**TUDDENHAM ST MARY Parish Council**

**Risk assessment and management (financial) for the period 2022-23**

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| **Topic** | **Risk Identified** | **H/M/L** | **Management of Risk** | **Staff action** | **IA\* Freq** |
| Precept | Not submitted  Not paid by District Council  Adequacy of precept | L  L  M | Full Parish Council Minute – RFO follow up  Check & Report to Parish Council  Regular review of budget to actual (quarterly) | **Clerk Diary**  **Clerk**  **RFO to review** | **12**  **12**  **3** |
| Grants – District | Not received when due | L | Clerk to check at least monthly | **Diary** | **12** |
| Salaries | Wrong salary paid  Wrong hours paid  Wrong pay rate | L  L  L | Check minute  Check contract / timesheets  Check contract / NJC Pay Scales | **SALC Payroll Services**  **Member verify**  **Member verify** | **3**  **12**  **12** |
| Direct Costs and  overhead expenses | Goods not supplied to Parish Council  Cheque payable is excessive  Cheque payable to wrong party | M  L  L | Order system in place  Signatory initials cheque stub and voucher Signatory initials cheque stub and voucher | **Approval by Council/follow up clerk**  **RFO to verify**  **RFO to verify** | **3**  **12**  **12** |
| Grants & support | Power to pay  Agreement of Council to pay  Conditions agreed  Cheque & voucher/receipt  Follow up verification | L  M  L  L  L | Minute power (Clerk to verify)  Minute  Application Process/Clerk verify  Signatory initials on stub & voucher  RFO check & consider budget | **RFO to verify**  **RFO to verify**  **RFO check**  **RFO verify**  **RFO verify** | **12**  **12**  **12**  **12**  **12** |
| Election Costs | Adequacy of budgetary provision | L | RFO to check & consider budget annually | **RFO opinion**  **Member verify** | **12** |
| VAT irrecoverable | VAT analysis  Charged on purchases  Claimed within time limits | L  N/A  M | All items in cash book  Not VAT Registered  Claim at least annually | **RFO Verify**  **RFO Verify** | **12**  **12** |
| Reserves – General | Adequacy | L | Consider at Budget setting  3 year plan | **RFO opinion**  **Member verify** | **12**  **24** |
| Reserves – Earmarked | Adequacy  Earmarked or contingent liability | M  L | Consider at Budget and Precept setting  Review minutes | **RFO opinion**  **RFO/member opinion** | **12** |
| Assets | Loss/Damage etc  Risk or damage to third party property or individuals | H  H | Quarterly inspection, – Clerk / Risk Assessment Committee  Review adequacy of Public Liability Insurance / Quarterly inspection | **Diary**  **Diary** | **3**  **12**  **3** |
| Staff | Loss of key personnel (clerk)  Fraud by staff | M  L | Hours, stress, health, training management  Long term illness, early departure  Adequacy of Fidelity Guarantee Insurance  Check that insurance conditions met  Member verification of accounts/payments  Payroll Service | **Annual Appraisal - Chair**  **Council** | **12**  **12** |
| Loss | Consequential loss due to critical damage or third party performance  Loss of data | L  L | Insurance cover – review to ensure adequacy  Back-up at least monthly  GDPR & Document storage/retention policy up to date | **Diary**  **Diary** | **12**  **1**  **12** |
| Cash | Loss through theft or dishonesty | L | Cash handling is avoided. Adequacy of Fidelity Guarantee Insurance  Check that Insurance conditions met | **Diary** | **12** |
| Maintenance | Poor performance of assets or amenities/ loss of performance | H | Quarterly maintenance inspection/  Consider at budget setting | **Diary** | **3**  **12** |
| Legal Powers | Illegal activity or payment | L | Clerk to Minute | **Diary** | **12** |
| Financial Records | Inadequate records | M | RFO/clerk check quarterly  Regular annual internal audit  Member verify at meetings | **Diary** | **3**  **12** |
| Minutes | Accurate and legal | M | Review/adopt at following meeting | **Member verify** |  |
| Members interests | Conflict of interest | L | Update declarations of interest at least annually  Declared at each meeting | **Diary**  **Clerk verify** | **12** |

Date Reviewed: 09/05/2022 Adopted: 09/05/2022 Minute Ref Number:

Signed Date: 09/05/2022