

**JPC RISK REGISTER**  
**DOCUMENT REF JPC -10013**

Beaundesert & Henley in Arden  
Joint Parish Council  
**Risk Register**  
Document Reference JPC-10013

Author	Historical
First Adopted	09.05.2019
Rev.1	Approved and adopted 03.10.2022.
Rev. 2	
Rev. 3	
Rev. 4	
Rev. 5	
Rev. 6	

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### FINANCIAL

Review	Description	Impact	Risk	Impact	Review	Mitigation
<b>Sept 2021</b>	Precept falling short of planned budget	The council will be unable to meet its commitments for the forthcoming year.			<b>Yearly</b>	The budgeting process should commence in October, finalised in January. Revisions can be made at any time to bring in additional funds from reserves or use of CILS [or other] or to change activity to produce more income. Projected spending must be reviewed and sanctioned by body council on a monthly basis, commencing in March for the following year. Budget tracking on a monthly basis, displayed on website.
<b>Sept 2021</b>	Loss of cash through dishonesty.	Loss of council income and possibly assets.			<b>Yearly.</b>	Publish scope and fidelity of the insurance cover, regular briefing with full council. Conduct full review 2 months prior to renewal of policy. Good practice to pay premium by standing order. <b>Renewal date 30<sup>th</sup> September 2021</b>
<b>March 2022</b>	Financial records and controls	Potential illegal practices, damaging enquiries by revenue authorities, misappropriated accounting.			<b>Yearly with monthly reviews.</b>	Monthly banking reconciliations Cashbook maintained up to date & balanced regularly; Council agrees all expenditure via schedule of payments at each meeting; Payments supported by invoices; Internal Audit review meetings with all subsequent recommendations acted on. Adequate training for Clerk/RFO to undertake role. Finance check of records by two councillors annually. Budget tracking on a monthly basis, displayed on website.
<b>March 2022</b>	HMRC non-compliance issues.	Potential illegal practices, damaging enquiries by revenue bodies.			<b>Yearly with monthly reviews.</b>	Council contract out to Payroll specialist. RFO acts on PAYE requests before the 21 <sup>st</sup> of each payment month. Records checked by two councillors annually.
<b>March 2022</b>	Internal Audit	Law requires council to engage the services of an Internal Auditor. LOSS OF PUBLIC TRUST			<b>Yearly.</b>	Undertaken yearly in accordance with legislation; Written report provided to & reviewed by the Council; Auditor has full access to all documents, procedures & regulations.
<b>March 2022</b>	External Audit	Law requires council to submit year-end accounts and variations to an External Auditor. LOSS OF PUBLIC TRUST			<b>Yearly</b>	Year-end accounts prepared on Receipts/Payments basis; AGAR to be completed by clerk & council in accordance with current regulations and submitted no later than 30 <sup>th</sup> June 2022.

HIGH	MEDIUM	MODERATE	LOW	NEGLECTIBLE
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Adopted by Beaudesert & Henley in Arden Joint Parish Council meeting on the 6<sup>th</sup> of September 2021 – Review 6<sup>th</sup> September 2022. © B&HIA-JPC 2021

### INTERNAL CONTROLS

Review	Description	Impact	Risk	Impact	Review	Mitigation
<b>Sept 2021</b>	Up to date Register of Assets	All assets should be underwritten at their replacement value, failure to do so will result in loss of revenue.			<b>Yearly</b>	A Parish Council's fixed asset register has four main purposes: It forms a basis for decisions on risk and insurance issues. It provides information on the age and potential lifespan of certain items. It provides assurance of the continued existence of Council's property. It is therefore essential to maintain and review this register no less than annually.
<b>Sept 2021</b>	Regular maintenance arrangements for physical assets.	Failure			<b>Yearly.</b>	Publish scope and fidelity of the insurance cover, regular briefing with full council. Conduct full review 2 months prior to renewal of policy. Good practice to pay premium by standing order. <b>Renewal date 30<sup>th</sup> September 2021</b>
<b>March 2022</b>	Financial records and controls	Potential illegal practices, damaging enquiries by revenue authorities, misappropriated accounting.			<b>Yearly with monthly reviews.</b>	Monthly banking reconciliations Cashbook maintained up to date & balanced regularly; Council agrees all expenditure via schedule of payments at each meeting; Payments supported by invoices; Internal Audit review meetings with all subsequent recommendations acted on. Adequate training for Clerk/RFO to undertake role. Finance check of records by two councillors annually. Budget tracking on a monthly basis, displayed on website.
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