

| <b>TOPIC</b>      | <b>IDENTIFIED RISK</b>           | <b>RISK LEVEL<br/>L/M/H</b> | <b>MANAGEMENT OF RISK</b>   | <b>ACTION</b>                                   |
|-------------------|----------------------------------|-----------------------------|---|---|
| Precept           | Not submitted                    | L                           | Minuted – Clerk/RFO follow up   | Clerk/RFO                                       |
|                   | Not paid by East Suffolk Council | L                           | Confirm receipt/circulate Members   | Clerk/RFO                                       |
|                   | Adequacy of Precept amount       | M                           | Expenditure monitored quarterly   | Clerk/RFO/Members                               |
| Other Income      | Cash Handling                    | L                           | No petty Cash handled/Minimum cash receipts (allotments) banked and all receipts checked bi monthly | Annual review of Financial controls/RFO/Members |
|                   | Cash Banking                     | L                           | Accounts/bank statements monitored bi monthly   | RFO/Clerk/Nominated Member                      |
|                   | Cheques                          | L                           | Cheques banked – all receipts checked bi monthly  | RFO/Clerk/Nominated Member                      |
| Grants            | Not claimed                      | L                           | Grant Opportunities monitored by Clerk  | Clerk/RFO checks as required                    |
|                   | Not received when due            | L                           | Minuted/Checked by RFO/Clerk  | Follow up by Clerk/RFO                          |
| Investment Income | Interest not received            | L                           | Monthly Bank Statements – Monitored monthly by Clerk/RFO bi monthly by Nominated Member             | RFO/Clerk/Nominated Member                      |
| Annual Insurance  | Annual Premium not paid          | L                           | Reviewed Annually at May PC mtg/Renewal confirmed by Clerk post Meeting                             | Clerk/RFO/Members                               |
|                   | Inadequate Cover                 | L                           | Reviewed annually – Circulated to Members   | RFO/Clerk/Members                               |
| Parish Website    | Fee not paid                     | L                           | Reviewed annually – payment agreed by members   | RFO/Clerk/Members                               |
| Minutes           | Accurate and legal               | L                           | Draft circulated to Members/Agreed at next meeting  | Clerk/Members                                   |
| Members Interests | Conflict of Interests            | L                           | Declared at Meetings/Minuted any addressed as appropriate   | Chairman/Clerk/Members                          |
| Allotments        | Rent not collected/paid          | L                           | Reviewed/invoiced annually  | Clerk/Members                                   |
|                   | Not Let/No income                | L                           | Reviewed annually/vacancies advertised  | Clerk/Members                                   |

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|----------------------|--|-----------------------------|--|------------------------------------|
| Assets               | Loss/damage etc  | M                           | Annual Inspection/Insurance update and Asset Register review   | Clerk/Members                      |
|                      | Risk/Damage to third parties, property and individuals         | M                           | Review Insurance Policy annually   | Clerk/Members                      |
| Staff                | Staff incapacity/resignation                                   | L                           | Annually appraised/ working conditions monitored and reviewed regularly as appropriate                   | Clerk/Chairman/Members             |
|                      | Fraud by Staff   | L                           | Accounts presented bi monthly – independently checked by nominated Member                                | Clerk/Nominated Member/Members     |
| Loss                 | Due to damage/accidental or otherwise/theft/or accidental loss | L                           | Annual Insurance reviewed annually/Security monitored  | Clerk/Members                      |
| Maintenance          | Reduced asset/amenities value due to maintenance issues        | L                           | Annual maintenance/Safety inspection + regular visual checks and maintenance programme where appropriate | Clerk/Members                      |
| Legal Powers         | Illegal actions or payments                                    | M                           | Educate Members of Council Powers/Duties/Responsibilities  | Clerk/Members                      |
| Financial Records    | Inadequate records   | L                           | RFO/Clerk presents A/Cs at all scheduled PC meetings + internal monitoring procedures                    | Clerk/RFO/Nominated Member/Members |
| Reserves - General   | Adequacy   | L                           | A/cs submitted to bi monthly PC meeting/Monitored at each Meeting  | Clerk/RFO/Members                  |
| Reserves - Earmarked | Adequacy   | L                           | Considered /Reviewed at Budget setting Meeting annually  | Clerk/RFO/Members                  |
| VAT                  | Not recorded   | L                           | Spreadsheet set up to account automatic  | RFO/Clerk                          |
|                      | Charged on Purchases   | L                           | All accounted on spreadsheet   | RFO/Clerk                          |
|                      | Refund not claimed   | L                           | Recorded on Spreadsheet/Claimed submitted following annual PC mtg  | RFO/Clerk/Members                  |
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|                |  |   |  |                         |
|----------------|--|---|--|-------------------------|
| Salaries       | Incorrect salary paid                          | L | Payroll outsourced to specialist payroll service (SALC)      | Clerk/Members           |
|                | Incorrect deductions NI and Tax                | M | ditto  | Clerk/Chairman          |
|                | Non payment                                    | L | ditto  | Clerk/Chairman          |
| Expenses       | Goods not supplied                             | M | All receipts presented with claims/signed off by Signatories | Clerk/Nominated members |
|                | Mathematical errors                            | M | Double check arithmetic on all invoices                      | Clerk/nominated members |
|                | Cheque payments is excessive or to wrong party | L | Signatories check invoices/cheques/cheque stub and sign all  | Nominated Members/Clerk |
| Election Costs | Costs exceed Council budget                    | L | All costs advised and agreed at full PC meeting              | RFO/Clerk/Members       |
| General Funds  | Misappropriation of Funds                      | L | General financial Monitoring Procedures                      | RFO/Clerk/Members       |
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