

Lidgate Parish Council

Risk Assessment

Risk assessment and management (financial) for the period 1 April 2016- 31st March 2017

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Action completed
Precept	Not submitted	L	Prepare budget in November, submit precept request in January	Clerk to add to list of actions	Jan 2017
	Not paid by SEBC	L	Confirm receipt	Clerk to add to list of actions	Added to March 2017 financial checklist
	Adequacy of precept	L	Prepare budget in November, review budget in March	Clerk to add to list of actions	Jan 2017
Other income	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 2017
Grants	Claims procedure	M	Clerk to ensure that the correct procedure is followed	Councillor to verify. Verification to be minuted.	Add to March 2017 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 2017 agenda
Salaries	Wrong salary/hours/rate paid	M	Clerk to calculate salary, hours and rate to contract.	Councillor to verify. Verification to be minuted.	March 2017
	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
Direct costs and expenses	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.	✓
Grants and support	No power to pay or no evidence of agreement of Council to pay	M	Clerk to minute council agreement with the power used to authorise payment	Councillor to verify.	All payments are minuted and the correct power listed.

	Conditions agreed	L	Clerk to present documents and any conditions to Council for approval.	Clerk to ensure any conditions are minuted.	✓
Election costs	Invoice at agreed rate	L	Clerk to check. Council to consider future election costs as part of the budget.	Clerk to include in budget.	✓
VAT	VAT not recorded separately for invoices where VAT paid	L	Clerk to ensure VAT is recorded separately in the accounts	Councillor to verify.	✓
	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 2016
Reserves - general	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Added to March 2017 agenda
Reserves - earmarked	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Added to March 2017 agenda
Assets	Loss/damage etc	M	Councillor to inspect Council property annually. Clerk to update insurance and asset register.	Clerk to add to list of actions	Added to March 2017 agenda
Public liability	Risk or damage to third party property or individual	M	Review adequacy of public liability insurance	Clerk to add to list of actions	Added to March 2017 agenda
Staff	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
Maintenance	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 2017
Legal powers	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
Financial records	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) 2017 in more detail (by a councillor and an independent internal auditor.
Minutes	Accurate and legal	M	Declarations of interest to be	Council to check the	✓

			documented/minuted and any conflict addressed as appropriate	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.
Playing field and play area	Claims arising from use of playing field and play area.	L	Regular inspections are carried out. The Council has public liability insurance.	Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired.	Play inspections are completed monthly by the Play Inspection Company and the reports presented to the Council at meetings
	Injuries from falls.	L	Safagrass matting has been installed under all the play equipment except the hammock	Council to carry out regular inspections of the safety surface.	Play inspections are completed monthly by the Play Inspection Company and the reports presented to the Council at meetings
	Injuries from use of equipment e.g. trapped hands, heads, etc	L	Professional play equipment installers constructed the area and the installed equipment was built according to then current British Standard safety rules. Regular inspections are carried out.	Council to ensure that any defects are repaired.	Play inspections are completed monthly by the Play Inspection Company and the reports presented to the Council at meetings
	Injuries from broken equipment.	L	Regular inspections are carried out.	Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired.	Findings from the Annual Play Inspection have been actioned or programmed in

Reviewed on: _____

Signed: _____ (Chairman)