**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 submitted  Not paid by District Council  Adequacy of precept | **L**  **L**  **H** | Full Parish Council Minute – RFO follow up  Check & Report To Parish Council  Regular 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 paid  Wrong pay rate | M  M  M | Check minute  Check contract  Check contract | Member verify  Member verify  Member verify | **12**  **12**  **12** |
| Direct Costs and  overhead expenses | Goods not supplied to Parish Council  Cheque payable is excessive  Cheque payable to wrong party | M  M  M | Order system in place  Signatory initials cheque stub and voucher Signatory initials cheque stub and voucher | Approval check  Member verify  Member verify | **12**  **12**  **12** |
| Grants & support | Power to pay  Agreement of Council to pay  Conditions agreed  Cheque & voucher/receipt  Follow up verification | M  L  L  L  L | Minute power  Minute  Use reasonable condition  Signatory initials on stub & voucher  RFO check & consider budget | RFO to verify  RFO to verify  RFO check  RFO verify  RFO 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 analysis  Charged on purchases  Claimed within time limits | M  M  M | All items in cash book  Consider all items in cash book  Claim at least annually | RFO Verify  RFO Verify  RFO Verify | **12**  **12**  **12** |
| Reserves – General | Adequacy | M | Consider at Budget setting  3 year plan | RFO opinion | **12**  **24** |
| Reserves – Earmarked | Adequacy  Earmarked or contingent liability | M  L | Consider at Budget and Final A/Cs  Review minutes | RFO opinion  RFO/member opinion | **12** |
| Assets | Loss/Damage etc  Risk or damage to third party property or individuals | M  M | Quarterly inspection, update insurance & asset registers – RFO / Finance Cttee  Review adequacy of Public Liability Insurance | **Diary**  **Diary** | **12**  **12** |
| Staff | Loss of key personnel (clerk)  Fraud by staff | L  L | Hours, stress, health, training management  Long term illness, early departure  Adequacy of Fidelity Guarantee Insurance  Check that insurance conditions met | **Clerks Committee/Council**  **Council** | **12**  **12** |
| Loss | Consequential loss due to critical damage or third party performance  Loss of data | L  L | Insurance cover – review to ensure adequacy  Back-up at least monthly | **Diary**  **Diary** | **12**  **12** |
| Cash | Loss through theft or dishonesty | L | Cash handling is avoided. Adequacy of Fidelity Guarantee Insurance  Check 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 powers  Training Needs Analysis | **Diary** | **12** |
| Financial Records | Inadequate records | **L** | RFO/clerk check quarterly + regular  internal 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: