

Huntington Parish Council Financial Risk Assessment

The following risk assessment covers all general functions/activities undertaken by the Parish Council.

Individual risk assessments are undertaken for specific activities or events including Summer Fete, Remembrance Parade & Christmas Lights Switch On.

Last Reviewed May 2017

Administration Topic	Risk Identified	Level	Management of Risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
Minutes	Accurate & Legal Loss	L L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes copied annually – March/April (for Audit).
Financial Records	Adequate	L L L	Accounts approved by council regularly & minuted. Monthly review to check bank reconciliation against statements. All records subject to Scrutney by Chartered Accountant (also a Parish Councillor) every 3 months Subject to internal audit	Bank Statements checked and cross-referenced with Cashbook monthly by Finance Group All invoices checked by 2 signatories plus Chairman every month Internal Audit annually –April
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	Annual reminder - May AGM
Staff	Loss of key personnel Fraud by Staff	L L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate. Fidelity guarantee value set at appropriate level	Annual review – May Annual review – March/April (for Audit).
Loss of Property	Due to critical damage or third party performance	L	Review adequacy of Insurance Cover	Annual review – May (renewal June)
Assets & Maintenance	Assets valued correctly Damage to third party	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance Inspection regime established for Jubilee Playing Field – inspection reports kept of file.	Annual review – May (renewal June) Annual review – May (renewal June)

				Council to review annually – March/April with risk assessment review.
Contractors	Risk of damage to property or injury by contractor appointed by the Council.	L	All contractors to provide copy of valid insurance policy & risk assessment of work to be undertaken. (copies to be filed for future reference.)	To be reviewed when contractors are appointed.
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	March/April as part of internal audit. Reviewed by Full Council in May
Financial Precept	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L L M	Resolution to be minutes RFO to submit and obtain proof of receipt Confirmation of payment to obtained Quarterly review of Annual budget set to actual expenditure	Annual – January Annual – April Annual – April, July, Oct, Jan – RFO and Finance Group
Other income	Cash handling & Banking	L	Minimal cash handling – payments/amounts to be confirmed by receipt .	Reviewed annual by internal audit – March/April. Annual – April, July, Oct, Jan – RFO and Finance Group
Grants (making applications)	Claims procedure followed Payments received	M L	RFO to monitor. Confirmation of payment to obtained	As required
Grants & Donations (making payments)	No power to pay.	L	Statutory power to be identified. Payments to be agreed by resolution of council Applicants to complete grant application form.	
Salaries	Wrong salary / hours / rate paid Wrong deductions – NI & Income Tax	L	Members to verify. Check to PAYE Calculations & members to verify.	Cash Book checked by all Cllrs monthly Internal Audit annually – March/April
Direct Costs & Overhead expenses	Goods not supplied to Council Invoice incorrectly	M L	Follow up on all orders by RFO All payments/invoices to be confirmed/checked by minimum two	Internal Audit annually –

	calculated or recorded & correct Payments made.		councillors or signed invoice & checked against statements by RFO. Cheque payments – 2 signatures & stub to signed. Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	March/April
Election Costs	Inadequate resources to pay for election.	L	Quarterly review of budget	Annual – April, July, Oct, Jan – RFO Chairman and Vice-Chair /Cllr Whitehead
VAT	VAT analysis Claimed within time limits	L L	Vat receipts to be request and filed. Vat to be listed on accounts. Vat claimed annually by RFO	Internal Audit annually –April April Internal Audit annually – March/April
Reserves – General & Earmarked	Adequacy	L	Consider at Budget setting and as part of quarterly review of budget. Earmarking to be minuted at Budget setting. Amendments to budget during year to be approved & minuted.	Annual – April, July, Oct, Jan – RFO Chairman & Vice Chairman Annual January.