



# Billing Parish Council

## Governance Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Action	Frequency
PRECEPT	Not Submitted	L	Minutes	Diary/RFO/Member verify	Annually
	Not Paid by WNC	L	RFO to chase	Diary/RFO report/have minimum of six months precept kept in reserves	Bi-annually
	Adequacy of precept	M	Monthly review of budgets	RFO/Council review	Monthly
ANY GRANTS - RECEIPT	Claims procedure	M	Clerk to source available grants	Clerk to inform council	As and when
	Receipt of grant	M	Minutes	Clerk to inform council	As and when
GRANTS GIVEN	Power to pay	M	Minute power	RFO/Member verify	As and when
	Agreement of council	M	Minute	RFO/Member verify	As and when
	Conditions met	L	Use of reasonable conditions	Clerk to check	As and when
	Follow up verification	L	Report/receipts to council from groups	Clerk to verify	As and when
INVESTMENT INCOME	Adequate return	L	Review annually	Diary/RFO to inform council	Annually
SALARIES	Wrong salary paid	M	Check to contract	Member verify – internal control	Monthly
	Wrong hours paid	M	Check to timesheet	Member verify – internal control	Monthly
	Wrong pay rate	M	Check to contract	Member verify – internal control	Monthly
	Wrong deductions	M	Check to PAYE calculations	Member verify – internal control	Monthly
DIRECT COSTS AND OVERHEADS	Goods not supplied	M	Order system/minutes	GSM/Clerk to chase/report council	Monthly
	Invoice incorrect	L	RFO to check	Member verify – internal control	Monthly
	Payment incorrect	M	Signatory initials voucher invoice	Member verify – internal control	Monthly
	Payment to wrong party	M	Signatory initials voucher invoice	Member verify – internal control	Monthly
ELECTION COSTS	Invoiced at agreed rate	L	RFO check and consider budget	RFO to check	When needed
VAT	Claimed within limits	M	Agree returns/submitted on time/Minutes	RFO verify	Quarterly



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RECREATION GROUND/ PAVILION LETTING	Correct fee charged	L	Check agreement	RFO Verify	Monthly
	Receipt of fee/key return	M	Check Monthly	RFO Verify	Monthly
RESERVES GENERAL	Adequacy	L	Consider at budget setting	RFO Opinion/Member review	Annually
RESERVES EARMARKED	Adequacy	L	Consider at budget setting	RFO Opinion/Member review	Annually
ASSETS	Loss or damage	M	Annual inspection, update insurance and Asset registers	RFO update/Member verify	Annually
	Risk/Damage to property or people	M	Review adequacy of Public Liability Insurance	RFO/Council	Annually
STAFF	Loss of key personnel	L	Hours/health/stress/supervision	Personnel Committee	Ongoing
	Fraud	L	Fidelity guarantee	RFO/Council	Annually
LOSS	Consequential loss due to critical damage or third party performance	L	Adequate Insurance Cover	Diary/RFO/Council	Annually/when needed
CASH	Loss through theft or dishonesty	L	Adequate insurance cover/cash handling procedures	RFO/Member/Internal Control	Ongoing
MAINTENANCE	Poor performance of assets	M	Regular maintenance inspection	GSM/Council	Ongoing
STATUTORY POWERS TO PAY	Illegal activity or payment	H	Ensure Council has adequate powers	Competent trained RFO/Clerk	Ongoing
FINANCIAL RECORDS	Inadequate Records	L	Ongoing monthly payments and receipts	RFO/Council – internal control	Monthly
MINUTES	Accurate and legal	L	Review at following meeting	Council	Monthly
MEMBERS INTERESTS	Conflict of Interest	M	Update Declarations of Interest	Member review	When needed