

Risk Assessment and Financial Management for the year 1 April 2018 to 31 March 2019

The risk management procedures, as documented below, were confirmed to be in practise by the Parish Council at its meeting on 13 March 2019

Topic	Risk Identified	Risk	Management of Risk	Staff Action	Audit Check
		H/M/L			Frequency
Precept	Agreed at full Council meeting	L	Minute to show amount agreed	RFO to check	January
	Not submitted		Minute to show receipt by BDC	RFO to check	March
	Not paid by DC	L	Confirm receipt	RFO to check	6 mthly
	Adequacy of precept Monitoring of precept/budget	L	Budget process followed Quarterly receipt of budget to actual	RFO/Council RFO to action	Annually Quarterly
Other Income	Cheque banking	L	Check to bank statements.	Annual review of controls	Whenever
	Bacs banking		Regular bank reconciliations.		Quarterly
Salaries	Wrong salary/hours/rate paid	L	Check salary/check hours and rate	Chair to verify	bi-mthly
	Wrong deductions - NI & Income Tax	L	Check to PAYE Calculations	Chair to verify	Annually
Direct Costs and overhead expenses	Goods not supplied to Council	L	Follow up on orders	Approval check	Whenever
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices & perform bank reconciliations on quarterly basis	Council to verify	Bi-mthly
	Cheque payable is excessive or to wrong party	L	Signatory initials stub & invoice	Approval check	bi-mthly
Grants & support	No power to pay or no evidence of agreement of Council to pay	L	Minute council agreement with the power used to authorize payment	Council to verify	Whenever
	Condiitons agreed	L	Agree and document any reasonable conditions	RFO Check	Whenever
Election costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
VAT	VAT analysis	L	All items in cash book lists	RFO verify	Annually
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	Annually
	Claimed within time limits	L	Agree returns submitted	RFO verify	Annually

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Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion.	Annually
Assets	Loss, Damage etc	L	Annual inspection, update insurance and asset registers	RFO opinion.	Annually
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	RFO to check	Annually
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	RFO/Member view	24 months
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually	12 months
	Key Personnel	L	The position of Proper Officer / Clerk/ Responsible Financial Officer is filled by one person	RFO role to be confirmed on an basis	Annually in May
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance Cover	Council to review annually	Annually
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary	Annually
Legal Powers	Illegal activity or payment	L	Council educated as to their legal powers All expenditure to refer to power used	Diary	Bi-mthly
Financial Records	Inadequate records	L	Council has appointed a Qualified Clerk to manage the Council's financial affairs. Noted that the post-holder is also an Internal Auditor contracted to carry out internal audits on behalf of S.A.L.C. Internal control expanded to provide a more robust system of internal checks	Diary	12 months
	Loss of records	L	Office 365 used - 1TB if cloud storage.		

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Council's Records	Access to records held on the Council owned computer	L	Access to computer is password protected. Access to Office 365 is password protected.	RFO /Chair	Rotate on a regular basis
Minutes	Accurate and legal	L	Review at next scheduled meeting	Diary	Bi-mthly
Members Interests	Conflict of Interest	M	Declaration of interest to be documented / minuted and any conflict addressed as appropriate. Reminder to review at Annual Council Meeting	Diary	Bi-mthly Annually
Personal Data	GDPR Regulations - compliance with regulations for the processing of personal data held by the Parish Council	L	Council has in place procedures for the analysis of personal data held; knows the lawful basis for processing and documenting personal data; has privacy information available to individuals; how process to dispose of personal data; has procedures to respond to requests for data & has processes to identify, report, manage and resolve any personal data breaches.	Diary	Annually

Reviewed and adopted on **13 March 2019**