

<b>RISK AREA</b>	<b>ACTUAL RISK</b>	<b>CONTROL MEASURE</b>	<b>RESPONSIBILITY</b>
<b>GOVERNANCE</b>	1) INADEQUATE GOVERNANCE AND ACTING OUTSIDE OF STATUTORY POWERS	1) COMPLIANCE WITH STANDING ORDER AND CODE OF CONDUCT	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>CONFIDENCE</b>	1) LOSS OF PUBLIC CONFIDENCE	1a) ANNUAL RETURN / ELECTORS INSPECTION PROVISION 1b) CODE OF PRACTICE IN HANDLING COMPLAINTS 1c) LIBEL AND SLANDER INDEMNITY	PARISH COUNCIL CHAIRMAN
<b>FINANCE</b>	1) DAMAGE TO THIRD PARTY 2) INADEQUATE FINANCIAL ADMINISTRATION (AND/OR NON COMPLIANCE WITH TAX LEGISLATION) 3) IMPROPER EXPENDITURE 4) INADEQUATE PRECEPT 5) FRAUD OR DISHONESTY	1) PUBLIC LIABILITY INSURANCE 2i) COMPLIANCE WITH FINANCIAL MODEL 2ii) MONTHLY SCRUTINY OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION 2iii) ANNUAL AUDIT AND INTERNAL AUDIT SCRUTINY 2 iv) ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 3i) APPROPRIATE AUTHORISATION BY COUNCIL AND COMPLIANCE WITH CONTRACTS STANDING ORDER 3ii) BANK MANDATE 4i) SOUND BUDGETARY ARRANGEMENTS 4ii) SCRUTINY OF ACCOUNTS BOTH MONTHLY AND QUARTERLY 5) FIDELITY GUARANTEE INSURANCE	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>SYSTEMS</b>	COMPUTER SYSTEM FAILIURE	i) BACK UPS MADE OF ACCOUNTS DATA AND USE OF 'CLOUD' TO KEEP DOCUMENTS OFF SITE ii) EXTERNAL HARD DRIVE TO BACK C DRIVES IN USE	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>PHYSICAL ASSETS</b>	LOSS OR DAMAGE TO PHYSICAL ASSETS AND/OR BY THIRD PARTY	i) PROPERTY LOSS OR DAMAGE INDEMNITY ii) LOSS OF REVENUE INDEMNITY iii) INSPECTION AND MAINTENANCE iv) COMPLETE FIRE RISK ASSESSMENT TO COMPLY WITH FIRE LEGISLATION v) ANNUAL REVIEW OF RISK ASSESSMENT OF PHYSICAL ASSETS	PARISH COUNCIL CHAIRMAN
<b>PERSONNEL</b>	KEY MEMBERS OF STAFF UNAVAILABLE	i) COMPLIANCE WITH EMPLOYMENT LEGISLATION ii) PERSONAL ACCIDENT INSURANCE iii) CONTIGENCY STAFFING	PARISH COUNCIL CHAIRMAN
<b>ADMINISTRATION</b>	INADEQUATE GENERAL ADMINISTRATION	i) ELECTRONIC BACKUPS VIA THE 'CLOUD' ii) ESSENTIAL DOCUMENTS STORAGE OFF SITE	PARISH COUNCIL CHAIRMAN