COMPTON ABBAS PARISH COUNCIL

Annual Risk Assessment for the period 1st April 2022 to 31st March 2023

		Clerk/RFO			Grants		Investment Income					Management Precept	Area
Loss of key personnel	Wrong Salary/hours/rate paid.	Mis-management of funds/fraud.				Receipt of grant when due	Claims procedure	Receipt when due.	Adequacy of Precept	Precept not received.	Precept not submitted.	No Budget set.	Risk
Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	Prepare Contract of Employment and check PAYE.	Expenditure approved by Council.	Clerk/RFO to check as required.		Clerk/RFO to check as required.		Clerk/RFO check as	Quarterly review of budget to actual.	Confirm Receipt.		Full Minute.	Prepare annual budget.	Management of Risk
Clerk/RFO/Member view.	Fidelity guarantee set at £100,000 IA to check salary paid against contract/minutes and bank statement.	RFO/Clerk to minute expenditure. RFO & two Councillors required to sign cheques and stubs. Payments supported by invoices		Clerk/RFO Diary.	Clerk/RFO Diary.	Clerk/RFO/Member/IA to verify.	RFO Diary.	RFO Diary.	RFO to verify.		RFO to verify.	RFO to prepare budget annually for Council approval - minuted.	Action Taken

up on all orders. invoices and perform conciliations ry initials stub.	Area	Risk	Management of	Action Taken
Goods not supplied. Follow up on all orders. Check invoices and perform recorded. Cheque payable is excessive or to wrong party. No power to pay or no evidence of agreement of Council to pay. Invoice at agreed rate ts Invoice at agreed rate Loss, damage, vandalism etc Risk or damage to Third Party VAT Analysis. Claimed within time limits. Claimed within time limits. Adequacy. Adequacy. Consider at budget setting. Review of final accounts. Review minutes. Review minutes. Review minutes. Review minutes. Review minutes. Regal powers.			RISK	
Check invoices and perform recorded. Check invoices and perform bank reconciliations monthly. Cheque payable is excessive or to with the power to pay or no evidence of agreement of Council to pay. Minute council agreement with the power to authorize payment. Loss, damage, vandalism etc insurance and asset register. Risk or damage to Third Party VAT Analysis. Claimed within time limits. Adequacy Adequacy. Adequacy. Consider at budget and review of final accountis. Consider at budget and review minutes. Review minutes. Review minutes. Review of final accountis. Review minutes. Review minutes.	Direct Costs &	Goods not supplied.	Follow up on all orders.	RFO & Internal Auditor to verify.
Cheque payable is excessive or to wrong party. No power to pay or no evidence of agreement of Council to pay. Invoice at agreed rate Loss, damage, vandalism etc register. Risk or damage to Third Party VAT Analysis. Claimed within time limits. VAT Analysis. Claimed within time limits. VAT Analysis. Unidentified liability Adequacy. Consider at budget setting. Consider at budget setting. Consider at budget and review of final accounts. Review minutes. Review minutes. Educate Council as to their legal powers.	Expenses	Invoice incorrectly calculated or recorded.	Check invoices and perform bank reconciliations monthly.	
ts Invoice at agreed rate Loss, damage, vandalism etc Risk or damage to Third Party VAT Analysis. Claimed within time limits. Adequacy Consider at budget and review of final accounts. Unidentified liability Binutance of with the power to authorize with the power to authorize with the power to authorize payment. RFO check and consider budget. Annual inspection, update insurance and asset register. Review adequate Public Liability insurance. Consider at budget setting. Consider at budget and review of final accounts. Review minutes. Educate Council as to their legal powers.		Cheque payable is excessive or to wrong party.	Signatory initials stub.	
Loss, damage, vandalism etc insurance and asset register. Review adequate Public Liability insurance. VAT Analysis. Claimed within time limits. Adequacy Adequacy Adequacy Adequacy Adequacy Adequacy Consider at budget setting. Consider at budget and review of final accounts. Unidentified liability Beducate Council as to their legal powers.	Grants & Support	No power to pay or no evidence of agreement of Council to pay.	Minute council agreement with the power to authorize payment.	Clerk/Member to verify.
Loss, damage, vandalism etc Risk or damage to Third Party Review adequate Public Liability insurance. VAT Analysis. Claimed within time limits. Returns submitted. Adequacy Adequacy. Consider at budget setting. Consider at budget and review of final accounts. Unidentified liability Review minutes. Educate Council as to their legal powers.	Election Costs	Invoice at agreed rate	RFO check and consider budget.	RFO to verify.
VAT Analysis. Claimed within time limits. Adequacy Adequacy. Consider at budget setting. Consider at budget and review of final accounts. Unidentified liability Review minutes. Illegal activity or payment Educate Council as to their legal powers.	Assets	Loss, damage, vandalism etc Risk or damage to Third Party	Annual inspection, update insurance and asset register.	RFO Diary.
VAT Analysis. Claimed within time limits. All items in cash book list VAT. Returns submitted. Consider at budget setting. Consider at budget and review of final accounts. Unidentified liability Review minutes. Illegal activity or payment Educate Council as to their legal powers.			Review adequate Public Liability insurance.	RFO Diary.
Adequacy Adequacy. Consider at budget setting. Consider at budget and review of final accounts. Unidentified liability Review minutes. Educate Council as to their legal powers.		VAT Analysis. Claimed within time limits.	All items in cash book list VAT. Returns submitted.	RFO to verify.
Adequacy. Consider at budget and review of final accounts. Unidentified liability Review minutes. Illegal activity or payment Educate Council as to their legal powers.		Adequacy	Consider at budget setting.	RFO opinion, 3 year plan.
Unidentified liability Review minutes. Illegal activity or payment Educate Council as to their legal powers.		Adequacy.	Consider at budget and review of final accounts.	RFO opinion.
Illegal activity or payment Educate Council as to their legal powers.		Unidentified liability	Review minutes.	RFO/Member opinion.
		Illegal activity or payment		Clerk.

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Area	Risk	Management of Risk	Action Taken
Financial Records	Inadequate records	RFO/Clerk check regularly and internal audit review.	Clerk/RFO Diary.
Members Interests	Conflict of interest	Declarations of interest to be documented / minuted and any conflict addressed as appropriate.	Clerk.
Covid 19	Transmitting the virus Sickness Death Isolation	To following the guidelines given by Government and NHS, Close Play Area Meeting held virtually Keep information up do date on website for those who need help	Clerk

The risk management procedures, as documented above, were confirmed to be in practice by the Parish Clerk on.....