

Chelmondston Parish Council**Risk Assessment & Management (Financial)****for 2018-19****EXPENDITURE** [to be viewed by all Parish Council members] Risk is the likelihood of occurrence. Amendments in BLUE

Topic	Risk Identified	H/M/L	Management of Risk	Action	Freq
Salaries Payroll outsourced to SALC	Wrong salary paid	L	Check payslip check with SALC/Cheque signed by Parish Councillors	Verify & minute	Monthly
	Wrong hours paid	L	Check /time sheet/contract/payslip/SALC/Cheque signed by Parish Councillors	Verify & minute	Monthly
	Wrong rate pays	L	Check contract and NALC PayScale's	Verify & minute	Monthly
	Wrong deductions - NI	L	Check payslip check with SALC	Verify & minute	Monthly
	Wrong deductions – Income Tax	L	Check payslip check with SALC	Verify & minute	Monthly
Direct Costs & overhead expenses	Goods not supplied to PC	L	Order system in place/RFO appointed	Approval by PC	On going
	Invoice incorrectly calculated	L	Check arithmetic Signatory initials	RFO/Member verify	On going
	Cheque payable is correct	L	Full PC minute - Signatory + stubs	RFO/Member verify	Monthly
Grants to local organizations Donations	Power to pay	L	Minute power /Advisory Finance Group	RFO/Member verify	On going
	Agreement of PC to pay	L	Full PC Minute	Members verify	On going
	Conditions agreed	L	Use reasonable condition	RFO check	On going
	Cheque payable is correct	L	Full PC minute - Signatory + stubs	RFO/Member verify	Monthly
	Follow up verification	M	RFO check & consider budget	RFO verify	Monthly
Election costs	Unexpected/organized	M	Check with BDC/ consider budget /Plan in Advisory Finance Meeting.	RFO verify	Whenever
VAT	VAT analysis	M	All items in accounts book listed	RFO/Member verify	Monthly/requested annually
	Charged on purchases	L	Consider all items recorded	RFO verify	Monthly

Chelmondiston Parish Council**Risk Assessment & Management (Financial)****for 2018 -19****EXPENDITURE cont.** [to be viewed by all Parish Council members] Risk is the likelihood of occurrence. Amendments in BLUE

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq
Reserves - General	Adequacy (Up to Precept Amount) Recommend 6 months	L	Consider at Finance meeting and budget setting & final accounts.	RFO/Advisory	6 monthly
Reserves – Earmarked	Adequacy	L	Consider at Finance meeting and budget setting & final accounts & when necessary	RFO/Advisory	6 monthly
	Earmarked or Contingent liability	L	Review with Advisory Group and Full Council	Plan all reserves	6 monthly
Assets	Loss, Damage etc	H	Annual maintenance inspection, update Insurance & Assets Register. Risk Assessment completed monthly where necessary by Parish Clerk	RFO/members view /Parish Clerk	June/ Monthly
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability insurance. Checks conducted regularly. Asset Register checked by Parish Clerk	Parish Clerk and members	June/Monthly
Staff	Loss of key personnel	H	Health, lone Working, not paid for hours worked.	Review	Annual December
	Fraud by staff	L	Fidelity Guarantee value / internal Audit/ Best Practice in place. Due Diligence Financial Regulations in place.	RFO/PC	Monthly
Cash /Cheques (Dinghy park)	Loss through theft or dishonesty	M	Fidelity Guarantee value. Processes in place for checking purposes. Financial Regulations in place and adhered to.	RFO/PC	6 monthly
Legal Powers	Illegal activity or payment by PC (Ultra Vires) (Beyond its powers)	H	Educate Council as to their legal powers	RFO/Clerk /SALC etc	On going
Financial Records	Inadequate records	L/M	RFO/Clerk/ Advisory Finance Group/Internal and External Audit.	Check monthly	Monthly

Minutes/Parish Minutes	Accurate & Legal	L	Review at following meeting	Chair/Cllrs/Public	Monthly
Code of Conduct Members Interests	Conflict of interest	M	Training/ All Members to have a copy. Update Declarations of Interest Record Declarations in Minutes	Clerk/RFO/ Members	On going
Financial Regulations & Standing Orders	Out of date/not adhered to	L	Update/Review every year (Minuted) & when necessary. All Members to have a copy.	RFO/Clerk/ Members	Annually and when legislation requires.
BANKING RISK Access to telephone banking	RFO/Clerk absent	L	Limited access. Two signatures able to verify details at the bank.	RFO/Clerk Resolved Cllrs Resolved Cllrs	On going
GDPR Risk	Parish Council – to include Corporate Manslaughter and Corporate Homicide insurance.	M	4% of total percept earmarked. Annual Review of Relevant Policies New Councillors – Training. Awareness Parish Councillor Form signed.	Parish Council - Accountability	On going

Prepared by: Jill Davis - Clerk/RFO to Chelmondiston Parish Council

Changes highlighted in BLUE

Recommended at the Advisory Finance Group 29th October 2018

Reviewed and Updated 6th November – Full Parish Council Meeting.