

Rockbeare Parish Council

Risk Assessment and Management (Financial)					Procedure Audited		
Topic	Risk	Level of Risk	Management of Risk	Staff Action	Frequency (Months)	Date Completed	By Whom (Initials)
Income							
Precept	Not Submitted	Low	Minuted – Clerk/RFO to follow up	Clerk to Diarise	12		
	Not paid by East Devon District Council	Low	Check and Report to FAC Committee	Clerk to Diarise	6		
	Not Receipted when due	Low	Clerk/RFO to check	Clerk to Diarise	12		
Millennium Field	Invoices not Submitted	Low	Clerk/ RFO & JK to check	Clerk to Diarise	3		
	Accounts not Discharged	High	Clerk/ RFO & JK to check	Clerk to Diarise and pursue	12		
Investments	Deposit Interest Not Paid	Low	Clerk/RFO to Check Quarterly	RFO to Diarise	12		
Expenditure							
Salaries	Wrong Salary Paid	Med	Check to Minutes	Member Verify	12		
	Wrong Hours Paid	Med	Check to Time Sheets	Manager to Verify Hours Worked	12		
	Wrong Pay Rate	Med	Check to Contract	Manager to Verify Rate of Pay	12		
	Wrong Deductions	Med	Check PAYE & NI Calculations	RFO to Verify	12		

	NI and PAYE Not Paid	Med	Check payment Book and Cheque Book	RFO to Verify	6		
Grounds Maint	Invoice Incorrect	Med	Check to Contract/Quote	Clerk to Check Sites	3		
	Service Not Supplied	Med	Visual Checking	Clerk to Verify	Regularly		
Grants & Support	Power to Pay	Med	Minute	Member Verify	12		
	Cheque & Voucher	Med	Signatures, Initial and Letter	Member Verify	12		
Election Costs	Invoice Agreed	Low	RFO to Check	RFO Verify	48		
C/H Expenditure							
Hall Rent/ B.Band/ PO	Service Supplied	Med	Verified – Checked	Clerk to Verify	3		
	Invoice Incorrect	Low	Check Arithmetic & Initial	Clerk Check	12		
	Cheque Overpaid	Med	Signatory Initials on Stub and Voucher	RFO to Verify	12		
	Cheque filled out Incorrectly	Med	Signatory Initials on Stub and Voucher	RFO to Verify	12		
	No Documentation	High	Signatory Initials on Stub and Voucher	RFO to verify	12		
V.A.T.	VAT Analysis	Med	All Items Fully Analysed	RFO to Verify	12		
Reserves	Adequacy	Med	Consider at Budget Setting	RFO to Verify			
Assets	Loss & Damage	Med	Annual Inspection / Insurance Valuation	Members	12		
Staff	Fraud	Low	Fidelity Value Adequate	Council Verify	12		