Hanwell Parish Council **Risk Assessment** **2021/22**

(Based on BDO Example)

Subject	Risk	Risk Level H/M/L/VL	Management	Action
Precept	Not Submitted Not Paid by DC Adequacy	L L L	Minute Submission Confirm Receipt Quarterly review of budget	Clerk to minute Clerk to minute Clerk to note
Other income	From Allotments	L	Tie in Allotment Register to receipts	Clerk to note
Salaries	Wrongly Paid	L	Check to minutes	IA
Expenses	Invoices Incorrect Cheques Incorrect	M L	Clerk to check approval & calculations signatories to see invoice at cheque signing	Clerk to mark invoices Clerk to mark invoices
VAT	VAT Analysis Charged on purchases Reclaimed in time	L L VL	All cost in cash book analysis Review of all costs in cashbook Clerk to agree claim to cashbook	IA IA IA
Reserves General	Adequacy	L	Consider at budget setting	ACR
Assets	Loss Damage 3rd party risks	M L	Annual review of asset register Review of insurance needs	Clerk to review update annually Clerk to check before renewal
Staff	Fraud Risks	L	Check Fidelity Insurance	Clerk to check before renewal
Financial Records	Inadequate records	L	IA	ACR
Minutes	Accurate & Legal	L	Review of following meeting	ACR
Members Interests	Conflict of interest	L	Question raised at each council meeting	Minuted

IA = Internal Auditor to verify ACR= Annual Council review