

# Risby Parish Council

## Risk Assessment

### Risk assessment and management (financial) for the period 1 April 2014- 31st March 2015

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Action completed
<b>Precept</b>	Not submitted	L	Prepare budget in November, submit precept request in January	Clerk to add to list of actions	Jan 2015
	Not paid by SEBC	L	Confirm receipt	Clerk to add to list of actions	Added to March 2015 financial checklist
	Adequacy of precept	L	Prepare budget in November, review budget in March	Clerk to add to list of actions	Jan 2015
<b>Other income</b>	Cash handling	L	Cash handling is avoided, but where necessary appropriate controls are in place	Annual review of Financial Regulations and controls Councillor to verify and cash receipts.	March 2015
<b>Grants</b>	Claims procedure	M	Clerk to ensure that the correct procedure is followed	Councillor to verify. Verification to be minuted.	Add to March 2015 agenda
	Receipt of grant when due	M	Clerk to ensure that the grant has been received	Councillor to verify. Verification to be minuted.	Add to March 2015 agenda
<b>Salaries</b>	Wrong salary/hours/rate paid	M	Clerk to calculate salary, hours and rate to contract.	Councillor to verify. Verification to be minuted.	Jan 2015
	Wrong deductions - NI and income Tax	M	Clerk to use HMRC's RTI PAYE tool to ensure deductions are calculated correctly.	Councillor to verify. Verification to be minuted.	Completed at every meeting as part of checklist of internal financial controls
<b>Direct costs and expenses</b>	Goods not supplied to Council	M	Clerk to follow up on all orders.	Council to check invoice and confirm receipt of goods before payment.	✓
	Invoice incorrectly calculated or recorded	L	Clerk to check arithmetic on invoices and perform monthly bank reconciliations	Councillor to verify.	✓
	Cheque payable is excessive or to the wrong party	M	Signatory to sign invoice and initial stubs or payment schedule	Councillor to verify.	✓
<b>Grants and support</b>	No power to pay or no evidence of agreement of Council to pay	M	Clerk to minute council agreement with the power used	Councillor to verify.	All payments are minuted and the

			to authorise payment		correct power listed.
	Conditions agreed	L	Clerk to present documents and any conditions to Council for approval .	Clerk to ensure any conditions are minuted.	N/A
<b>Election costs</b>	Invoice at agreed rate	L	Clerk to check. Council to consider future election costs as part of the budget.	Clerk to include in budget.	✓ A sum was allocated in the budget however SEBC did not notify councils of potential election costs until Feb 2015 after the precept request had been submitted.
<b>VAT</b>	VAT not recorded separately for invoices where VAT paid	L	Clerk to ensure VAT is recorded separately in the accounts	Councillor to verify.	Completed at every meeting as part of checklist of internal financial controls
	VAT not claimed within time limits	M	Clerk to ensure VAT is claimed at the end of each financial year	Councillor to verify.	Claimed May 2014
<b>Reserves - general</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Add to March 2015 agenda
<b>Reserves - earmarked</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Add to March 2015 agenda
<b>Assets</b>	Loss/damage etc	M	Councillor to inspect Council property annually. Clerk to update insurance and asset register.	Clerk to add to list of actions	Add to March 2015 agenda
<b>Public liability</b>	Risk or damage to third party property or individual	M	Review adequacy of public liability insurance	Clerk to add to list of actions	Add to March 2015 agenda
<b>Staff</b>	Loss of key personnel (clerk)	L	Monitor hours, health, stress of clerk and manage as appropriate	Council to monitor	N/A
	Fraud by staff	L	Ensure that Financial Regulations are complied with. Ensure that the Council has an adequate level of Fidelity Guarantee.	Councillor to complete checklist of internal controls at every meeting.	Completed at every meeting as part of checklist of internal financial controls
<b>Maintenance</b>	Reduced value of assets or amenities - loss of income or performance	M	Councillor to inspect Council property annually.	Clerk to add to list of actions	Council property inspected April 2015
<b>Trees</b>	Damage caused by trees which have died or are diseased or in high winds	M	Clerk to ensure that a tree inspection is carried out annually and any recommendations	Clerk to add to list of actions	Tree survey carried out in December 2014. Findings discussed at

			carried out subject to approval by the Council		March 2015 and recommended actions taken.
<b>Ponds</b>	Risk of drowning	L	The pond is not deep. Life rings are provided. Supervision of children is responsibility of their carers.	Ensure life rings are in good condition as part of the annual inspection.	March 2015 Added to list of Council property to be inspected
<b>Legal powers</b>	Illegal activity or payment	L	Clerk to ensure Council is aware of its legal powers and to check when not sure	Clerk to include legal power in the minutes against payments to be authorised and to check Council has the legal power to carry out a specific action	All payments are minuted and the correct power listed. Clerk backs up all files regularly
<b>Financial records</b>	Inadequate records	L	Clerk to keep adequate records	Internal controls and annual audit ensures financial records are adequate.	Accounts are checked by a councillor at every meeting and annually (April/May) 2015 in more detail (by a councillor and an independent internal auditor).
<b>Minutes</b>	Accurate and legal	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Council to check the accuracy of minutes before approval and signing by the Chairman.	✓ Minutes are checked before signing. 'Declaration of Interest' is an item on every agenda. Any declarations are minuted.

Reviewed and adopted on: \_\_\_\_\_ Signed: \_\_\_\_\_ (Chairman)