

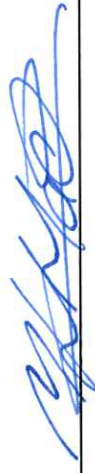
**Childrey Parish Council  
Risk Assessment and Management Review for the year 2018-2019**

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	IA freq (months)
Precept	Not submitted	L	PC minute and follow-up by RFO	Diary	24
	Not paid by VOWHDC	L	Monitor by Clerk and RFO	Diary	24
	Adequacy of precept	M/L	Periodic review of budget to actual	Diary	12
Sale of Books	Income not received	M	Annual reconciliation of income to movement in stock levels by sub-committee.	Diary	12
			Review by RFO of amounts banked for reasonableness, ongoing	Diary	12
Salaries	Stock lost	M	Stock count, annual	Diary	12
	Wrong salary paid	M	Check to contract, or minute approving change; notification from payee.	Member verify	12
PAYE/NI	Salary not reviewed against latest rates advised by NALC	M	Bring to PC attention any advice of SCP rate changes advised by NALC	Member verify	12
	Incorrectly calculated	M	Professional software, accredited by HMRC, is used to calculate PAYE/NI. RFO monthly check. Reasonableness check by PC member authorising payment.	RFO check; Member verify	12
Pension	Incorrectly paid, or not paid	M	Monthly PC review of payments; notification by HMRC.	Member verify	12
	Auto enrolment not offered	M	Ensure compliance with The Pensions Regulator.	Diary	12
Costs and expenses	Goods or services incorrectly supplied or invoiced	M	Check by PC member authorising payment, initial cheque stub	Member verify	12
	Incorrect payments for goods or services	M	Check by PC member authorising payment, initial cheque stub	Member verify	12
VAT	Incorrect application	M	Ongoing review by RFO	Ongoing	12
	Under recovery of input VAT on costs and expenses	M	Annual VAT return by RFO	Diary	12
Reserves	Inadequacy	M	Consider at precept setting	PC and RFO opinion	12
	Loss, damage etc.	L	Regular sighting by PC members, update insurance and asset registers	Annual reminder	24
Borrowing	Risk or damage to third party property or individuals	L	Review adequacy of public liability insurance	Diary	24
	Inadequacy of finances to repay loans	Currently N/A	Consider at precept setting, periodic review of budget financials to actual	Currently N/A	N/A
Best value	Overspend on services	M	Ensure management in line with Financial Regulations	Ongoing	12
Financial Records	Inadequate records	L	RFO check ongoing, internal audit annually, regular back-ups by RFO	Ongoing	12

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External Audit	Compliance with the qualifying criteria of exemption	L	Annual review of qualifying criteria	RFO check	12
Minutes	Inaccuracy or non-compliance with standards of governance	L	Review minutes at following meeting	Diary	12
Members' interests	Conflict of interest	M	Update declarations of interest	Diary	12
GDPR	Breach of Government Data Protection Rules	H	All PC members to use Gmail for PC business. Email signatures to contain signature block IAW GDPR compliance and to provide link to Google compliancy. Hard copies of documents to be kept securely. Personal data only to be given out on request to named individual(s) by clerk with majority agreement of PC	Email change and management. Clerk filing system to be secure	6

Key: H/M/L = high/medium/low IA = internal audit frequency

Reviewed by the Parish Council. Signed:  Date: 14/5/18