

Fornham All Saints Parish Council

Risk Assessment and Financial Management for the year 1 April 2017 to 31 March 2018

The risk management procedures, as documented below, were confirmed to be in practise by the RFO, Chairman & Vice-Chairman on 1 March 2018

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 & prior to year-end	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 & external audit review	RFO / external bodies	1 / year
		L	Internal control review carried out to review Council's procedures against a number of control tests	RFO/Chair	2 / 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	Diary	6 / year

| | | addressed as appropriate | | |

Reviewed and adopted at a meeting of full Council on 20 March 2018