

Walberswick Parish Council Financial Risk Assessment for the period 1 April 2019 to 31 March 2020

Topic	Risk Identified	Risk Level H/M/L	Ways to mitigate risk	Control Mechanism
Precept	Not submitted	L	Confirmation by RFO of submission at council meeting	Meeting minutes
	Not paid by DC	L	Confirmation by RFO of receipt at council meeting	Meeting minutes
	Adequacy of precept	M	Regularly reviewed at each meeting	Meeting agenda
Other Income	Cash handling	L	Cash handling is avoided, but where necessary appropriate Controls are in place.	Annual review of controls via Internal Controls template
	Cash banking	L	Council's policy is not to accept cash payments	RFO to enforce policy
	Allotment money not collected	M	RFO to follow up invoices and collect	Review of receipts at Council meetings at least quarterly
Grants	Claims procedure	L	RFO to apply following authorisation by Council	Agenda item and Meeting minutes
	Receipt of grant when due		RFO to report receipt as part of finance reports to meeting	Agenda item and Meeting minutes
Salaries	Wrong salary/hours/rate paid	L	RFO receives calculation via SALC and places on Authorisation to Pay Sheet (ATP).	Councillors approve all payments via ATP
	Wrong deductions – NI and Income tax	L	RFO Checks PAYE Calculations	ATP
Direct Costs and overhead expenses	Goods not supplied to Council	L	Clerk to arrange delivery and monitor by asking a Councillor nearby to check delivery complies with order and goods actually arrive in good condition.	RFO reports delivery via finance reports
	Invoice incorrectly calculated or recorded	L	RFO to check arithmetic on invoices and perform bank reconciliations on monthly basis. Check VAT is correctly calculated	Councillors to verify when they authorise invoices
	Cheque payable is excessive or to wrong party	M	Signatory initials Cheque Stub & Voucher	Cheques only issued once chairman has seen invoices, ATP is approved by Council, and are signed by 2 signatories
	Internet banking payment for excessive amount or to wrong party	M	RFO sets up payments after ATP is approve, and personally has zero payment authority	Authorised councillors use approved ATP as reference

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Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Agenda describes project, Councillors resolve to authorise grant application for agreed expenditure, included in Minute. Statutory power referenced in cash book column	Meeting minutes, Agenda and Cash Book
	Inappropriate grant conditions agreed	M	Clerk/RFO to confirm that project matches grant conditions and confirm with grant making authority.	RFO and Clerk checks conditions prior to application.
VAT	VAT not calculated correctly	L	RFO Check on invoice	Payment and receipts reports
	Claimed within time limits	M	RFO to diarise	Payment and receipts reports
Reserves – General	Adequacy	M	Budget for appropriate reserves	Budget discussion and monitoring throughout year
Reserves – Earmarked	Adequacy	L	Budget for appropriate reserves	Budget discussion and monitoring throughout year
	Unidentified Earmarked or Contingent liability	L	Budget for appropriate reserves. RFO to show earmarked reserves as part of finance reporting.	Budget discussion and monitoring throughout year
Assets	Loss, Damage etc	M	Regular inspections and review of insurance cover. Clerk or Councillor with responsibility for property to regularly check condition of assets.	Discussed at each Annual PC Meeting and recorded in Minutes
	Consequential loss due to critical damage or third-party performance	M	Regular inspections as above	as above
	Risk or damage to third party property or individuals	M	Regular inspections as above	as above

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Staff	Loss of key personnel (Clerk/RFO)	H	Effective support of staff by Council. Splitting of Clerk & RFO role. Regular reviews in line with Contract. Early response to fill vacancies with advertisement especially through SALC website. Commitment to training/development to new Clerk.	Employment Working Party
Maintenance	Need to budget for damage, wear and tear	L	Regular inspections and appropriate budget including by Safety Committee	Meeting minutes and effective budget process
Legal Powers	Inadequate records	M	Minute council agreement with the power used to authorize payment	Meeting minutes
Financial Records	Accurate & approved	L	RFO/clerk produces monthly reports which form the basis of the financial records. Councillor Internal Controls review provides check before all submitted annually to SALC internal auditor	Councillor reports to Council and included in Meeting minutes Annual review of internal auditor report and approval of accounts as part of AGAR process.
Minutes	Conflict of interest	L	Declarations of interest to be documented/in Minute and any conflict addressed as appropriate. Training given to Councillors to ensure they know their responsibilities and the content of the Suffolk Code of Conduct which they have all signed up to.	Meeting minutes record withdrawal from discussion/meeting room. DOI included new Councillor training
Councillor interests	Councillor interests not accurately recorded	M	Councillors are responsible for recording and updating their interests on the District website. Councillors before or at meetings as appropriate to protect the Council	Annual reminder to Councillors at AGM.
Data Breach	Personal data comprised	M	GDPR compliance procedures	Councillor with responsibility works closely with Clerk to oversee compliance.
Website unavailable	Loss of data, loss of ability to publish council documents	M	Third party compliance checks	Webmaster

Date of Review 25th February 2020

Carried out by Clerk/Chairman

Clerk Mark Knight

Signature

Presented to Council 10th March 2020

Minute Ref:

DRAFT