**Burrough Green Parish Council**

**Risk assessment and management (financial) for the period 2019-20**

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| **Topic** | **Risk Identified** | **H/M/L** | **Management of Risk** | **Staff action** | **IA\* Freq** |
| Precept | Not submittedNot paid by District CouncilAdequacy of precept | LLM | Full Parish Council Minute – RFO follow upCheck & Report to Parish CouncilRegular review of budget to actualMaintain adequate reserves (Quarterly) | **Diary****Diary****RFO to review****Member verify** | **12****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 | LLL | Check minuteCheck contract Check contract | **SALC/Member verify****SALC/Member verify****SALC/Member verify** | **12****12****12** |
| Direct Costs andoverhead expenses | Goods not supplied to Parish CouncilCheque payable is excessiveCheque payable to wrong party | LLL | Order system in placeSignatory initials cheque stub and voucher Signatory initials cheque stub and voucher | **Approval check****Member verify****Member verify** | **12****12****12** |
| Grants & support | Power to payAgreement of Council to payConditions agreedCheque & voucher/receiptFollow up verification | LLLLL | Minute powerMinuteUse reasonable conditionSignatory initials on stub & voucherRFO 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 to check & consider budget | **RFO Verify** | **whenever** |
| VAT irrecoverable | VAT analysisCharged on purchasesClaimed within time limits | LLL | All items in cash bookConsider all items in cash bookClaim at least annually | **RFO Verify****RFO Verify****RFO Verify** | **12****12****12** |
| Reserves – General | Adequacy | L | Consider at Budget setting3 year plan | **RFO opinion** | **12****24** |
| Reserves – Earmarked | AdequacyEarmarked or contingent liability | LL | Consider at Budget and Final A/CsReview minutes | **RFO opinion****RFO/member opinion** | **12** |
| Assets | Loss/Damage etcRisk or damage to third party property or individuals | ML | Quarterly inspection, update insurance & asset registers – RFO / Risk Assessment CommitteeReview 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 | L | Quarterly maintenance inspection/ Consider at budget setting | **Diary** | **12** |
| Legal Powers | Illegal activity or payment | L | 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 14.05.2019 Minute Ref Number

Signed Date 14.05.2019