

Hursley Parish Council –Risk Assessment and Management (Financial) for the period 1st April 2016 to 31st March 2017

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full TC Minute - RFO follow up	Diary	24 months
	Not paid by DC	L	Check & Report To Fin Comm.	Diary	24 months
	Adequacy of precept	H	Monthly review of budget to actual	Diary	12 months
Charges - Cemetery	Grave allocation	L	Burial Register update	Check Register before every interment	24 months
	Burial fees	L	Require payment prior	Check payment	24 months
	Memorial fees	L	Require payment prior	Check payment	24 months
Charges - Allotments	Rental invoices	L	Register to Invoice	Reconcile to take	24 months
	Cash handling	L	No cash handled		24 months
	Cash banking	L	No cash handled		24 months
Grants - Lottery	Claims procedure	L	Clerk/RFO check as necessary		12 months
	Receipt of grant when due	L	Check & Report to Fin Comm.	Diary	12 months
Grants - District	Claims procedure	L	Clerk/RFO check as necessary		12 months
	Receipt of grant when due	L	Check & Report to Fin Comm.	Diary	12 months
Investment Income	Receipt when due	L		Diary	12 months
	Investment Policy	L	Review policy annually +	Diary	24 months
	Surplus funds	L	Review policy annually +		24 month
Salaries	Wrong salary paid	M	Check to minute	Member verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12 months
	Wrong rate pay	M	Check to contract	Member verify	12 months
	False employee	L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions - NI	M	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	M	Check to PAYE Calcs	Member verify	12 months
	Self employed status challenged	L	Agree with Inland Revenue self employed status (Clerk is only employee and is NOT self employed)	If necessary obtain letter from Inland Revenue and keep on file	12 months

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Direct Costs and overhead expenses	Goods not supplied to Clerk	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Stock loss	L	No stock held		12 months
Cllrs Allowances	Cllr overpaid	L	Claim form & minute	RFO verify	12 months
	Income tax deduction	L	Check to PAYE Records & lists	RFO verify	12 months
Grants & support	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	Minute	Member verify	12 months
	Conditions agreed	L	Use reasonable condition	RFO check	12 months
	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
VAT irrecoverable	VAT analysis	M	All items in cash book lists	RFO verify	12 months
	Charged on sales	L	No sales	RFO verify	12 months
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	12 months
	Partial exemption applies?	M		RFO verify	12 months
	Claimed within time limits	M	Agree returns submitted	RFO verify	12 months
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion	12 months
				3 year plan	24 months
Reserves - Earmarked	Adequacy	L	Consider at Budget and Final a/cs	RFO opinion	12 months
	Earmarked or Contingent liability	L	Review minutes with Chair Fin Comm	RFO/member view	12 months
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers		24 months
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12 months
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training mangt. Long term sickness, early departure	Council	24 months
	Fraud by staff	L	Fidelity Guarantee value Insurance Coy conditions met?	Council	12 months

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Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary	12 months
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	L	No income producing assets held/Annual maintenance inspection	Diary	12 months
Borrowing/lending	Adequacy of finances to be able to repay loans	L	No borrowings or Financial review and cashflow forecasting monthly	Diary	12 months
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	L	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	L	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	M	Update declarations of interest	Diary	12 months