

**BURES JOINT CEMETERY AUTHORITY**  
**FINANCIAL & OPERATIONAL RISK ASSESSMENT CHECK LIST**  
**Reviewed & Adopted 9<sup>th</sup> June 2025 Review date: June 2026**

1. Carry out an annual review of risk and the adequacy of insurance cover.
2. Insurance to cover the risk of damage to third party property or to individuals as a consequence of the Authorities' activities (public liability).
3. Insurance to cover legal liability as a consequence of asset ownership (public liability)
4. Insurance to cover the protection of physical assets owned by the Authority.
5. Maintain an up to date register of assets.
6. Carry out an annual inspection and condition survey of physical assets owned by the Authority.
7. Ensure arrangements are in place to prevent and detect fraud and corruption.
8. Ensure that proper financial records are kept.
9. Carry out provisions of internal audit requirements.
10. Ensure banking arrangements are adhered to.
11. Carry out regular bank reconciliations, independently reviewed.
12. Ensure adequacy of annual precept within sound budgeting arrangements.
13. Ensure regular budget monitoring statements are produced.
14. Ensure that all Authority activities are within legal powers applicable to local councils.
15. Ensure that all requirements are met under employment law and Inland Revenue regulations.
16. Ensure that all requirements are met under Customs and Excise regulations, including VAT.
17. Ensure proper document control
18. Ensure proper, timely and accurate reporting of Authority business in the minutes.
19. Ensure timely response to electors wishing to exercise their rights of inspection.
20. Ensure timetables met when responding to consultations.
21. Ensure Register of Member's Interests and gifts in place, complete, accurate and up to date.