**Barton Mills Parish Council**

**Risk assessment and management (financial) for the period 2016-2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **Risk Identified** | **H/M/L** | **Management of Risk** | **Staff action** | **IA\* Freq** |
| Precept | Not submittedNot paid by District CouncilAdequacy of precept | **L****L****H** | Full Parish Council Minute – RFO follow upCheck & Report To Parish CouncilRegular review of budget to actual (quarterly) RFO/Finance Cttee to review annually | **Diary****RFO to review** | **12****12****12** |
| Grants – District | Not received when due | **L** | Clerk to check at least monthly | **Diary** | **12** |
| Salaries | Wrong salary paid Wrong hours paidWrong pay rate | MMM | Check minuteCheck contract Check contract | Member verifyMember verifyMember verify | **12****12****12** |
| Direct Costs andoverhead expenses | Goods not supplied to Parish CouncilCheque payable is excessiveCheque payable to wrong party | MM M | Order system in placeSignatory initials cheque stub and voucher Signatory initials cheque stub and voucher | Approval checkMember verifyMember verify | **12****12****12** |
| Grants & support | Power to payAgreement of Council to payConditions agreedCheque & voucher/receiptFollow up verification | MLLLL | Minute powerMinuteUse reasonable conditionSignatory initials on stub & voucherRFO check & consider budget | RFO to verifyRFO to verifyRFO checkRFO verifyRFO verify | **12****12****12****12****12** |
| Election Costs | Adequacy of budgetary provision | L | RFO/Finance Cttee to check & consider budget | RFO Verify | **whenever** |
| VAT irrecoverable | VAT analysisCharged on purchasesClaimed within time limits | MMM | All items in cash bookConsider all items in cash bookClaim at least annually | RFO VerifyRFO VerifyRFO Verify | **12****12****12** |
| Reserves – General | Adequacy | M | Consider at Budget setting3 year plan | RFO opinion | **12****24** |
| Reserves – Earmarked | AdequacyEarmarked or contingent liability | ML | Consider at Budget and Final A/CsReview minutes | RFO opinionRFO/member opinion | **12** |
| Assets | Loss/Damage etcRisk or damage to third party property or individuals | MM | Quarterly inspection, update insurance & asset registers – RFO / Finance CtteeReview adequacy of Public Liability Insurance | **Diary****Diary** | **12****12** |
| Staff | Loss of key personnel (clerk)Fraud by staff | LL | Hours, stress, health, training managementLong term illness, early departureAdequacy of Fidelity Guarantee InsuranceCheck that insurance conditions met | **Clerks Committee/Council****Council** | **12****12** |
| Loss | Consequential loss due to critical damage or third party performanceLoss of data | LL | Insurance cover – review to ensure adequacyBack-up at least monthly | **Diary****Diary** | **12****12** |
| Cash | Loss through theft or dishonesty | L | Cash handling is avoided. Adequacy of Fidelity Guarantee InsuranceCheck that Insurance conditions met | **Diary** | **12** |
| Maintenance | Poor performance of assets or amenities/ loss of performance | M | Quarterly maintenance inspection/ Consider at budget setting | **Diary** | **12** |
| Legal Powers | Illegal activity or payment | **H** | Educate Council as to their legal powersTraining Needs Analysis  | **Diary** | **12** |
| Financial Records | Inadequate records | **L** | RFO/clerk check quarterly + regularinternal audit | **Diary** | **12** |
| Minutes | Accurate and legal | **L** | Review at following meeting | **Diary** | **12** |
| Members interests | Conflict of interest | **M** | Update declarations of interest | Diary | **12** |

\*Internal Audit

Date Reviewed: Minute Ref Number:

Signed: Date: