Buscot Parish Council
Risk Register

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Programme of meetings of the Council for each municipal year are agreed in advance and a meeting is scheduled for January each year to set precept Letter sent by DC setting out timetable for setting and submitting precept	Diary Minuted decision Part of DC procedure/ diary note
	Not paid by DC	L	Monthly bank statements received to monitor income Income/expenditure reported to each meeting – regular agenda item	Review statements Diary note Council procedure
	Adequacy of precept	H	Budgeting undertaken prior to precept meeting in January. Review of expenditure and projected expenditure	Diary
Other Income	Cash Handling	L	Cash Handling occurs only for village hall bookings and fund raising events. Appropriate controls are in place. Village Hall bookings operated by bookings secretary and documented. These are verified by the Clerk. Full income and expenditure account maintained for fund raising events, with appropriate receipts.	Controls reviewed annually Verified against bank statements
	Cash Banking	L	Segregate duties. Check bank statements. Income reported to Council at each meeting.	Members verify
Grants	Claims procedure		Grants claimed by request and on receipt of invoice.	Diary
Salaries	Wrong salary/rate paid	M	Clerks remuneration agreed by Council and paid by cheque on a six month basis. Payment reported to Council as part of I & E report and minuted. Cheque countersigned by a councillor.	Minute Members verify
	Incorrect tax	M	Tax declared by Clerk to local tax office as additional income.	Tax return available on request
Grants & Support	No power to pay or evidence of agreement of Council to pay	L	Council minute. Reported as part of I & E report to each meeting. Paid by cheque – entry in cash book.	Members verify

VAT	VAT analysis Charged on purchases Claimed within time limit	M L L	All items in cash book Entered in cash book and detailed in annual accounts. Reviewed as part of internal audit Return submitted. Entry in annual accounts.	
Reserves - General	Adequacy	L	Consider at budget setting	Agenda Item
Assets	Loss damage	L	Regular inspection of play area. Agenda Item. Insured.	Agenda Item Insurance
Staff	Fraud by Staff	L	All expenditure by cheque countersigned by councillor. Regular expenditure report to Council.	
Legal Powers	Illegal activity or payment	L	Council reminded of legal powers	Diary
Financial Records	Inadequate records	L	Regular review by clerk. Annual internal and external audit	Diary
Minutes	Accurate and legal	L	Minutes agreed and signed as a correct record. Minute book maintained.	Diary
Members Interests	Conflict of interest	M	Declaration of Interests – regular agenda item and any interest declared is minuted. Members provided with a copy of the code of conduct.	Diary

Adopted on 8 September 2010

Last Reviewed: 17 September 2025