

Financial Risk Assessment – Wicklewood Parish Council

Topic	Risk Identified	Management of Risk	Action	
Online Banking	One of the signatories is the Clerk/RFO	As agreed at the meeting, 5.6.23 Minute 36.4, the Council wish the Clerk/RFO to remain as one of the signatories on the bank account in order to set up the payments as required by Barclays bank. The bank mandate requires all payments to have a second authorization. Signatories include the Chair, Vice Chair and one councillor. All payments are listed on the agenda and authorised by council prior to payment. One councillor, who is not a signatory, has been appointed as Internal Control Officer and checks each invoice against details listed on agenda. Payments that need to be paid for January and August when council does not meet, are circulated to councilors in case of query and formally ratified at the next meeting. Bank statements are made available at each meeting for scrutiny by any councillor	Bank signatories and Internal Control Officer	
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
Return of hire deposits/ return of booking fee after cancellation		Some hirers pay their damage deposit by a separate cheque. Such cheques are not paid in to the bank but destroyed by the Booking Clerk after the successful end of the hire period. Some hirers pay their damage deposit by BACS direct into PC bank account along with their hire fee. Such payments are itemised as a deposit on the Booking Clerk’s monthly report. Such payments are returned by BACS payment after the Booking Clerk confirms with the Clerk via email that the deposits are to be returned. Such returns are made outside of the payments authorised at the meeting as this money is not council money. All refunds go through the standard two		

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		signatory process and email exchange printed and put in finance folder for the audit trail. Any bookings cancelled, the booking fee and deposit are refunded in line with the refund policy as printed on the booking form. Such refunds are made outside of the payments authorised at the meeting with the standard two signatories and email paper audit trail. These refunds are listed after they have been made on the monthly payment list on the agenda	
	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. Monthly pay report submitted to Chair and Internal Control Officer	Verified at annual audit
	Wrong deductions made	Calculations are made by the payroll software	
Direct Costs and overhead expenses	Goods not supplied as required	Clerk to follow up on all orders	All expenditure verified against records at annual audit
	Invoice incorrectly calculated	RFO to check all invoices are correct	
	BACS Payment made to wrong party or for incorrect amount	All payments are itemised on agenda and payment list sent to second signatory before payments are authorised. Internal Control Officer to check invoices against payments as listed.	
	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 where Direct Debits are in place 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	

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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	
	For specific items	Money received for ringfenced items to be separately listed on budget	
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 To ensure there are sufficient reserves to pay for locum cover if required	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
Liabilities	Fine received due to licences not being in place	Premises licence displayed in hall as required. To be checked regularly that still in place, Personal license to be checked with licence holder regularly to ensure still in place. Payments to be made promptly annually (Direct Debit in place)	Booking 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 3rd September 2023. To be reviewed September 2025