

Financial Risk Assessment – Wicklewood Parish Council

Topic	Risk Identified	Management of Risk	Action	
Precept	Not submitted	Minuted – RFO to follow up	Diary	
	Not paid by SNC	Minuted – RFO to confirm receipt	Diary	
	Adequacy of precept	Budget to be scrutinized, agreed by council and minuted	Diary	
Other income	Cash handling	Cash is avoided, but if received at an event, to be counted in presence of another person, written record kept and banked	All income verified against records at annual audit	
	From Hall Hire	Loss of hall income – loss of main hirer		Income from hall hire is not included in budget until the following year after receipt so there would be time to promote the hall and find other users
		Loss of hall income – external forces eg lockdown		Income from hall hire is not included in budget until the following year after receipt so if Government financial assistance were not forthcoming, there would be time to increase the precept to cover the shortfall
		Handling of hire receipts		Booking Clerk receives payments and pays into bank, or arranges direct credit to parish bank account. Submits monthly income reports to RFO to reconcile with bank statements. Paying in book stubs checked with bank account at annual audit
	From Allotments	Clerk sends out annual invoices and checks receipts against the schedule of allotment holders.		
	From FIT/Wayleave/Adopter Payment	Payments are received by direct debit. RFO to check bank statement against the received payment notification		
	From Agency Agreement	Payment is received by direct debit. RFO to check bank statement against the received payment notification		
	From Bowls Club recharge	Regular water meter readings taken through the year. Annual electricity meter reading received. Invoice submitted to Bowls Club in line with the written agreement.		
Grants	Claims procedure	RFO to submit appropriate claims and keep record	Verified at annual audit	
	Receipt of grant when due	RFO to check with bank statement as required		
Salaries	Wrong salary/hours/rate paid	Payments to be checked against contracts. Any errors to be corrected following month	Verified at annual audit	
	Wrong deductions made	Calculations are made by the payroll software		
	Wrong JRS claim made	Calculations are made on the Gov.Uk calculator		
	Goods not supplied as required	Clerk to follow up on all orders	All expenditure verified against	
	Invoice incorrectly calculated	RFO to check all invoices are correct		

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Direct Costs and overhead expenses	Cheque made out to wrong party or for incorrect amount	Two signatories check invoice against cheque and initial invoice.	records at annual audit
	Payment made for unauthorized expenditure	All payments are listed on the agenda and authorized by council prior to being ordered/paid – Exceptions are emergencies where the clerk has authority to spend up to £250 without prior authorization as stated in Financial Policy, general office items and items under contract such as utilities	
Election costs	Invoice at agreed rate	RFO to check and consider budget. Allowance made in budget for election years	RFO to verify
VAT	VAT analysis	All invoices with VAT included are recorded and separate record kept	Verified at annual audit
	Claimed within time limits	Annual reclaim made	
Reserves – General	Adequacy	Consider at Budget setting	Ratified by council
Reserves – Ringfenced	Adequacy	Consider at Budget setting after agreement by council of future projects	Ratified by council
	Contingency planning	Consider at Budget bearing in mind predicted lifespans of equipment	
Assets	Loss, Damage etc	Regular inspection of property. Update insurance and asset registers when changes made	Clerk to maintain
	Risk or damage to third party property or individuals	Risk assessments in place. Public Liability insurance in place	
Staff	Loss of key personnel – Clerk/RFO and Booking Clerk	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Council to consider
	Fraud by staff	Risk management in place.	
Loss	Consequential loss due to critical damage or third party performance	Insurance cover in place	Clerk
Legal Powers	Illegal activity or payment	New councillors attend appropriate training. Legal Cover insurance in place	Clerk
Financial Records	Inadequate records	RFO to maintain correct records. Full inspection of all records by internal audit	Clerk/auditor
Minutes	Accurate and legal	Reviewed and adopted at following meeting	Clerk
Members interests	Conflict of interests	Declarations of interest to be minuted at every meeting. Any conflict addressed as appropriate.	Clerk

Reviewed and adopted by council on 5<sup>th</sup> May 2021