

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Minute
	Adequacy of precept	H	Quarterly review of budget to actual. Precept set by Full Council	Meetings. Cllr overview.
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of controls
	Cash banking	L	Cheque to bank statements. Regular bank reconciliations	Member to verify reconciliations
Grants	Claims procedure	M	Member check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Internal Audit reviews. Payments declared at Meetings.
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Clerk/RFO to check via Government Gateway.
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Clerk/RFO
	Cheque payable is excessive or to wrong party	M	Amount on Schedule – Minuted – invoices circulated electronically. Payments loaded to internet, approved by 2 signatories. Bank retains authorisation history.	Clerk/RFO and Signatories.
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment	Clerk
	Conditions agreed	L	Agree and document any reasonable conditions	RFO/ member check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists. VAT Claim processed annually.	RFO
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion

Reviewed at the Parish Council Meeting on 23rd May 2024.

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Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO – jpag guidance
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance – schedule taken to meeting.	Councillors
Staff	Loss of key personnel (Clerk/ Village Hall Manager/ RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	RFO/clerk/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Diary

Reviewed and adopted on: 23rd May 2024

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.