

Chelveston-cum-Caldecott Parish Council

Financial risk assessment and risk management

Income

Topic	Risk Identified	H/M/L	Management of Risk	Staff action	Frequency
Grants	Claims procedure	Low	Clerk/RFO check quarterly	Clerk/RFO verify	Quarterly
	Receipt of grant	Low	Check & report to Council	Member verify	Monthly
Precept	Not submitted	Low	Council minute	Member verify	Annually
	Not paid by ENC	Low	Check & report to Council	Member verify	Annually
	Adequacy of Precept	Medium	Quarterly review of budget v actuals	RFO opinion	Quarterly
VAT recoverable	Claims procedure	Low	Clerk/RFO check yearly	Clerk/RFO verify	Annually
	Claimed within 3 year time limit	Low	Agreed returns submitted within 15 months	Clerk/RFO verify	Annually

Expenditure

Topic	Risk Identified	H/M/L	Management of Risk	Staff action	Frequency
Assets	Loss, Damage, etc.	Medium	Annual inspection (monthly for play equipment), update insurance & asset registers	Clerk/RFO verify	Annually
	Risk or damage to third party property or individuals	Medium	Review adequacy of Public Liability Insurance	RFO opinion	Annually
Bank Account	Unauthorised withdrawals	Low	Monthly reconciliation	IFV verify	Monthly
	Debit card misuse	Low	Monthly reconciliation	IFV verify	Monthly
	Wrong signatories	Medium	Update when new Cllrs join	Clerk/RFO verify	4 yearly
Cash	From allotments	Medium	Check tenancy agreements against bank deposits	IFV verify	Annually
	Loss through theft or dishonesty	Low	Review Fidelity Guarantee value	RFO opinion	Annually
Chairman's Allowance	Chairman overpaid	Low	Full Council Minute	Clerk/RFO verify	Annually
Direct Costs and overhead expenses	Goods not supplied to Council	Low	Reconcile orders to invoices	Clerk/RFO verify	Monthly
	Invoice incorrectly calculated	Low	Check arithmetic	Clerk/RFO verify	Monthly
	Cheque payable is wrong amount	Medium	Signatory initials on cheque stub, minuted expenditure	Member verify	Monthly
	Cheque payable to wrong party	Low	Signatory initials on cheque stub, minuted expenditure	Member verify	Monthly
Election Costs	Invoice at agreed rate	Low	RFO check and consider budget provisions	Clerk/RFO verify	Annually
Financial Records	Inadequate records	Low	RFO/clerk check quarterly + internal audit	IFV verify	Monthly
Grants & support	Power to pay	Low	Check within the GPoC	Clerk/RFO verify	Monthly
	Agreement of Council to pay	Low	Full Council Minute	Member verify	Monthly
	Conditions agreed	Low	Use of reasonable conditions	Clerk advice	Monthly
	Cheque & voucher/invoice mismatch	Medium	Signatory initials on cheque stub, minuted expenditure	Member verify	Monthly
Legal Powers	Illegal activity	Medium	Advise Council as to their legal powers	Clerk advice	Monthly
Members	Inquorate	Low	Members informally seek other candidates to serve	Members	4 yearly
Members interests	Conflict of interest	Medium	Update declarations of interest and Register of Interests	Member verify	Monthly
Minutes	Accurate and legal	Low	Review at following meeting	Member verify	Monthly
Reserves - General	Adequacy	Low	Consider at Budget setting	RFO opinion	Annually
Reserves – Restricted	Adequacy	Low	Consider at Budget setting	RFO opinion	Annually
	Contingent liability	Low	Review Minutes & budget	RFO opinion	Quarterly
Salaries	Wrong salary/hours paid	Low	Check staff contract	Member verify	Annually
	Wrong rate pay	Low	Check staff contract, Annual review of T&C's	Member verify	Annually
Staff	Loss of key personnel (Clerk)	Low	Hours, health, stress, training, management.	Member verify	Annually
		Low	Long term sickness, early departure	Member verify	Annually
	Fraud by staff	Low	Monthly reconciliation by IFV, Fidelity Guarantee insurance	IFV verify	Annually
		Low	Insurance conditions met?	RFO opinion	Annually
	Injury to staff	Low	Review adequacy of Employers Liability Insurance	RFO opinion	Annually
Volunteers	Injury to volunteers	Medium	Review adequacy of Personal Accident Insurance + check appropriate risk assessment is in place + Volunteers list	Clerk/RFO verify	Annually

Reviewed by the Council under resolution 1803.11 on 12th March 2018

Chair:

Clerk: