Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes	Reviewed
Receipts								
Precept	Over/under calculation of precept	L	Annual budget-setting process	Parish Council	Annually		Parish Council considers budget proposals at meeting in January to inform its final budget.	Jan-21
	Not paid by Cheshire East	L	Timely presentation of request. Cheshire East pays directly into Parish Council bank account.	RFO				
VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually			
Expenditure								
Clerk's salary	Incorrect salary rate paid	L	Verify with bank statements	Inform PC			Paid by Standing Order monthly	May-19
Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be signed by 2 signatories, together with cheque counterfoil and invoice/other paperwork in support of expenditure Parish Council authorises cheque signatories as and when required.		Annually	Financial Regulations and Budget Plan for appropriate year.		
Parish Councillors expenses	Overpayment	L	Claim form and Expenditure authorised by Parish Council.	Parish Council				
Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually			
Reserves - "ring-fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects					

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes	Reviewed
Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by two parish councillors	RFO				
Assets	Loss, damage etc.	L	Annual inspection of Bus Shelter, Noticeboard and Defibrillator - Defibrillator by Steve Kuenne and Bus Shelter and Car Park by Tom Doyle	RFO/ Member inspection	Annually			May-20
Staff	Fraud by staff	L	Fidelity guarantee value to cover total cost of precept and balances.	Parish Council	Annually	Review annually		
Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually	LGA 1972 (S.137)		
Street lighting - Car Park	Potential loss of street light through damage	L	Covered through insurance policy.		Annually		Need to consider formal inspection arrangement by specialist	
Car Park	Injury to public	L	Annual inspection by members of the Council checking for broken glass, litter, pot holes, dangerous trees, any other identifiable risk. Adequate insurance cover is checked by the Council.	Parish Council	Annually		Car Park is leased from Dorfold Estate	Jan-21
Non-Financial								
Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 working days before meeting.			Standing Orders		
Health & Safety	Injury to public from street lights owned by Parish Council. Notice-board, Bus Shelter and wooden seat.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified. Parish Council to be invited to consider formal inspection arrangements for street lights by appropriately qualified company/individuals.			Annual insurance review by Parish Council		

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes	Reviewed
Loss of documents	Minute books, financial accounts	L	Clerk retains Minute books for 10-year period. Other minute books are sent to County Archivisit for retention. Accounts: Hard copy and electronic versions to be retained.	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit.	
Contracts	Clerk's Contract of Employment	L	Signed copy to be retained by Chair.					

Signed by the Chair:

Date: 26 Nov 2020