

Income

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full TC Minute - RFO follow up	Diary	24 months
	Not paid by DC	L	Check & Report To Fin Comm.	Diary	24 months
Charges - Car Parks	Adequacy of precept	H	Monthly review of budget to actual	Diary	12 months
	Cash emptying	H	Segregate duties, insure staff, contract?	Reconcile to take	6 months
	Cash transport	H	Contract out?		6 months
	Cash banking	H	Segregate duties. Check to bank	Reconcile to take	6 months
	Cash emptying	H	Segregate duties. Check to bank	Reconcile to take	6 months
Charges - Leisure C.	Cash transport	H	Segregate duties. Check to bank	Reconcile to take	6 months
	Cash banking	H	Segregate duties. Check to bank	Reconcile to take	6 months
	Cash emptying	H	Segregate duties. Check to bank	Reconcile to take	6 months
Charges - Cemetery	Grave allocation	M	Segregate duties. Check to bank	Reconcile to take	6 months
	Invoices to undertakers	M	Burial Register update daily	Insure	12 months
	Memorial fees	M	Check to register for suppression		12 months
	Rental invoices	M	Work docket to invoice	Number issued	12 months
Charges - Allotments	Cash handling	L	Register to Invoice	Reconcile to take	24 months
	Cash banking	L	Cash thru TIC till		24 months
	Claims procedure	L	Cash thru TIC till, Chx direct	Reconcile to take	24 months
Grants - Lottery	Receipt of grant when due	M	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to Fin Comm.	Diary	12 months
Grants - District	Receipt of grant when due	L	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to Fin Comm.	Diary	12 months
T I C - Sales	Cash sales - Till	H	Independent checks monthly	Reconcile to take	6 months
	Receipt of grant when due	M	Clerk/RFO check quarterly	Diary	12 months
T I C - Grant	Receipt of grant when due	M	Check & Report to Fin Comm.		12 months
	Receipt when due	L		Diary	12 months
Investment Income	Investment Policy	L	Review policy annually +	Diary	24 months
	Surplus funds	L	Review policy annually +		24 months

Expenditure

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	M	Check to minute	Member verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12 months
	Wrong rate pay	M	Check to contract	Member verify	12 months
	False employee	L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions - NI	M	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions - Income tax	M	Check to PAYE Calcs	Member verify	12 months
	Self employed status challenged	M	Agree with Inland Revenue self employed status	Obtain letter from Inland Revenue and keep on file	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Stock loss	H	Point of sale info and control	Reconcile to Stock	6 months
	Cllr overpaid	M	Claim form & minute	RFO verify	6 months
Cllrs Allowances	Income tax deduction	M	Check to PAYE Records & lists	RFO verify	6 months
	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	Minute	Member verify	12 months
	Conditions agreed	L	Use reasonable condition	RFO check	12 months
Grants & support	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
Election Costs					

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
VAT irrecoverable	VAT analysis	M	All items in cash book lists	RFO verify	12 months
	Charged on sales	M	Consider annually	RFO verify	12 months
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	12 months
	Partial exemption applies?	M		RFO verify	12 months
	Claimed within time limits	M	Agree returns submitted	RFO verify	12 months
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion	12 months
				3 year plan	24 months
Reserves - Earmarked	Adequacy	L	Consider at Budget and Final a/cs	RFO opinion	12 months
	Earmarked or Contingent liability	L	Review minutes with Chair Fin Comm	RFO/member view	12 months
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers		24 months
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12 months
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training mangt.	Personnel Comm.	24 months
			Long term sickness, early departure		
	Fraud by staff	L	Fidelity Guarantee value	Council	12 months
			Insurance Coy conditions met?		12 months
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary	12 months
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary	12 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Borrowing/lending	Adequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary	12 months
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	L	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	L	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	M	Update declarations of interest	Diary	12 months

Reviewed and adopted on: 17/2/16

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