

Bryanston Parish Council Risk Assessment requirements for 2019-20

Topic	Risk Identified	H/M/L	Management of risk	Staff Action
Precept	Not Submitted	L	Minuted/RFO	Dairy
	Not paid by NDDC	L	Confirm receipt	Diary/income sheet
	Adequacy of Precept	M	Quarterly review budget	Agenda item under finance
Other income	Cash Handling	L	Cash handling is avoided but appropriate controls are in place for paying in cash	Annual review of paying in book and receipts
	Cash banking	M	Check against bank statement monthly and regular bank reconciliations	Chairman to check and sign reconciliations
Grants	Claims procedure	M	Clerk to check as required	Diary
	Receipts of grants when due	M	Clerk to check as required	Diary
Investment Income	Receipts when due	L	Clerk to check as required	Diary
	Surplus Funds	L	Review annually	Diary
Insurance	Cover	M	Clerk to check and review annually or if any items are purchased which require cover	Annual review and to check when required

Signed by the Chairman 

Dated 14/9/20