

WINTERBORNE ST MARTIN PARISH COUNCIL							
Risk Register checklist for financial property and management issue 2021							
Subject	Risk Identified	Impact	Probability	Management of Risk	Action	Review Period	Audit
Income							
Precept	Not submitted	H	L	Budget and precept agreed Oct/Nov submitted by RFO by 31st Jan	RFO to submit return to DC and request receipt	Annually	Ongoing
	Not paid	H	L	Clerk/RFO report	Clerk/RFO to report	6 monthly	full precept rec'd
	Adequacy of precept	H	M	PC review quarterly or as required to review the budget and monthly finance report	Reviewed in by full PC	quarterly	Actioned
Property Tenants	Rental/Hire invoices (Garage)	L	L	Clerk/RFO to record	Clerk/RFO to invoice and check all monies received either monthly/ annually or on ad hoc basis	Annually	New rent to be agreed Jan/Feb 2021 to include signage at parking area

Banking	Cash/Chq handling	L	L	Clerk/RFO record in accounts	Internal audit	As required	All recorded
	Cash & Chq banking	L	L	Clerk/RFO reconcile Bank statements	Internal audit	Monthly	Bank account is reconciled and audited
Grants/ Rebates	Grant Applications	M	L	Clerk/RFO check	Reviewed by PC	Annually	None outstanding
Investment	Investment policy	M	L	Review policy. Restrict investment to UK and FSCS approved banks	Reviewed by PC	Annually	No investments currently
Expenditure							
Salaries	Wrong salary paid	L	L	RFO/Clerk check, PC approves.	PC approve	Monthly	Ongoing- timesheets agreed by Chairman monthly
	Wrong deductions	L	L	Approved HMRC software used	RFO check HMRC calculation	Monthly	Ongoing
Direct costs	Goods / Service not supplied	M	L	PC approval, monthly finance report	RFO to obtain PC approval	Monthly	Ongoing- each job/project checked when completed
Payments	Cheques payable	H	L	Sign stubs/approval 2 signatories	RFO to obtain PC approval	Monthly/as req	Ongoing internet banking now set up
	Internet banking	H	L	Authority by 2 persons through Lloyds Bank	Lloyds account to manage internet banking	Monthly	Ongoing- Clerk sets up payments to be authorised by either Cllr (DW/MU)

Fidelity Check	To comply with Ins Fidelity Guarantee	H	L	Cllr Wiltshire carries out monthly checks of Bank rec and records	DW or Cllr to report at monthly meeting	Monthly	completed monthly and ongoing
Cllrs Allowance	Overpaid or incorrect	L	L	PC minute and evidence supplied for reimbursement	RFO to Verify	Monthly	Cllrs to provide receipts for all expenditure for reimbursement if approved
Grants	Request of a grant	L	L	Clerk/RFO check	Reviewed by PC	Annually	None outstanding, action when requests received
VAT	Treatment	L	L	HMRC website info using Government gateway log in S126 Form	RFO to seek advise if required	As required	claimed either monthly or when over £100 on going
	Charge on purchases	L	L	RFO check details on invoices and record in accounts	RFO submit claim	Quarterly	Ongoing
	VAT claimed	M	L	HMRC website info using Government gateway log in V126 Form	RFO check monies received	Quarterly	Ongoing
Reserves	Adequacy	M	M	Budget setting	Reviewed by PC	Quarterly	Covered by monthly report

Property							
Garage	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	Valuation of property to be considered 2021-22 for ins purposes only- to be registered with Land registry
Bus Shelter	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	Valuation of property to be considered 2021-22 for ins purposes only- confirmation of ownership
Village Green (not owned by PC but agreement to maintain)	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	Public liability Ins only
Benches	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	visual inspections to be carried out
Grit/paper Bins	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	visual inspections to be carried out
Speed Indicator Device	Damage or third party and H & S of public	H	H	Insurance review and inspection of equipment	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	Equipment checked when moved to new posts
Notice Boards	Damage or third party and H & S of public	H	H	Insurance review and property inspection	RFO inc on agenda at renewal time RFO to review when ins renewed	Annually	visual inspections to be carried out

General							
Legal powers	Illegal activity or payment	M	M	Training on legal powers and CiLCA Trained Clerk	Clerk/ RFO with DAPTC	As required	Include Powers for any large or different expenditure
Best value	Overspend	H	H	Ensure correct procurement and minute decisions	PC & Clerk/RFO	As required	Tenders produced and being followed Financial regulations approved annually now establishing a contract for repairs and maintenance exec
Financial	Inadequate records	L	L	RFO check and by Internal Auditor	RFO /Internal Auditor	Monthly	ongoing - internal audit completed 2020.
Minutes	Accurate & legal	H	M	Check & approve	PC minutes approved	Monthly	OK
Members interest	Conflict of interest	M	M	Declare interests	PC minutes	Monthly	OK
Computer records	Loss of data	M	M	Backup data & store remotely	Clerk	As required	2 x USB drives and swapped monthly to be stored with Chair and saving files to Cloud
GDPR / Storage of data / Fees and charges for supply information	Loss of data	M	M	Confidential data stored in fireproof and locked cabinet	Clerk	As required	Fireproof storage to be considered if required
	Inadequate charging	L	L	Publication Scheme adopted	Reviewed at PC meeting 26/06	Annually	Review charges for information as part of the GDPR- May 22
	Issues of a data breach	H	M	GDPR policies & procedures in place registration with ICO	Clerk/All	Annually	GDPR came into force 25th May 2018, PC now registered with ICO as now using digital storage of information. To be updated May 22

Tree Inspections	Damage caused by trees	M	M	Regular tree inspections carried out	Tree officer reporting to the PC for action AD & MU	Annually	Trees on the green
Annual Events	Issues occurring at Annual events held by the PC or on PC property	H	M	Risk assessments and adequate insurance in place	Clerk/ event organisers	Annually	reviewed as and when an event occurs, PCC to be reminded to provide risk assessments when using the green in line with Ins policy
Date risk assessment reviewed –Nov 2021							