

St. Ippolyts Parish Council
Risk Assessment & Management 2017-18

	Risk identified	Existing controls	Reassess/carry out
A	Lack of Financial controls		
1	Lack of responsible financial officer	Appointment of RFO	When Clerk resigns or when separate RFO necessary due to workload. Member of council maybe appointed without remuneration
2	Lack of Financial Standing Orders	Financial Standing Orders for Council already adopted Review and adopt	Annually
3	Lack of overview	Chairman's responsibility to check periodically Internal Auditor's report Regular reporting of Budget v. Actual to Council	Ongoing Annually Quarterly
4	Lack of power to spend	Clerk to check Council spending within powers	Ongoing
5	Loss/destruction of financial documentation	Clerk to hold cheque book and lock away	Ongoing
6	Loss of computerised records	Back-up of computerised systems by Clerk Storage of back up off site	Ongoing Ongoing
7	Lack of skill in systems	Training for Clerk	As needed
8	Precept not budgeted correctly	Detailed review of budget and precept. Fully discussed and approved by Council.	Annually
9	Precept not collected on time	Clerk checks bank receipt on due dates (currently by mid-April and mid-September). Contacts NHDC and reports to Council on any delays.	Twice a year
B	Accounting errors		
1	Incorrect analysis of expenditure and income.	Clerk to check budget allocation	Monthly
2	Incorrect data entry	Clerk to examine entries on finance spreadsheet before submission to Council	Monthly
3	Incorrect entries by Bank	Clerk carries out bank reconciliation manually	Monthly
4	Discrepancies in reports to Council	Statement of payments prepared and reported by Clerk checked and countersigned by 2 Councillors who are authorised signatories.	Monthly

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5	VAT discrepancies	VAT reconciled to financial schedule. VAT reclaimed quarterly	Monthly Ongoing
6	Incorrect invoicing	Clerk to check, prepare invoices and enter on spreadsheet.	Ongoing
7	Salary of Clerk incorrectly calculated	Calculation by Clerk submitted to Chairman and Council for approval	As required
8	Expenditure not correctly authorised	All invoices to be approved by the Council All expenditures must be paid for by cheques or direct debt	Monthly Monthly
9	Cheques are incorrectly drawn up	Clerk provides authorised invoices to support cheque payments. Cheques must be signed by 2 Councillors who are authorised signatories	Monthly
C	Budget overspend		
1	Overspend against Budget	Clerk to check that sufficient funds available when expenditure incurred. Budget v. actual examined	Ongoing Monthly
2	Lack of resources to meet contract commitments	Review contracts through Council	Monthly
3	Keep expenses under control	Clerk prepares monthly accounts and copies given to Councillors for approval at Council meeting	Monthly
D	Misappropriation of public funds		
1	Expenditure without authority	Prior approval for spending authorised by Council	Monthly
2	Invoice payment without authority	All cheques to be listed on a schedule and authorised for payment by Council	Ongoing
3	New cheque book misappropriation	All cheque books to be posted by the bank.	Ongoing
4	Cheque misuse	Cheques agreed against the approved schedule to be signed by two councillors authorised by the bank mandate. All signatories must initial the cheque stubs and invoices.	Monthly
5	Incoming cash and cheque misappropriation	All cash and cheques to be stored securely and banked within 3 working days. Individual receipts for all cash receipts and duplicate receipts retained.	Ongoing Ongoing

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6	Theft of funds	Bank statements to be reconciled and signed off by Clerk. Ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons.	Monthly/done Reviewed Annually
7	Theft of petty cash impress	No petty cash held.	Reviewed Annually
E	Under Insurance of Council Assets		
1	Level of cover inadequate	Reviewed by Clerk in association with Chairman and Vice Chairman and approved by Council	Annually and as necessary
2	Inadequate records of possessions	Asset Register maintained by Clerk and listed in Notes to the Accounts at Audit. Deeds and other legal documents relating to assets stored securely by HALS or Council's bank	Annually/done Ongoing
F	Public Liability to provide a Duty of Care		
1	Injury to public	Health and Safety checks to be carried out on play areas/facilities. Inspection of trees Adequate insurance for risk	Weekly visual inspection by Cllrs. Annual inspection by authorised inspector. Annually by tree surgeon Annual reappraisal
2	Maintenance of public areas. Trees are trimmed to maintain safety	Councillors and Clerk to be vigilant and respond quickly to any notification received from public	Ongoing
3	Community safety	Council maintains regular contact with police. Councillors and Clerk to be vigilant and respond quickly to any notification received from public	Ongoing
G	Employers' Liability		
1	Compensation claim from employee	Contract of employment in place after confirmation of permanent employment. Job description reviewed at appraisal.	On appointment Annually

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		Matters relating to staff discussed in confidential (Part II) session. Appropriate training offered for all identified needs. Assessment of employee's workstation carried out. Reimbursement of cost of eye test offered to those working at VDUs. Adequate insurance for risk.	When appropriate Ongoing Annually or when circumstances change Annually Reviewed Annually
H	Records		
1	Minutes are not kept or up to date	Clerk to prepare minutes of Council meetings for approval at the next Council meeting.	Monthly
2	Members interests are not properly declared	Clerk and Councillors to be vigilant in this respect.	Monthly
I	Contractors' safety		
1	Adequacy of safety and protective clothing and equipment to do job	Responsibility lies with the contractor who is seen to adhere to safe methods of operation	Ongoing

Approved by Parish Council at meeting on 13th March 2017

Signed by Chairman-----

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