Dalham Parish Council

Risk Assessment

Risk assessment and management (financial) for the period 1 April 2024- 31st March 2025

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Action completed
Precept	Not submitted	L	Prepare budget in November, submit precept request in January	Clerk to add to list of actions	Jan 2025
	Not paid by SEBC	L	Confirm receipt	Clerk to add to list of actions	Added to May 2025 financial checklist
	Adequacy of precept	L	Prepare budget in November, review budget in March	Clerk to add to list of actions	Budget reviewed March 2025
Other income	Cash handling	L	Cash handling is avoided, but where necessary appropriate controls are in place	Annual review of Financial Regulations and controls Councillor to verify any cash receipts.	November 2024
Grants	Claims procedure	M	Clerk to ensure that the correct procedure is followed	Councillor to verify. Verification to be minuted.	No grants were received in 2024/25
	Receipt of grant when due	M	Clerk to ensure that the grant has been received	Councillor to verify. Verification to be minuted.	For any grants received, all details will be included in the financial information presented to councillors.
Salaries	Wrong salary/hours/rate paid	M	Clerk to calculate salary, hours and rate to contract.	Councillor to verify. Verification to be minuted.	Internal control checks at every meeting. Signed and authorised.
	Wrong deductions - NI and income Tax	M	Clerk to use HMRC's RTI PAYE tool to ensure deductions are calculated correctly.	Councillor to verify. Verification to be minuted.	Internal control checks at every meeting. Signed and authorised..
Direct costs and expenses	Goods not supplied to Council	M	Clerk to follow up on all orders.	Council to check invoice and confirm receipt of goods before payment.	The clerk confirms receipt of all goods before payment. Invoices are verified at meetings.
	Invoice incorrectly calculated or	L	Clerk to check arithmetic on	Councillor to verify.	The clerk checks

	recorded		invoices and perform monthly bank reconciliations		invoices when they are received. Invoices are verified at meetings
	Cheque payable is excessive or to the wrong party	M	Signatory to sign invoice and initial stubs or payment schedule	Councillor to verify.	Cheques are rarely used but all cheques are checked against the relevant invoice and signed by two signatories.
Grants and support	No power to pay or no evidence of agreement of Council to pay	M	Clerk to minute council agreement with the power used to authorise payment	Councillor to verify.	All payments are minuted and the correct power listed.
	Conditions agreed	L	Clerk to present documents and any conditions to Council for approval.	Clerk to ensure any conditions are minuted.	No grant was received in 2024/25.
Election costs	Invoice at agreed rate	L	Clerk to check. Council to consider future election costs as part of the budget.	Clerk to include in budget.	The 2024/25 election was uncontested, so the election costs were minimal.
VAT	VAT not recorded separately for invoices where VAT paid	L	Clerk to ensure VAT is recorded separately in the accounts	Councillor to verify.	Clerk records VAT separately in the accounts. This is checked at year end.
	VAT not claimed within time limits	M	Clerk to ensure VAT is claimed at the end of each financial year	Councillor to verify.	Claimed March 2025. Next claim will be made March 2026
Reserves - general	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Reserves confirmed at every meeting
Reserves - earmarked	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Earmarked reserves confirmed at every meeting
Assets	Loss/damage etc	M	Councillor to inspect Council property annually. Clerk to update insurance and asset register.	Clerk to add to list of actions	Councillor appointed to check Council property. Annual check carried out in March 25. Asset register checked against Insurance by clerk annually.
Public liability	Risk or damage to third party property or individual	M	Review adequacy of public liability insurance	Clerk to include in insurance review.	Level of liability insurance reviewed annually when

					insurance renewed.
Staff	Loss of key personnel (clerk)	L	Monitor hours, health, stress of clerk and manage as appropriate	Council to monitor	The clerk is the sole employee. She has a good working relationship with the Council and informs them if her workload is excessive
	Fraud by staff	L	Ensure that Financial Regulations are complied with. Ensure that the Council has an adequate level of Fidelity Guarantee.	Councillor to complete checklist of internal controls at every meeting.	Completed at every meeting as part of checklist of internal financial controls. Bank statements are checked against Excel accounts.
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Councillor to inspect Council property annually.	Clerk to add to list of actions	Council property inspected March 2025 Next inspection due March 2026
Legal powers	Illegal activity or payment	L	Clerk to ensure Council is aware of its legal powers and to check when not sure	Clerk to include legal power in the minutes against payments to be authorised and to check Council has the legal power to carry out a specific action	All payments are minuted and the correct power listed. Clerk backs up all files regularly
Financial records	Inadequate records	L	Clerk to keep adequate records	Internal controls and annual audit ensure financial records are adequate.	The Council's internal controls are checked by a councillor at every meeting and by an independent internal auditor.
Cyber security	Electronic devices are compromised	L	Regular antivirus scanning. All electronic devices are password protected. Files are held in cloud-based storage. The clerk has completed and passed cyber security and phishing specific training.	Clerk to carry out monthly antivirus scans. Copies of passwords are held by the Chair and the Clerk only. Only the clerk can access all the files, with permissions some files can be viewed but not edited by other councillors.	Monthly antivirus scans are carried out by the clerk in the first week of each month. Passwords are a comblnation of 8 letters, numbers and special characters. All files are saved in One Drive.

Minutes	Accurate and legal	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Council to check the accuracy of minutes before approval and signing by the Chairman.	Minutes are checked before signing. 'Declaration of Interest' is an item on every agenda. Any declarations are minuted.