

### FINANCIAL RISK ASSESSMENT AND MANAGEMENT REGISTER

For the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

### 1 Income

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L2 x i8=16	Full PC Minute – RFO follow up	Diary	12 months
	Not paid by DC	L2 x i8=16	Check & Report To PC. Diary		12 months
	Adequacy of precept	L8 x i8=64	Quarterly review of budget to actual	Diary	12 months
Grants – All	Claims procedure	L4 x i8=32	Clerk/RFO check quarterly	Diary	12 months
	Receipt of grant when due	L4 x i8=32	Check & Report to PC.	Diary	12 months
Investment Income	Receipt when due	L2 x i4=8	Check & Report to PC	Diary	12 months
	Investment Policy	L2 x i4=8	Review policy annually	Diary	12 months
	Surplus funds	L2 x i4=8	Review policy annually	Diary	12 months
Invoices: Burial Ground Hire of Recreation areas, Car park spaces	Invoices not paid to terms	L6 x i8=48	•	Check bank regularly for receipts, chase outstanding invoices	,
VAT	Quarterly Return not submitted on time. VAT incorrectly charged or reclaimed, Council does not receive recovered VAT	L2 x i4=8	Breakdown or vitt is recorded in	Month end bank reconciliation	Quarterly

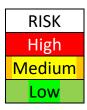
# 2 Expenditure

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	L4 x i8=32	Check to minute	Member verify	12 months
	Wrong hours paid	L4 x i8=32	Check to timesheet/contract	Member verify	12 months
	Wrong rate of pay	L4 x i8=32	Check to contract	Member verify	12 months
	False employee	L2 x i4=8L	Check to PAYE Records & lists Member verify		12 months
	Wrong deductions – NI	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	L4 x i8=32	Order system	Approval check	12 months
	Invoice incorrectly calculated	L4 x i4=16	Check arithmetic	Approval check	12 months
	payment is excessive	L4x i8=32	Signatory initials approval	Member verify	6 months
	payment to wrong party	L2x i6=12	Signatory initials approval	Member verify	6 months
Cllrs Allowances	Cllr overpaid	L2 x i2=4	Claim form & minute	RFO verify	6 months
	Income tax deduction	L2 x i4=8	Check to PAYE Records & lists	RFO verify	6 months
Fiscal Support	Power to pay	L4 x i8=32	Minute power	Member verify	12 months
	Agreement of Council to pay	L4 x i6=24	Minute	Member verify	12 months
	Conditions agreed	L2 x i6=12	Use reasonable condition	RFO check	12 months
	Cheque & voucher	L2 x i6=12	Signatory initials approval	Member verify	12 months
	Follow up verification	L4 x i8=32	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L2 x i4=8	RFO check and consider budget	RFO verify	Whenever
Insurance	Inadequate cover, lapsing of policy, invalid policy, increase in premiums	L4 x i8=32	Check policy schedule, monitor premiums and get quotes from other providers. Diarize renewal dates, RFO check and consider budget	Diary & RFO verify	Renewal or when any changes occur

## 3 Other

Topic	Risk Identified	Risk Level	Management of Risk	Staff action	Internal Audit	
		LxI = Score			Checks (Every)	
Bank Error /	Loss of Council money,	L2 xi10=20	Fidelity Insurance	Member verify	Monthly	
Fraud.	Loss of reputation		Finance Committee see the original			
			bank statements monthly,(not just			
			downloads) all receipts and			
			payments are signed off by two			
			members after checking the invoice			
			copy / timesheet/ work sheet			
Asset	Loss of community assets. Value	L4 xi10=40	Assets checked monthly, repairs	Delegation to	Whenever	
mismanagement	incorrect for disposal of community		carried out promptly subject to	Clerk to get the	change occurs	
	assets		budget being approved by full	valuations. Full		
			Council. Any assets identified for	Council		
			disposal are subject to professional	Verification		
			valuations from appropriate			
			specialists and then put before the			
			full Council for consideration			
			followed by public consultation.			

_	10	20	40	60	80	100	
Likelihood	8	<mark>16</mark>	32	48	64	80	
	6	<mark>12</mark>	<mark>24</mark>	36	48	60	
	4	<mark>8</mark>	<mark>16</mark>	<mark>24</mark>	32	40	
	2	4	8	12	<mark>16</mark>	20	
		2	4	6	8	10	
		Impact					



## 4 Review of the policy.

This policy was reviewed by the Parish Council at its meeting on -15<sup>th</sup> May 2023 and will be reviewed annually. It was noted by the Council in June 2022 that the advice of the Internal Auditor the Risk should be updated to a numbering system, this has now been completed.

Signed:

Dated 15<sup>th</sup> May 2023 Chairman