

	<b>Activity</b>	<b>Risk</b>	<b>H, M, Low</b>
<b>Money</b>	<b>Setting the Budget</b>	Budget to be realistic but flexible	M
	<b>Ongoing management</b>	Monthly manual cashbook	L
	<b>Internal audit</b>	Quarterly submit figures to Auditor	L
	<b>External Audit</b>	Annual deadline for submission	M
	<b>income</b>	Non receipt of precept	L
	<b>Employees</b>	Only one employee	M
<b>Election Costs</b>	Budget for election in election years	L	
<b>VAT</b>	Claimed VAT is not Paid	L	

<b>Street Furniture</b>		
<b>Play equipment</b>	Fault through breakage or wear	M
<b>Benches</b>	Fault through breakage or wear	L
<b>Signage</b>	Broken, defaced, knocked over	M
<b>Notice Boards 5No.</b>	Breakage through age and wear	M
<b>Fences and Bollards</b>	Breakage by vehicles or bad weather	L
<b>Railings</b>	Breakage through collision	L
<b>Pavillion</b>	Lack of maintenance or vandalism	L
<b>Soccer Pitch</b>	Badger, moles, dogs, drainage	M
<b>Children's Play Area</b>	Drainage and maintenance	M
<b>Chalk Pit</b>	Occupation by travellers	L

**High Street Bank**

Fail to maintain

L

**Meeting Locations**

Availability of meeting rooms

L

**Council Records**

**Hard Copy**

Keep in safe place

L

**Electronic Copy**

Loss of Data

M

**Mar-20**

## Description of Risk

## Conclusion/Action

Budget needs to reflect anticipated spend but be flexible enough to react to needs at the time

Keep one years income in reserve

Keep cashbook in parallel to computer records and update both monthly

Regular review

Arrange timely reviews with internal auditor to ensure all background data is updated

Prepare checklist

Plan in advance with internal auditor, keep all records in a logical manor

Review software

Either delay or posponement of precept/other grants/soccer pitch income/gifts

Retain 12 months income as reserve

If employee leaves, need to advertise for replacement, interview, train and allow time to understand tasks

Possible councillor shadow

If an election is called early the Parish Council may need to use reserves to fund

Retain 12 months income as reserve

Be aware that there may be a delay in both application return payment from HRMC

Plan submission to avoid lengthy delays

Worn, broken or vandalised play equipment

Monitor and insurance (if possible)

Worn, broken or vandalised

Inspect regularly

Maintenance or broken

Inspect regularly

Maintenance or broken

Inspect regularly

Maintenance or broken

Inspect regularly

Maintenance or broken

Inspect regularly

Maintenance contract to be continuous with regular inspection by the Parish Council

Insurance and inspections

Maintain ongoing maintenance contract plus inspection by the Parish Council

Inspection monthly and direct action

Maintain ongoing contract and provide 6 month independent inspections. Repair issues raised from inspections

Inspect every 6 months

Maintain fence and locked gates

Inspect regularly

Maintenance contractor to cut twice per year and remove arisings

Book well in advance and in the event of non availability switch to alternative venue

Retain the ability to reprint in the event of loss of data

Save to the cloud and on a hardrive

Monitor contractor

Make bookings

Hold in safe place

Frequent back-up to tapes and cloud store