

SHENLEY PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK ASSESSMENT FOR THE PERIOD

1ST APRIL 2019 TO 31ST MARCH 2020

INCOME	RISK IDENTIFIED	RISK	MANAGEMENT OF RISK	STAFF ACTION	INT AUDIT
Precept	Not submitted	L	Full PC Minuted – RFO to follow up	Diary	12
	Not paid by HBC	L	Check and report to Full Council	Diary	12
	Adequacy of Precept	M	Monthly review of budget to actual precept	Diary	12
Sports Rental	Fees not set to adequate levels	M	Full Council to review rentals on annual basis	Diary	12
	Clubs not paying	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
Allotment Fees	Fees not set to adequate level	M	Full Council to review rentals annually	RFO to monitor and reconcile	12
	Allotment holders not paying	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
Grants – HBC	Claims procedure	L	Clerk to be aware of funding opportunities	Clerk to be informed by HBC	24
	Receipt of grant when due	L	Check and report to Full Council	Diary	12
Grant-other external	Claims procedure	M	Clerk to be aware of funding opportunities	Clerk to check quarterly	24
Bank Interest	Receipt when due	L	Review of bank statements	RFO to reconcile bank	6
EXPENDITURE					
Power to spend	Power not identified use S137	L	Clerk and members trained	RFO and member verify	12
Salaries	Wrong salary paid	M	Check to minute	Member verify	6
	Wrong hours paid	M	Check to minute/contract	Member verify	6
	Wrong pay rate	M	Check to minute/contract	Member verify	6
	Wrong deductions – NI	M	Check PAYE records and lists	Member verify	6
	Wrong deductions - Tax	M	Check to PAYE calculations	Member verify	6
Direct Costs and Overhead Expenses	Goods not supplied to PC	M	Purchase order monitoring	RFO to monitor	6
	Invoice incorrect	M	Check order value against invoice	RFO to monitor	6
	Cheque payable is excessive	M	Cheque value checked against invoice	Member verify	6
	Cheque payable to wrong party	M	Cheque payee checked against invoice	Member verify	6

Grants and Support	Power to pay	L	Clerk to record power within budget	Member verify	12
	Agreement of Council to pay	L	Grant application received, Council Minute	Member verify	12
	Conditions agreed	L	Use reasonable condition	RFO to check	12
	Cheque	M	Signed by two Councillors	Member verify	6
Election costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Needed
VAT irrecoverable	VAT analysis	L	All items recorded in cash book	RFO verify	6
	Charged on purchases	L	All items recorded in cash book	RFO verify	6
MANAGEMENT RISKS					
Reserves	Adequacy	M	Consider at budget setting	RFO opinion	12
	Building up reserves	M	Annual review at final accounts	Member verify	12
Reserves-ear marked	Adequacy	L	Consider at budget and final accounts	RFO advice and member verify	12
Assets	Loss damage etc.	M	Annual inspection, update insurance & register	RFO verify	12
	Risk or damage to third parties	M	Annual review Public Liability Insurance Cover	Diary	12
Staff	Loss of Clerk/RFO	M	Hours, pay, training, stress	Full Council	12
	Fraud by staff	L	Fidelity Guarantee value-annual check	Full Council	12
		L	Bank statements to be reconciled	Full Council	6
Cash	Loss through theft or dishonesty	L	£200 max cash float, keep low balance	Full Council	12
		L	Cash kept in locked cupboard	RFO	12
		L	Payments to be supported by receipts	RFO	12
Cheque misuse	Fraud by members	L	Cheques raised by RFO, signed by 2 Cllrs	Full Council	6
Borrowing	Adequacy of financial controls	L	Financial review and cash flow	Diary	12
Standing Orders	Provision and updating	L	Agenda item at Council Annual Meeting	Diary	12
Financial Regulations	Provision and updating	L	Adopted	Agenda item at A.Meeting	12
Minutes	Accurate and legal	L	Reviewed and agreed at following meeting	Diary	6
Members Interests	Conflict of interest	M	Update declarations of interest, agenda item	Diary	12
Lack of RFO	Appointment of RFO	L	Part of duties of Parish Clerk,Council Minute	When Clerk leaves	Needed
Financial records	Loss or destruction	L	Storage of documents in lockable cupboard	Clerk to manage	12
	Loss of computerised records	M	Weekly back up, storage of flash disk off site	RFO to action	12

	Lack of skill in systems	M	Training for RFO	Full Council	12
	Maintenance of cashbook	M	Use of relevant software	RFO	6
Duty of care to public	Public spaces	M	Visual inspection of amenities	RFO & Full Council	12
	Play areas	M	Quarterly inspection	Appoint qualified contractor	12
		M	Annual risk assessment	Appoint qualified contractor	12
	Trees	M	Annual inspection of trees	Appoint qualified contractor	12
		M	Adequate insurance	Full Council	12