

CLEY PARISH COUNCIL				Prepared:							
RISK ASSESSMENT CONTROL											
									L	Low risk	
									M	Medium risk	
									H	High risk	
									RFO/Clerk	Parish Clerk	
Area	Risk	Level	Control							By Whom	
Assets	Protection of phys	L	New assets are advised to Insurers							RFO	
			Asset insurance reviewed annually by Council							Council wih RFO	
			Value of items increased annually by RPI							Insurers	
			Asset Register maintained							RFO issues to members	
Finance	Banking	L	Two accounts with Barclays Bank PLC							RFO	
			Accounts are reconciled monthly							RFO issues to members	
			Bank mandate maintained								
		M/H	Cash Receipts from allotments are issued with receipt								
			Monies banked regularly and promptly								
	Financial control	L	Quarterly reports on receipts and payments against budget							RFO	
			Audit trail for purchases							RFO	
			Financial risk assessments undertaken, with financial report at conclusion of projects							RFO	
			Fidelity Guarantee insurance in place with controls and policies in place							Insurers	
			Competent and independent Internal Auditor appointed							Members	
			Cash Book regularly maintained with computer excell accounts prepared							RFO	
			Officers and members prepared to undertake training							Clerk/Members	
	VAT	L	VAT claims prepared from computer based information and submitted							RFO	
			at the end of each month and / or when total is in excess of £100								
	PAYE/NIC	M	Evidence of appropriate deductions to be supplied to the council							RFO advises members	
Facilities and Services	Play provision	M/H	Weekly inspections undertaken by councillors							Members	
			Annual ROSPA inspection undertaken							RFO aranges	
	Maintaining grass	L	Contractor undertakes work - public liability insurance in place							Contractor	
	Allotments	M	Allotment holders sent accounts, credit control procedures in place							RFO	
			Payments received by cheque or cash are issued with receipts							RFO	
			Separate column maintained in the cash book							RFO	
			Allotment rents calculated to cover cost of site tenancy and costs							RFO	
			Allotment Rents agreed by Council							Members	