**Burrough Green Parish Council**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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  M | Full Parish Council Minute – RFO follow up  Check & Report to Parish Council  Regular review of budget to actual  Maintain 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 | L  L  L | Check minute  Check contract  Check contract | **SALC/Member verify**  **SALC/Member verify**  **SALC/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 | L  L  L | 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 | L  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 to check & consider budget | **RFO Verify** | **whenever** |
| VAT irrecoverable | VAT analysis  Charged on purchases  Claimed within time limits | L  L  L | 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 | L | Consider at Budget setting  3 year plan | **RFO opinion** | **12**  **24** |
| Reserves – Earmarked | Adequacy  Earmarked or contingent liability | L  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  L | Quarterly inspection, update insurance & asset registers – RFO / Risk Assessment Committee  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 | L | Quarterly maintenance inspection/ Consider at budget setting | **Diary** | **12** |
| Legal Powers | Illegal activity or payment | L | 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 14.05.2019 Minute Ref Number

Signed Date 14.05.2019