

West Hagbourne Parish Council

Risk Management Checklist May 2017

Description of Risk	Action to avoid	By	When	Check that done	
				Signature	Date
Precept - not agreed	Discuss at meeting	Chair	Nov mtg		
not requested	Clerk to request	Clerk	Jan mtg		
Audit and financial control					
Reserves - too high or low	Review at meeting	Chair	May mtg		
Budget - forgotten or late	check that issued/approved	Chair	Nov mtg		
Audit trail - payments agreed and minuted etc.	Check details on latest financial statement	Chair	Each meeting		
General check on accounts - invoices issued, receipts banked, cheque stubs signed, books up to date	Check	Chair	Nov/ May meetings		
VAT - unclaimed	Claim at least annually	Chair	March		
Internal auditor - not identified	Propose January, confirm March	Chair	Jan / Mar		
Assets - forgotten or wrongly valued	Review at meeting	Chair	May		
Register of Interests – up to date?	Has something changed?	Chair	Each meeting		
Planning - not under control	Update Planning summary form	Chair	Each meeting		
Insurance - adequate	Review at meeting	Chair	May		
- paid	Cross-check	Chair	July		
Policies - not legal	Review and draw attention	Chair	As needed		