	RFO resonsibility	Regular scrutiny of	Records scrutinised by independent Internal Auditor once a
accordance with statutory requirements			financial records & proper	year to ensure controls in place and working.
			arrangements for the	Excel spreadsheet listing all transactions, backed-up monthly.
			approval of expenditure.	One back up copy kept off site.
				Testing of income and expenditure from minutes to cashbook,
				from bank statements to cash book & from minutes to reports
				etc.
			Monthly bank balances	

			reconciliations available	
			for inspection together	
			with financial records	
			Will illiancial records	
Ensuring all business activities are within	N/A	RFO responsibility	Recording in the worksheet	Review of minutes to ensure legal powers in place, recorded
legal powers applicable to local councils	1	,	the precise powers under	and correcectly applied.
logal periore applicable to local oculione			which expenditure is	ала солосова у арриос.
			being approved.	
			being approved.	
Ensuring that all requirements are met per	M/H	RFO/Payroll service	Regular returns to the	Professional Payroll Services supplier engaged for preparation of
employment law and Inland Revenue		responsibility	Inland Revenue; contracts	monthly quarterley and year end returns to HMRC in view of new "real
			of employment for Clerk	time" PAYE regime
			annually reviewed by the	Checks carried out by the Internal Auditor & issues raised in
			personel committee	his report.
			porconor communico	ine reports
Ensuring all requirements are met under	L/H		Regular returns of VAT:	Testing by Internal Auditor may include VAT returns.
Customs & Excise Regs. Especially VAT			training the RFO in	RFO trained & further training would be provided on request.
			matters of VAT and other	
	+		taxation issues	
RISKS IDENTIFIED	RISK	INSURANCE COVER	INTERNAL CONTROL	OTHER EXTERNAL ARRANGEMENTS & COMMENTS
	ASS			
L=Liklehood / I=Impac	t (L/I)*	H=High/M=Medium/L=Low		
Ensuring the adequacey of the annual	L/H		RFO's precept report	Testing arrangments by Internal Auditor
precept within sound budgetary			RFO's year end report	Budgetary Control arrangements in place & working
arrangements			Regular Budgetary	
			monitoring statements	
Proper timely and accurate reporting of	L/H		Minutes properly	Arrangements in place & working
council business in the minutes			numbered, signed by Chair	Minutes Published on the website
			with a master copy kept	Williates I ublished on the website
			in safekeeping	
Responding to electors wishing to exercise	L/M		Notice of inspection rights	Arrangements in place & working
their rights of inspection			placed on 1 notice board	
			just before the annual	
			audit	
Meeting the laid down timetables when	L/M		Extensions applied for if	Arrangements in place & working
responding to consultation invitation			required, mtgs called if	
			required	
Decree de como de contra de	1.75		In accordance 100	Approximate in place 0 working
Proper document control	L/M		In accordance with good	Arrangements in place & working
			practice and standing orders	
			o.ucio	
Register of members' interests & gifts &	L/H		Procedures in place for	Testing of disclosures
hospitality in place, complete, accurate and			recording & monitoring	Arrangements in place & working
up to date			members interests, &	
			gifts & hospitality	
	_		received.	
				T. Control of the Con
			Adoption of codes of	
			Adoption of codes of conduct for members &	Model Standing Orders reviewed Annually