

**Risk Assessment for Assets**20<sup>th</sup> May 2018

Rachel Stratton Parish Clerk

To be reviewed annually

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
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Protection of physical assets	Risk of Theft of office contents (8 Dicna Close, St Giles on the Heath, Launceston, PL15 9SH)	Contents insured. Insurance policy reviewed and updated annually. Filing cabinet locked when office is not occupied	Low	Office equipment inventory to be produced and maintained.	Ongoing	Reviewed May 2018
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ProbabilityLow 1  
Medium – 2  
High – 3

x

ImpactLow – 1  
Medium – 2  
High – 3

equals

Risk1-3 - Low  
4-6 - Medium  
7-9 – High

**Risk Assessment for Finance 20<sup>th</sup> May 2018 Rachel Stratton Parish Clerk To be reviewed annually**

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
	Risk of financial loss due to unsuitable banking procedures	Clerk reviews interest rates on an annual basis. Two cllrs. must sign withdrawals. Chairman checks written/signed cheques. All cheque books and banking paperwork kept in locked filing cabinet in Parish Clerk's office	High	Maintain existing controls	Ongoing	Reviewed May 2018
	Loss of cash through theft or dishonesty	Any cash to be banked promptly. All expenditure checked by Clerk & full Council on monthly basis. Petty Cash checked on regular basis. Fidelity insurance policy in place and reviewed annually	High	Maintain existing controls	Ongoing	Reviewed May 2018
	Financial controls and records	Two signatories on all cheques. Monthly reconciliations prepared by Clerk, presented to and checked by full Council. Internal & External audit carried out annually. Income & bankings reconciled on monthly basis. All computer documents backed up weekly.	Medium	Maintain existing controls	Ongoing	Reviewed May 2018
	Comply with Customs & Excise Regulations	Annual VAT Returns completed by PC. Internal auditor provides advice as needed and checks VAT Return on annual basis to ensure compliance with legislation.	Low	Continue with current procedure.	Ongoing	Reviewed May 2018

	Sound budgeting to underlay annual precept	Council receive detailed budgetary reports monthly. Budgets proposed and agreed late Autumn by Council, prepared by Clerk & Chair of Council. Precept derived directly from this	Medium	Continue with current procedure.	Ongoing	Reviewed May 2018
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	Comply with borrowing restrictions	No current borrowing	n/a	n/a	n/a	Reviewed May 2018
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<u>Probability</u>		<u>Impact</u>		<u>Risk</u>
Low – 1		Low – 1		1-3 - Low
Medium – 2	x	Medium – 2	equals	4-6 - Medium
High – 3		High – 3		7-9 – High

**Risk Assessment for Employer Liability**20<sup>th</sup> May 2018

Rachel Stratton Parish Clerk

To be reviewed annually

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
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Comply with Employment Law	Non-compliance and resulting litigation	Clerk is kept informed of changes and updates to Employment Law.	Low	Maintain existing procedures	Ongoing	Reviewed May 2018
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ProbabilityLow 1  
Medium – 2  
High – 3

x

ImpactLow – 1  
Medium – 2  
High – 3

equals

Risk1-3 - Low  
4-6 - Medium  
7-9 – High