

**Saxtead Parish Council  
Financial Risk Assessment  
May 2019**

<b>Topic</b>	<b>Risk Identified</b>	<b>Risk Level H/M/L</b>	<b>Management of Risk</b>	<b>Staff action</b>
Precept	Not submitted	L	Full Minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Conduct a review of spending at each full Council meeting	Agenda
Other Income	Cash handling	M	Cash handling is avoided, but where necessary appropriate controls are in place	Annual review of documented controls
	Cash banking	M	Clerk to bank cheques promptly and conduct regular checks of bank statements. Produce bank reconciliations for every full Council meeting.	Examining Officer to verify reconciliations at meetings.
Grants	Claims procedure	M	Clerk/RFO check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	SALC carry out Payroll, at Council's agreed rate as per clerk's contract.	Clerk and Council to check SALC's payroll sheet before paying clerk.
	Council not meeting legislative requirements re workplace pensions	M	Confirm that Pensions Regulator's requirements being met. As payroll officials, SALC should advise of obligations in this regard.	Keep confirmatory letter Pensions Regulator on file
Payments	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	M	Check arithmetic on invoices and perform bank reconciliations on regular basis	Member to verify
	Cheque payable is incorrect or made to wrong party	M	List of Payments agreed by Council and signed by 2 signatories. Cheque counterfoils initialled and compared to invoice/voucher. Payments are listed in Council's Minutes	Approval check at meetings
Election Costs	Invoice at local authority's agreed rate	L	RFO check and consider budgeting for contested election over several years	RFO verify

VAT	VAT analysis	M	All VAT to be separated in Receipts and Payments sheet	RFO verify
	Claimed within time limits	M	Clerk to submit at least annually and report back to council at full meeting, including confirming receipt of reclaimed VAT.	RFO verify

Reserves – General	Adequacy	L	Consider at Budget setting & monitor balances at each full Council meeting	RFO opinion.
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	Council to review regularly
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers as necessary. Compare insurance schedules with Asset Register	Agenda
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of Clerk	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Clerk to raise concerns with Council as appropriate. Consider conducting an annual appraisal.
	Fraud by staff/members	L	Fidelity Guarantee value appropriately set. Accounting is transparent and always available for Councillors to view.	Council to review annually or more frequently if concerns.
Legal Powers	Illegal activity or payment	H	Councillors and staff receive relevant training as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Agenda
Members' interests	Conflict of interest	M	Declarations of interest to be Minuted and any conflict addressed as appropriate	Agenda

**Reviewed and adopted by the Council on: .....2019**

**Signed by Chairman:- .....**