

Risk Assessment and Financial Management for the year 1 April 2020 to 31 March 2021

The risk management procedures, as documented below, were confirmed to be in practise by the Parish Council at its meeting on 11 March 2020

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	L	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	L	Budget process followed - formal budget not set until Council Tax base known	RFO/Council	Annually
	Monitoring of precept/budget	L	Quarterly receipt of budget to actual	RFO to action	Quarterly
Other Income	Cheque banking	L	Check to bank statements.	Annual review of controls	Whenever
		L	Regular bank reconciliations.		bi-mthly
	Bacs banking used by Debtors	L	Review of bank account details	Clerk	Annually
Salaries	Wrong salary/hours/rate paid	L	Check salary/check hours and rate	Signatory to verify	bi-mthly
	Wrong deductions - NI & Income Tax	L	Check to PAYE Calculations	Signatory 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	L	Signatory initials stub & invoice	Approval check	bi-mthly
	Cheque payable to wrong party	L	Signatory initials stub & invoice	Approval check	
	Payment procedures	L	2 signatories required for all cheques	Member/RFO	bi-mthly
	Orders placed by the Council	L	Orders placed in accordance with Council's Financial Regulations	RFO/Council check	Whenever
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
	Condititons agreed	L	Agree and document any reasonable conditions	RFO Check	Whenever
Election costs	Invoice at agreed rate	L	RFO check once invoice received.	RFO verify	Whenever
	Reserve fund	M	Consider reserve fund to cover costs of Parish Poll	Council	Annually
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

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	
Reserves - General	Adequacy	M	Consider at Budget setting. Council in process of fulfilling strategy to increase reserves to be maintained at 50% of budget.	RFO opinion.	Annually
	Reserves Policy	L	Council to adopt Reserves Policy to allow formal discussion in accordance with Proper Practices. Known reserves to be ring-fenced and referenced. Movement between reserves to be by resolution of Council	Council	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. Risk Assessment prior to use of Beacon Brazier	RFO to check Member/RFO	Annually Whenever
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Chair to review	12 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 annual 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 Minutes	Bi-mthly Bi-mthly
Financial Records	Inadequate records	L	Council has appointed a Qualified Clerk to manage the Council's financial affairs.	Diary	12 months
	Loss of records	L	Office 365 used - 1TB if cloud storage.		
	Postholder of RFO	L	Postholder is also an Internal Auditor contracted to carry out internal audits on behalf of SALC	Diary	Annually

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	
Council's Records	Access to records held on the Council owned computer Cyber security and risk of cyber attack	L L M	Access to computer is password protected. Access to Office 365 is password protected. All records held in the Cloud Council to ensure that all means of sharing information and communication other than email is explored	RFO /Chair RFO to consider best practises to protect against email compromise	Rotate on a regular basis.
Minutes	Accurate and legal	L	Review at next scheduled meeting All pages signed and paginated.	Diary	Bi-mthly
Members Interests	Pecuniary Interests	M	Declaration of interest to be documented / minuted and any conflict addressed as appropriate. Reminder to review at Annual Council Meeting.	Member	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 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
Website	Website Security Certificate Digital accessibility of websites. Standards for web content Accessibility of website	L L L M	Security certificate added to the website by Council's website hosters Council's website hosters have confirmed that their templates conform to accessibility standards. Alternative text added to images Link descriptions added to links Accessibility statement on website	Diary Jul-19 Diary Diary	Annually Annually Monthly Bi-annually

Reviewed and adopted on **10 March 2021**

