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| **Topic** | **Risk Identified** | | **Management of Risk** | **Action** |
| Precept | Not submitted | | Minuted – RFO to follow up | Diary |
| Not paid by SNC | | Minuted – RFO to confirm receipt | Diary |
| Adequacy of precept | | Budget to be scrutinized, agreed by council and minuted | Diary |
| Other income | Cash handling | | Cash is avoided, but if received at an event, to be counted in presence of another person, written record kept and banked | All income verified against records at annual audit |
| From Hall Hire | Loss of hall income – loss of main hirer | Income from hall hire is not included in budget until the following year after receipt so there would be time to promote the hall and find other users |
| Loss of hall income – external forces eg lockdown | Income from hall hire is not included in budget until the following year after receipt so if Government financial assistance were not forthcoming, there would be time to increase the precept to cover the shortfall |
| Handling of hire receipts | Booking Clerk receives payments and pays into bank, or arranges direct credit to parish bank account. Submits monthly income reports to RFO to reconcile with bank statements. Paying in book stubs checked with bank account at annual audit |
| From Allotments | | Clerk sends out annual invoices and checks receipts against the schedule of allotment holders. |
| From FIT/Wayleave/Adopter Payment | | Payments are received by direct debit. RFO to check bank statement against the received payment notification |
| From Agency Agreement | | Payment is received by direct debit. RFO to check bank statement against the received payment notification |
| From Bowls Club recharge | | Regular water meter readings taken through the year. Annual electricity meter reading received. Invoice submitted to Bowls Club in line with the written agreement. |
| Grants | Claims procedure | | RFO to submit appropriate claims and keep record | Verified at annual audit |
| Receipt of grant when due | | RFO to check with bank statement as required |
| Salaries | Wrong salary/hours/rate paid | | Payments to be checked against contracts. Any errors to be corrected following month | Verified at annual audit |
| Wrong deductions made | | Calculations are made by the payroll software |
| Wrong JRS claim made | | Calculations are made on the Gov.Uk calculator |
| Direct Costs and overhead expenses | Goods not supplied as required | | Clerk to follow up on all orders | All expenditure verified against records at annual audit |
| Invoice incorrectly calculated | | RFO to check all invoices are correct |
| Cheque made out to wrong party or for incorrect amount | | Two signatories check invoice against cheque and initial invoice. |
| BACS payment made out to wrong party or for incorrect amount | | Signatory to check details against those entered on agenda. |
| Payment made for unauthorized expenditure | | All payments are listed on the agenda and authorized by council prior to being ordered/paid – Exceptions are emergencies where the clerk has authority to spend up to £250 without prior authorization as stated in Financial Policy, general office items and items under contract such as utilities |
| Election costs | Invoice at agreed rate | | RFO to check and consider budget. Allowance made in budget for election years | RFO to verify |
| VAT | VAT analysis | | All invoices with VAT included are recorded and separate record kept | Verified at annual audit |
|  | Claimed within time limits | | Annual reclaim made |
| Reserves – General | Adequacy | | Consider at Budget setting | Ratified by council |
| Reserves – Ringfenced | Adequacy | | Consider at Budget setting after agreement by council of future projects | Ratified by council |
| Contingency planning | | Consider at Budget bearing in mind predicted lifespans of equipment |
| Assets | Loss, Damage etc | | Regular inspection of property. Update insurance and asset registers when changes made | Clerk to maintain |
| Risk or damage to third party property or individuals | | Risk assessments in place. Public Liability insurance in place |
| Staff | Loss of key personnel – Clerk/RFO and Booking Clerk | | Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate | Council to consider |
| Fraud by staff | | Risk management in place. |
| Loss | Consequential loss due to critical damage or third party performance | | Insurance cover in place | Clerk |
| Liabilities | Fine received due to licences not being in place | | Premises licence displayed in hall as required. To be checked regularly that still in place, Personal licence to be checked with licence holder regularly to ensure still in place. Payments to be made promptly annually (Direct Debit in place) | Booking clerk |
| Legal Powers | Illegal activity or payment | | New councillors attend appropriate training. Legal Cover insurance in place | Clerk |
| Financial Records | Inadequate records | | RFO to maintain correct records. Full inspection of all records by internal audit | Clerk/auditor |
| Minutes | Accurate and legal | | Reviewed and adopted at following meeting | Clerk |
| Members interests | Conflict of interests | | Declarations of interest to be minuted at every meeting. Any conflict addressed as appropriate. | Clerk |

Reviewed and adopted by council on 7th March 2022