

# Dalham Parish Council

## Risk Assessment

**Risk assessment and management (financial) for the period 1 April 2020- 31st March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Action completed
<b>Precept</b>	Not submitted	L	Prepare budget in November, submit precept request in January	Clerk to add to list of actions	Jan 2021
	Not paid by SEBC	L	Confirm receipt	Clerk to add to list of actions	Added to May 2021 financial checklist
	Adequacy of precept	L	Prepare budget in November, review budget in March	Clerk to add to list of actions	Budget reviewed March 2021
<b>Other income</b>	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 and cash receipts.	July 2020
<b>Grants</b>	Claims procedure	M	Clerk to ensure that the correct procedure is followed	Councillor to verify. Verification to be minuted.	Two grants were received in 2020/21, locality funding from Suffolk County Council for the replacement village sign and WSC locality funding for the Quiet Lanes Project.
	Receipt of grant when due	M	Clerk to ensure that the grant has been received	Councillor to verify. Verification to be minuted.	The grant was received, and details were included in the financial information presented to councillors.
<b>Salaries</b>	Wrong salary/hours/rate paid	M	Clerk to calculate salary, hours and rate to contract.	Councillor to verify. Verification to be minuted.	Reviewed at meeting on 17 <sup>th</sup> March 2021
	Wrong deductions - NI and income Tax	M	Clerk to use HMRC's RTI PAYE tool to ensure deductions are	Councillor to verify. Verification to be	Verified at the meeting on 17 <sup>th</sup>

			calculated correctly.	minuted.	March 2021 and minuted.
<b>Direct costs and expenses</b>	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 recorded	L	Clerk to check arithmetic on invoices and perform monthly bank reconciliations	Councillor to verify.	The clerk checks 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.
<b>Grants and support</b>	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.	Two grants were received in 2020/21. No conditions were made as part of the grants received.
<b>Election costs</b>	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 2019/20 election was uncontested, so the election costs were minimal.
<b>VAT</b>	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 May 2020. Next claim will be made April/May 2021
<b>Reserves - general</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Reserves confirmed at meeting on 17 <sup>th</sup> March 2021

<b>Reserves - earmarked</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Earmarked reserves confirmed at meeting on 17 <sup>th</sup> March 2021
<b>Assets</b>	Loss/damage etc	M	Councillor to inspect Council property annually. Clerk to update insurance and asset register.	Clerk to add to list of actions	Insurance checked by clerk in February 2021 and asset register updated. Councillor appointed to check Council property at meeting on 17 <sup>th</sup> March 2021
<b>Public liability</b>	Risk or damage to third party property or individual	M	Review adequacy of public liability insurance	Clerk to add to list of actions	Level of liability insurance reviewed at meeting on 17 <sup>th</sup> March 2021
<b>Staff</b>	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.
<b>Maintenance</b>	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 April 2020 Next inspection due April 2021
<b>Legal powers</b>	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

<b>Financial records</b>	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.
<b>Minutes</b>	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.

**Signed:**

**Dated:**

DRAFT