## **BATCOMBE PARISH COUNCIL**

## Risk Assessment and Management

Торіс	Risk Identified	High/ Med /Low	Management of Risk	Staff Action	Internal Audit Freq months
Income					
Precept  Grants - District	Not submitted	L	Minute - RFO to follow up	Diary	12
	Not paid by District Council	L	RFO to report payment to Council	Diary	12
	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	М	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	М	List VAT in cash book	RFO verify	12
Investment Income	Investment Policy	L	Review policy annually	Diary	12
Expenditure					
Salaries	Wrong salary paid	М	Check to Minute	Member verify	12
Saldiles	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	Goods not supplied to PC	М	Order System	Clerk check supply	12
and Overhead	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	М	Signatory initials stub & voucher	Member verify	12
	Stock loss	М	Point of sale info and control	Reconcile to stock	12
Grants	No power to pay	М	Minute power	Member verify	12
and Support	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
	Follow up verification	М	RFO check receipts/ Accounts	RFO verify	12
Election Costs	Invoice at agreed rate	М	RFO check & consider budget	RFO verify	48
Reserves					
General	Adaguagu	L	Consider at budget setting	RFO opinion / 3 year plan	12
General	Adequacy By-election costs	M	Consider at budget setting  Consider at budget setting	RFO opinion/ 3 year plan	12
	By-election costs	IVI	Consider at budget setting	KFO verily	12
Assets					
	Loss of assets	L	Schedule of Assets/ Deeds secured	Clerk to update/ensure	
Playing Field	Loss, damage etc	М	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	М	Insurance	Council	12
Noticeboard	Loss, damage etc	М	Insurance	Council	12
Laptop	Loss, damage etc	М	Council to consider insurance	Council	12
Laptop	Depreciation	M	Consider at budget setting	RFO verify	12
Liability					
Playing Field	Accident	М	Inspection & Insurance	RFO/Council	12
	Accident during equipment install	М	Playing Field closed during installation	Clerk/Council	
	Grass Cutting	М	Contract out	RFO/Diary	12
	Public Events	М	Check events insured - inspect after	RFO/Council	12
	Coronavirus transmission	L	Risk assessed	Clerk/Council	12
Public, etc	Accident	М	Insurance	RFO/Council	12
Meetings	Coronavirus transmission	L	Risk assessed	Clerk/Council	12
Staff					1
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	М	Regular backups of files	RFO/Clerk	1