

Davenham Parish Council

Risk Assessment

Area/Item	Hazard	Probability (High/Med/Low)	Effect (High/Med/Low)	Management of Risk	By whom	Frequency
FINANCIAL SYSTEMS						
Budget	Not set	L	H	Agenda Dec Fin Comm, approved Jan DPC	RFO, Fin Comm, DPC, Int Audit	Annual Dec/Jan
Precept	Not requested	L	H	Agenda Dec Fin Comm, approved Jan DPC	RFO, Fin Comm, DPC, Int Audit	Annually
Precept	Not received	L	H	BACS advice, Bank statement	RFO, Fin Comm, DPC, Int Audit	Annual Apr & Sep
Rents	Not received	M	L	BACS advice,monthly finance monitor, Bank statement	RFO, DPC	Monthly
VAT	Not reclaimed/received	L	L	BACS advice,monthly finance monitor, Bank statement	RFO, Fin Comm, DPC, Int Audit	At least annually
Interest	Competitive rate	H	L	Review	Finance Committee / RFO	Annually
Other income	Not received by bank	L	L	PO stamp on pay in book, Check bank statement	PO, RFO	As required
Payroll	PAYE/NI deduction IR returns (quar. & annual)	L M	H	Quarterly payment on payment schedule, IR issue reminder schedule Int Audit	RFO / Internal Auditor	Quarterly Annual - June
Payments	Not made	L	H H	Monthly payments schedule, Payments/Receipts spreadsheet Recorded in minutes / Int audit	Finance Comm. / RFO / Council Council / Internal Auditor	Annual - July / September Sept. / Oct.
	Not authorised	L	M L M	Two signatories to schedule Reconciliation Check receipts/payments ledger	Members, RFO /Chair, Fin. Comm / Int. Aud.	RFO & Chair Monthly, Fin Comm 6 monthly, Int Audit annually
	Invoice / payment match	L		RFO check, Reconciliation checked by Chair	RFO /Chair/Int Audit	Monthly, Int Audit annually
	Not paid	L		RFO check, Reconciliation checked by Chair	RFO /Chair/Int Audit	Monthly, Int Audit annually
	Not received by payee	L	M	BACS & Bank statements checked	RFO /Chair/Int Audit	Monthly, Int Audit annually
Cheque books	Loss / theft	L	L	Stored securely	RFO	Ongoing
Paying-in books	Loss or theft	L	L	Stored securely	RFO	Ongoing
Online banking	Unauthorised access	L	H	Double password protection, passwords changed bimonthly	RFO	Monthly
Security of funds	Theft, fraud	L	H	Bank reconciliation	Chairman or other member	Monthly
Security of funds	Theft, fraud	L	H	Fidelity insurance	Reviewed by Fin Comm	Annually
Audit - internal	Not carried out	L	M	Written report to Council	Internal Auditor	Annually
Audit - external	Annual Return -not completed not submitted	L L	H H	Agenda item External Auditor's report	RFO / Int. Auditor Internal Auditor/ Ext Auditor	Annual - Apr/May Annual - Jun-Dec
RESERVES						
Reserves - Earmarked	Adequacy	M	H	Review with BGT/ Financial statement	Finance Comm. / Council	Dec & June
Reserves - General	Adequacy	M	H	Review with BGT/ Financial statement	Finance Comm. / Council	Dec & June

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Assets						
Fixed Assets	Theft	L	L	No buildings, deeds @ solitors, land is registered, appropriate insurance	Solicitor/Land registry	Ongoing
Physical assets	Theft/other loss	L	L	Seats & play equipment essentially imovable, inspected, appropriate insurance	VRBC	Monthly
Office equipment	Loss			No hazard, equipment provided by clerk		
General						
Documents	Loss	M	M	Stored in secure accomodation	Cheshire Records/Clerk & at Moulton V Hall	Ongoing
Computer records	Loss	M	H	Up to date virus & malware software, daily backups, backup stored offsite	Clerk & at Moulton V Hall	Daily
Play equipment	injuries to public	M	H	Inspected monthly by qualified inspector	VRBC	Monthly
Public liability	Injuries to public & staff	M	H	Public & employer's liability insurance	RFO, Fin Comm, Int audit	Annually
Insurance	Inadeqate or not taken up	L	H	Review	Clerk & Fin Comm	Annually
Contracts	poorly specified	L	H	Formal contract terms & schedules of work in place, written orders	RFO, Fin Comm, DPC	Ongoing
Safety of staff	Working alone	M	H	Clerk will not see members of public alone in own home		Ongoing
Employee References	Not taken up	L	H	A reference will always be obtained for a new employee from a previous employer or other reputable person who knows the person concerned. References must be retained for the duration of the employment + 2 years	Council	As required
Illegal working	Contravention of asylum/immigration act	L	H	Check appropriate documents	Council	As required