

Financial Risk Assessment

Fishbourne Parish Council

Date of risk assessment: 19 May 2020

GENERAL

Topic	Risk identified	H/M/L	How is this risk being controlled / managed?	Review/Assess/Revise
Staff	Death or serious illness of Clerk Fraud by staff Injury to staff	L L L	All records are kept in the Parish Office at the Fishbourne Centre. Passwords are noted and kept in the safe. Remote digital backup is professionally managed. Review value of fidelity guarantee Check insurance conditions Check Employer's Liability Insurance	Procedures adequate. Review annually.
Volunteers	Injury to volunteers	L	Check insurance covers volunteer activity Ensure appropriate risk assessments are in place.	Procedures adequate. Check and review annually.
Health and safety	Injury to staff or volunteers	L	Clerk to be adequately trained. Village Warden to be provided with adequate instructions, safety equipment and training needed to fulfil role.	Procedures adequate. Review annually.
Banking	Mistakes made by bank Incorrect signatories Internet banking fraud	L M L	Monthly bank reconciliation Signatories to be updated when councilors leave/join Two authorisers required on transactions on internet banking. Passwords not saved on laptop. Portal entered either via direct url or bookmark.	Procedures adequate. Review signatories after every election. Internet banking policy
Financial records	Inadequate or irregular records	L	RFO to check quarterly and internal and external auditor annually. Cllr. to check finance monthly with Clerk.	Procedures adequate.
Reserves	Inadequate reserves	L	To be considered at budget setting	Procedure adequate.
Legal powers	Illegal activity	L	Clerk to advise on legal powers / receive training where necessary	Keep up to date with training.
Fire / Flood / catastrophic event	Destruction of office	L	Electronic back-up is professionally managed. Fireproof safe is used for bank books. Hard copy records regularly taken for storage at Records Office.	Procedure adequate. Review annually.
Insurance	Adequacy	L	Reviewed annually and checked against asset register. Ensure conditions are met.	Procedure adequate. Review annually.
Minutes/ Agendas/ Documents	Accuracy and legality	L	Clerk to ensure legal requirements are met. Minutes agreed and signed at following meeting.	Procedure adequate. Check monthly.
Members	Inquire	L	Members to seek candidates informally	Procedure adequate.
Members interests	Conflict of interest	M	Register of members' interests to be kept up to date.	Procedure adequate. Remind members monthly to keep register up to date and to declare interests

INCOME				
Precept	Adequacy of precept	M	Monthly review of financial position & budget reviewed in November	Procedures adequate. Review annually.
	Not submitted	L	Clerk to minute and submit figure in writing	
	Not paid by CDC	L	Check and report to PC	
Grants	Not received	L	Check and report to PC	Adequate procedure. Review annually.
VAT recoverable	Incorrect claim procedure	L	RFO check annually	Adequate procedure. Review annually.
	Claimed within 3 year limit	L	VAT return to be submitted annually	
Debts	Unpaid invoices	L	Invoices reconciled monthly	Adequate procedure. Review annually.
EXPENDITURE				
Assets	Loss or damage	M	Monthly inspection, update asset register and insurance	Adequate procedure. Review monthly.
	Risk to third party property or individuals	M	Review adequacy of Public Liability Insurance	Adequate procedure. Review annually.
Direct costs / overhead expenses	Goods paid for and not supplied	L	Goods to be received before payment / invoices and goods reconciled	Adequate procedures. Review annually.
	Incorrect cheques	M	Payee and amount checked and signed by two signatories with stub countersigned by both..	Adequate procedure. Review annually.
	Incorrect invoices	M	Invoices compared against cheques/internet payments and countersigned or authorized by two signatories. Payments minuted	Adequate procedure. Review annually.
Grants	Power to pay	L	Clerk to check power and minute	Adequate procedure. Review annually.
	Agreement of PC to pay	L	Agreement to be minuted	Adequate procedure. Review annually.
	Conditions agreed	L	Applicants to complete the application form and meet conditions	Adequate procedure. Review annually.
Salaries	Salary incorrectly paid	L	Payroll outsourced. Clerk to check figures annually.	Adequate procedure. Check annually.
	Incorrect hours paid	L	Check Warden's hours sheet is submitted.	Adequate procedure. Check monthly.
	Incorrect rate paid	L	Minute hourly rate and check.	Adequate procedure. Check annually.
	Incorrect pension paid	L	Payroll outsourced. Check manually annually.	Adequate procedure. Check annually.
	Incorrect deduction of NI or Tax	L	Payroll outsourced.	Adequate procedure. Check annually.
	Unpaid NI or tax to HMRC	L	Ensure quarterly payments are made on time. PC authorizes all salary payments and crosschecks against wageslips	Adequate procedure. Check quarterly.
Chairman's Allowance	Chairman overpaid	L	Chairman's allowance to be monitored monthly and checked by PC.	Adequate procedure. Check monthly.
Election costs	Risk of election cost	M	The Clerk to obtain an estimate of election costs annually and budget set accordingly	Adequate procedure. Review annually.

Assessment review date: 05/21

Signed: *Geoff Hand* **Chairman**

Date: **19 May 2020**

Minute Reference: **20/55**