

Drayton St Leonard Parish Council Risk Assessment and Management Schedule

Topic	Risk Identified	H/M/L	Management of risk	Action	Frequency
Precept	Not submitted	M	RFO to submit after budget	Diary	annual
	Not paid by SODC	L	RFO to check bank statements	Diary	biannual
	Insufficient	H	Review at every PC meeting	Agenda	quarterly
Salaries	Wrongly paid	L	RFO to check against minutes	Cross-check	biannual
Direct costs and overhead expenses	Goods not supplied	L	RFO approval before payment	Visual check	As required
	Incorrect payment made	L	RFO check arithmetic and payee details	Authorised signatory cross-check	As required
	Payment not authorised	M	RFO check for minuted approval and legal powers (S137)	Cross-check	As required
Election Costs	Invoice at agreed rate	L	RFO check	Cross-check	As required
VAT irrecoverable	Invoiced to PC	H	Councillors to be aware	RFO reminders	Quarterly
	Reclaimed within time limit	M	RFO make end-of-year reclaim	Diary	Annual
Reserves	Adequacy and contingent liability	L	Review at every PC meeting	Agenda	Quarterly
Assets	Loss,damage, third party involvement	M	Review insurance cover	Agenda	Annual
Staff	Loss of key personnel	L	Review hours,training,support	Staff review	Annual
	Fraud	L	Review insurance cover	Agenda	Annual
Maintenance	Poor performance of assets or amenities and loss if income	L	Inspection by RoSPA (play area) and at fete (tent)	RFO check	Annual
Best Value	Overspend on services	H	Ensure correct tendering procedure	RFO check	As required
Financial Records	Inadequate records	L	RFO monthly check. RFO training. Annual Internal audit.	Diary	As required
Minutes	Accurate and legal	L	Review at following meeting	Diary	Quarterly
Members interests	Conflict of interest	M	Update declarations of interest	Agenda	Quarterly