

Chaddesley Corbett Parish Council Risk Assessment

1 Finance						
Hazards	Who/What is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Frequency of Inspection	Last Review
a Banking Arrangements						
Improper payments	Council/loss of funds	L	2 Councillors sign cheques. Bank statements and reconciliation sent to two councillors each month. Receipts and payments signed and approved by full Parish Council	L	Monthly	
Direct Debits and BACS Payments	Clerk and Councillors	L	New legislation to be introduced. Council to set up internal controls.	L	Yet to be introduced	
Loss of Funds	Council/loss of funds	M	Reputable bank used; wise investments	L	As required	
c Customs & Excise (VAT)						
Irregular usage	Council/legal liability	L	Monthly statement checked by Councillors	L	Monthly	
No return submitted	Clerk	L	Annual Return to HMRC	L	Annual	
d Precept						
Insufficient	Council/lack of funds	L	Budget setting meeting each year	L	Annual	November 2011
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