

**CAWSTON PARISH COUNCIL FINANCIAL
 RISK ASSESSMENT**
Reviewed and Agreed at the Parish Council Meeting

FINANCIAL MANAGEMENT				
Subject	Risk(s) Identified	Level	Management/Control of Risk	Review/Assessment/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic	L	Insurance cover in place	Review plan annually
Precept	Adequacy of precept	L	The Parish Council budgets are brought before the full Council annually for discussion and approval. Precept requirements are discussed at full Parish Council meetings and approved prior to submission. The Parish Council maintains a level of working capital considered adequate to cover any emergencies that	Existing procedure adequate
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial regulations which set out their requirements. Our financial records are stored on a remote server, backed up every day.	Existing procedure adequate. Review the Financial Regulations annually.

Bank and Banking	Inadequate checks Bank mistakes Loss	L L	<p>The Council has Financial Regulations which set out the requirement for banking and checks. The RFO reconciles all bank statements received. Current Account Statements received every month</p> <p>All cheques are signed by two Councillors; The Clerk is not a cheque signatory. There are direct debit payments agreed and confirmed at each monthly Parish Council Meeting.</p> <p>Internet Banking/BACS payments - the RFO is authorized by resolution of the Council and minuted to pay regular expenditure items included on a list. All transactions will be presented for approval at the next PC Meeting - financial regulations 5 and 6. In the absence of RFO a designated Councillor will make the payments.</p> <p>A member of the Council is required to check and sign bank reconciliations and bank statements - financial regulation 2</p>	Existing procedure adequate. Review Financial Regulations at AG M
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Fidelity Insurance is in place.	Existing procedure is adequate. Review Financial Regulations and Insurance Cover annually
Petty Cash	Loss or theft	L	No Petty Cash is kept.	Existing procedure adequate.

Reporting and Auditing	Compliance	M	<p>As set out in section 4. of the Financial Regulations. An Internal Auditor shall be appointed and shall carry out the work required by the council in accordance with proper practices.</p> <p>The Clerk and RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.</p>	Existing procedure adequate. Review Financial Regulations annually
Direct costs Overhead Expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Internet Banking	L L	<p>The Council has Financial Regulations which set out the requirements under section 5 and 6.</p> <p>At each Council meeting invoices awaiting approval are discussed and listed on the finance report and are considered for approval at the meeting. Two signatories are required for cheques and counterfoils must be signed.</p> <p>Internet Banking/BACS payments - the RFO plus another Councillor are authorized by resolution of the Council and minuted to pay regular expenditure items included on a list of transactions presented for approval at the next PC Meeting -</p>	Existing procedure adequate. Review Financial Regulations annually
Grants - receivable	Receipts of Grants	L	Any grant funding received is paid into the Council's bank account either directly or by cheque. The funding is shown under the appropriate heading in the Council's accounts.	Existing procedure adequate
Grants and support - payable	Power to pay Authorisation of Council to pay	L L	All such expenditure goes through the required Council process of approval, is minuted and listed accordingly.	Existing procedure adequate

Charges - rentals	Receipt of rental	L	<p>The PC hires the Community Hall out via the Bookings and Facilities Manager plus the Hall Management Committee.</p> <p>Monies received will be entered into our financial software programme, will be paid into the Community Hall bank account and shown under the appropriate income heading.</p> <p>specific hires clause in place</p>	Existing procedure adequate.
Best value Accountability	Work awarded incorrectly Overspend on services	L M	<p>Sections 10 and 11 of the Financial Regulations. Normal</p> <p>Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services in excess of £60,000 three quotations shall be obtained. The Council shall not be obliged to accept Section 7 of the Financial Regulations.</p>	Existing procedure adequate. Review Financial Regulations annually
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax or NI	L L L	<p>The council makes arrangements to meet fully the statutory requirements placed on all employers by PAYE, National Insurance and Pension legislation.</p> <p>The payment of salaries is made in accordance with payroll records and the rules of PAYE and National Insurance currently operating. Salaries are agreed by the Council.</p> <p>Payment of salaries and payment of deductions from salary are approved at each full monthly Parish Council meeting.</p>	Existing procedure adequate. Review Financial Regulations annually
Employees	Actions undertaken by staff	L	<p>The Clerk should be provided with relevant training, reference books access to assistance and legal advice required to undertake the role.</p> <p>The Clerk and RFO Administrator submit time sheets every month which are approved for payment at each Council Meeting.</p>	Training is available from WALC

Handyman	Self Employed	L	The Handyman is paid according to time sheets submitted every quarter. The sheets are approved at the Council Meeting as appropriate.	Existing procedure adequate
Councillor allowances	Councillors over-paid	L	No allowances are allocated to Parish Councillors. The Chairman receives an annual allowance which is budgeted at a fixed amount. The allowance is approved for payment by the Council.	Existing procedure adequate
Election costs	Risk of an election cost	L/M	In an election year provision is made within the budget for election costs. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process.	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Parish Council does not charge VAT. It is entitled to reclaim VAT paid on goods and services and reclaims are made during the year.	Existing procedure adequate.
Annual Returns	Submit within time limits	L	Employer's Annual Return is no longer required as reporting to HMRC is in real time now. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within the time limit.	Existing procedure adequate.

Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Full Parish Council Meetings	Existing procedure adequate
Minutes/Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct
Members Interests	Conflict of Interest Register of Members Interests	L M	The declaring of interests by members at a meeting should be an obvious process, to remind Councillors of their duty it is an agenda item. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members take responsibility to update their Register and to declare any interests, prejudicial or personal at meetings
Insurance	Adequacy	L	Insurance Liability is reviewed by the RFO/Clerk and any necessary amendments put before the Council.	Existing procedure adequate. Review insurance provision annually.
Data Protection	Policy Provisi	L	The Council is registered with the Data Commissioners and has a Data Protection Policy in	Ensure annual renewal of registration

Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the FOIA
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Assets	Loss or Damage Risk/damage to third party(ies)/ property	L	An annual review of assets is undertaken for insurance provision.	Existing procedure adequate
Maintenance	Maintenance of Parish Council Assets	L L	All assets owned by the Parish Council are regularly inspected by the Handyman. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. The fixed asset register is reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Notice boards	Risk/damage/ injury to third parties Road side safety	L L	The Parish Council has four notice boards. The boards are inspected regularly each month when notices are up- dated. Any repairs/maintenance requirement brought to the attention of the Parish Council. Keys held by the Clerk.	Check insurance cover annually.
Meeting location	Adequacy Health & Safety	L L	The Parish Council holds its meetings in the Community Hall - insurance and health & safety policy are already in place.	Existing location adequate.

Council Records - paper	Loss through: Theft Fire Damage	L M L	The Parish Council records are stored at the Community Hall. Financial Records are stored on a remote server.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council Record s- electronic	Loss through: Theft/fire, damage, corruption of computer	LM	<p>The Parish Council's electronic records are stored on the Parish Council laptop computer. Back-ups of the files are taken at regular intervals to the cloud.</p> <p>The Parish Council financial records and planning records are stored on a remote server which is backed up every day.</p>	Back up is cloud based.
GDRP	Compliance	L	<p>Privacy Policies in place, consent forms issued where necessary. Access Requests will be dealt with on an individual basis.</p> <p>Information stored in the cloud.</p>	Existing Procedure adequate.