

Fornham All Saints Parish Council

Risk Assessment and Financial Management for the year 1 April 2016 to 31 March 2017

The risk management procedures, as documented below, were confirmed to be in practise by the RFO and Chairman on 8th March 2016

Topic	Risk Identified	Risk	Management of Risk	Staff Action	Audit Check
		H/M/L			Frequency
Precept	Not submitted	L	Full minute - RFO follow up	Diary	1 / year
	Not paid by DC	L	Confirm receipt	Diary	1 / year
	Adequacy of precept	L	Bi-monthly receipt of actual to budget	Diary	6 / year
Other Income	Cash banking	L	Check to bank statements. Regular bank reconciliations.	Annual review of controls	6 / year Annually
Grants	Claims procedure	L	Clerk / RFO check as required	Diary	Annually
	Receipt of grant when due	L	Clerk / RFO check as required	Diary	Annually
Salaries	Wrong salary/hours/rate paid	M	Check salary/check hours and rate	Member verify	12 months
	Wrong deductions - NI & Income Tax	M	Check to PAYE Calculations	Member verify	12 months
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on orders	Approval check	12 months
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices & perform bank reconciliations on quarterly basis	Member to verify	6 / year
	Cheque payable is excessive or to wrong party	L	Signatory initials stub & voucher	Approval check	6 / year
Contracts issued	Contract awarded following correct procedure	L	Contract issued with reference to own Financial Regulations & Standing Orders	RFO Check	Whenever
Grants & support	No power to pay or no evidence of agreement of Council to pay	L	Minute council agreement with the power used to authorize payment	Member verify	Annually
	Conditions agreed	L	Agree and document any reasonable conditions	RFO Check	Annually
Election costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
VAT	VAT analysis	L	All items in cash book lists	RFO verify	Annually
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	Annually
	Claimed within time limits	L	Agree returns submitted	RFO verify	Annually

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	
Reserves General	Adequacy	L	Consider at Budget setting	RFO opinion.	2 / year
Reserves - Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion.	2 / year
Reserves - Unidentified	Unidentified Earmarked or Contingent Liability	L	Review minutes	RFO/Member review	2 / year
Assets	Loss, Damage etc	M	Monthly & Annual inspection, update insurance and asset registers	Diary	Monthly Annually
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	Annually
Staff	Loss of key personnel (Clerk)	M	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	RFO/Member review	24 months
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council review annually	12 months
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance Cover		12 months
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary	12 months
Legal Powers	Illegal activity or payment	L	Council is provided with detailed information on the legal power to incur expenditure	Diary	6 / year
Financial Records	Inadequate records	L	RFO check regularly and annual internal audit review	Diary	6 / year 1 / year
Minutes	Accurate and legal	L	Review at following meeting	Diary	6 / year
Members Interests	Conflict of Interest	L	Declaration of interest to be documented / minuted and any conflict addressed as appropriate	Diary	6 / year

Reviewed and adopted at a meeting of full Council on March 2017