**TUDDENHAM ST MARY Parish Council**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **Risk Identified** | **H/M/L** | **Management of Risk** | **Staff action** | **IA\* Freq** |
| Precept | Not submittedNot paid by District CouncilAdequacy of precept | LLM | Full Parish Council Minute – RFO follow upCheck & Report to Parish CouncilRegular 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 paidWrong pay rate | LLL | Check minuteCheck contract / timesheetsCheck contract / NJC Pay Scales | **SALC Payroll Services****Member verify****Member verify** | **3****12****12** |
| Direct Costs andoverhead expenses | Goods not supplied to Parish CouncilCheque payable is excessiveCheque payable to wrong party | ML L | Order system in placeSignatory 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 payAgreement of Council to payConditions agreedCheque & voucher/receiptFollow up verification | LMLLL | Minute power (Clerk to verify)MinuteApplication Process/Clerk verifySignatory initials on stub & voucherRFO 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 analysisCharged on purchasesClaimed within time limits | LN/AM | All items in cash bookNot VAT RegisteredClaim at least annually | **RFO Verify****RFO Verify** | **12****12** |
| Reserves – General | Adequacy | L | Consider at Budget setting3 year plan | **RFO opinion****Member verify** | **12****24** |
| Reserves – Earmarked | AdequacyEarmarked or contingent liability | ML | Consider at Budget and Precept settingReview minutes | **RFO opinion****RFO/member opinion** | **12** |
| Assets | Loss/Damage etcRisk or damage to third party property or individuals | HH | Quarterly inspection, – Clerk / Risk Assessment CommitteeReview adequacy of Public Liability Insurance / Quarterly inspection | **Diary****Diary** | **3****12****3** |
| Staff | Loss of key personnel (clerk)Fraud by staff | ML | Hours, stress, health, training managementLong term illness, early departureAdequacy of Fidelity Guarantee InsuranceCheck that insurance conditions metMember verification of accounts/paymentsPayroll Service  | **Annual Appraisal - Chair****Council**  | **12****12** |
| Loss | Consequential loss due to critical damage or third party performanceLoss of data | LL | Insurance cover – review to ensure adequacyBack-up at least monthlyGDPR & 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 InsuranceCheck 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 auditMember 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 annuallyDeclared at each meeting | **Diary****Clerk verify** | **12** |

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

Signed Date: 09/05/2022