

**Risk Assessment 2021-2022**

<b>Topic</b>	<b>Risk identified</b>	<b>Risk Level H/M/L</b>	<b>Management of Risk</b>	<b>Staff action</b>
Precept	Not submitted	L	Full TC Minute - RFO follow up	Diary
	Not paid by DC	L	Check & Report To Council	Diary
	Inadequacy of precept	H	Quarterly review of budget to actual	RFO Report to Finance Committee
Charges - Football Pitch	Non payment by customer	M	Follow up payment	Diary
Salaries	Wrong salary paid	M	Check to minute	Member verify
	Wrong hours paid	M	Check to timesheet/contract	Member verify
	Wrong rate of pay	M	Check to contract	Member verify
	False employee	L	Check to PAYE Records & lists	Member verify
	Wrong deductions – NI	M	Check to PAYE Calcs	Member verify
	Wrong deductions – Income tax	M	Check to PAYE Calcs	Member verify
Direct costs and overhead expenses	Goods not supplied to PC	M	Order system	Approval check
	Invoice incorrectly calculated	L	Check arithmetic	Approval check
	Cheque payable is excessive	M	Signatory initials etc. Stub & Voucher	Member verify
	Cheque payable to wrong party	M	Signatory initials etc. Stub & Voucher	Member verify
	Stock loss	H	Point of sale and control	Reconcile to Stock
Cllrs Allowances (not applicable)	Cllr overpaid	M	Claim form & minute	RFO verify
	Income tax deduction	M	Check to PAYE Records & lists	RFO verify
Grants & Support	Power to pay	M	Minute power	Member verify
	Agreement of Council to pay	L	Minute	Member verify

	Conditions agreed	L	Use reasonable condition	RFO check
	Cheque & voucher	M	Signatory initials etc. Stub & Voucher	Member verify
	Follow up verification	M	RFO check and consider budget	RFO verify
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT irrecoverable	VAT analysis	M	All items in cash book lits	RFO verify
	Charged on sales	M	Consider annually	RFO verify
	Charged on purchase	L	Consider all items per cash book lists	RFO verify
	Partial exemption applies?	M		RFO verify
	Claimed within time limits	M	Agree returns submitted	RFO verify
Reserves - General	Inadequacy	L	Consider at Budget setting	RFO Opinion 3 year plan
Reserves - Earmarked	Inadequacy	L	Consider at Budget and Final a/cs	RFO Opinion
	Earmarked or Contingent liability	L	Annual review of earmarked reserves, purpose and Inadequacy	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 Inadequacy of Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training Long term sickness, early departure	Council / Chairman
	Fraud by staff	L	Fidelity Guarantee value Insurance COI conditions met?	Council
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review Inadequacy	Diary

Cash	Loss through theft or dishonesty	L	Insurance cover review ensure Inadequacy of Fidelity guarantee insurance	Diary
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary
Borrowing / lending	Inadequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary
Legal Powers	Illegal activity of payment	H	Educate Councillors as to their legal powers	RFO arrange training
Financial Records	Inadequate records	L	RFO / Clerk check quarterly + regular internal audit	Diary
Internet Banking / Bank Account	Payments made without correct authorisation	M	Internal Audit for Internet Banking /	Councillor to verify
Minutes	Accurate and legal	L	Review at following meeting	Agenda
Members interests	Conflict of interest	M	Update declarations of interest	Diary

**Reviewed and adopted on:19th May 2021**