

North Moreton Parish Council

Risk Management Checklist March 2011

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