

BATCOMBE PARISH COUNCIL

Risk Assessment and Management

Topic	Risk Identified	High/ Med /Low	Management of Risk	Staff Action	Internal Audit Freq. - months
Income					
Precept	Not submitted	L	Minute - RFO to follow up	Diary	12
	Not paid by District Council	L	RFO to report payment to Council	Diary	12
Grants - District	Not claimed	L	RFO to report to Council	Diary	12
	Not received	L	RFO to report payment to Council	Diary	12
Allotments - Rent	Not paid	M	Reconcile income to register	Reconcile to register	12
	Not banked	L	Reconcile to bank statement	Member verify	12
VAT	Not claimed	L	RFO to report payment to Council	Diary	12
	Incorrectly calculated	M	List VAT in cash book	RFO verify	12
Investment Income	Investment Policy	L	Review policy annually	Diary	12
Expenditure					
Salaries	Wrong salary paid	M	Check to Minute	Member verify	12
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12
	Wrong pay rate	M	Check to contract	Member verify	12
	Liability for tax deductions	M	Confirm Clerk self-assessed	Member verify	12
Direct Costs and Overhead	Goods not supplied to PC	M	Order System	Clerk check supply	12
	Invoice incorrectly calculated	L	Check arithmetic	RFO check	12
Expenses	Cheque payable is excessive	M	Signatory initials stub & voucher	Member verify	12
	Cheque payable to wrong party	M	Signatory initials stub & voucher	Member verify	12
	Stock loss	M	Point of sale info and control	Reconcile to stock	12
Grants and Support	No power to pay	M	Minute power	Member verify	12
	Agreement of Council to pay	L	Minute	Member verify	12
	Conditions agreed	L	Use reasonable condition	RFO verify	12
	Cheque & voucher	M	Signatory initials stub & voucher	Member verify	12
Election Costs	Follow up verification	M	RFO check receipts/ Accounts	RFO verify	12
	Invoice at agreed rate	M	RFO check & consider budget	RFO verify	48
Reserves					
General	Adequacy	L	Consider at budget setting	RFO opinion	12
				3 year plan	12
	By-election costs	M	Consider at budget setting	RFO verify	12
Assets					
	Loss of assets	L	Schedule of Assets/ Deeds secured	Clerk to update/ensure	
Playing Field	Loss, damage etc	M	Inspection & insurance	RFO/Council	12
			Regular inspection & maintenance		1
War Memorials	Damage etc	L	Council to consider insurance	Council	12
Water Tank	Damage etc	L	Council to consider insurance	Council	12
Telephone Kiosk	Damage etc	M	Insurance	Council	12
Noticeboard	Loss, damage etc	M	Insurance	Council	12
Laptop	Loss, damage etc	M	Council to consider insurance	Council	12
Laptop	Depreciation	M	Consider at budget setting	RFO verify	12
Liability					
Playing Field	Accident	M	Inspection & Insurance	RFO/Council	12
	Grass Cutting	M	Contract out	RFO/Diary	12
	Public Events	M	Check events insured - inspect after	RFO/Council	12
Public, etc	Accident	M	Insurance	RFO/Council	12
Staff					
Clerk/RFO	Illness, Accident, Sudden Departure	L	Contingency Plans	RFO/Clerk	24
	Fraud	L	Fidelity Guarantee	Council	12
			Checks as above	Member verify	12
	Computer Failure	M	Regular backups of files	RFO/Clerk	1