

INCOME [to be viewed by all Parish Council members]

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq
Precept	Not submitted	H	/Full PC -Minute	RFO follow up	Annual
	Not paid by District C	L	Check & report to PC		Annual
	Adequacy of precept	L	Review of budget to actual	RFO/ Adv Fin Group	continual
Charges - Dinghy Permits	Annual Agreement	L	Full PC minute	PC approval	January/ February
	Non payment	L	Check register put up removal notice	Dinghy Warden/ Clerk	continual
	Cheques/cash banking	M	Check statements/Paying in slips Full PC minute		monthly
Grants - District/County	Claims procedure	M	Clerk/RFO check with Cttee		
	Receipt of grant when due	M	Clerk/RFO check	Clerk inform Cttee	
Grants - Lottery	Claims procedure	M	Clerk/RFO check with Cttee		
	Receipt of grant when due	M	Clerk/RFO check	Clerk inform Cttee	
Bank /Investment Interest	Receipt when due	L	Check statements Review		Yearly
Recycling Centre	Cheques/cash banking Float (£14)	H	Receipts issued to Manager on collection Check statements/Paying in slips Full PC minute	Clerk/RFO	continual