

Threshfield- Parish Council Financial Risk Assessment

1. Introduction

1.1 The Council have carried out an annual assessment of the financial risks it is exposed to and identified any actions it considers necessary to minimise those risks.

1.2 It was RESOLVED at a meeting of Threshfield Parish Council, on May13th 2018 _____ Minute reference ____ 5.2 _____ to adopt the following financial risk assessment.

2. Financial Risk assessment

AREA	RISK	CONTROL
Assets		
Property (as identified in Asset Register)	Risk of deterioration/ damage to property	Maintain Insurance Policy to include: <ul style="list-style-type: none"> - Public Liability (£5 m) - Property damage Review asset register annually. Implement Risk Assessment Strategy & undertake identified maintenance work
Finance		
Accounting	Non-standard and/or non-compliant resources	Accounts computerised and set up to meet statutory requirements. Kept up to date by RFO. Financial report presented at every meeting. Cashbook checked once a year by appointed councillor.
	Non-compliance with internal Audit	Appoint internal auditor to carry out checks in accordance with financial Manual and accountability for Smaller Authorities in England. Consider any internal audit recommendations at council meeting.
	Non- compliance with statutory deadlines external audit	Ensure all accounts and returns are completed by the deadlines. Annual Accounts formally approved at council Meeting in May. Annual audit submitted after annual internal audit and before June 20 th .
	Non- compliance with VAT regualtions.	VAT claims calculated by RFO and claimed when necessary. Internal audit to prove double check
	Non- compliance with Inland Revenue requirements	HMRC advice. Internal & External Audit checks
Financial Controls	Unauthorised payments/ payment arrangements	Follow adopted Financial Regulations: 2 Councillors to sign cheques Signatories to initial cheque stubs RFO to countersign cheque stubs. All payments reported at meetings. All payments approved by resolution of council & minuted.
	Reconciliation	Bank reconciliation to be carried out on receipt each bank statement and reported at following meeting.
	Petty Cash	No Petty cash system operated. Cost

		incurred by clerk or council members are paid by approval at council meeting on proof of receipts. & minuted
Budgeting/ Precept	Annual precept not result proper consideration	Budget produced annually and precept derived directly from this.
	Inadequate monitoring of performance	Budget monitored and considered against expenditure twice a year.
	Illegal Expenditure	Monitor all expenditure within legal powers. Clerk clarifies position on any new proposal. Advice of YLCC/ SLCC sought if necessary.
Contracts	Contracts Ensure continued value for money coupled with continuity of work.	Follow adopted guidelines for contracts as stated in Council Financial Regulations
	Undertaking work for the PC	Contractors must have public liability insurance. Council must see these documents before work commences
	Council on its own property	Insurance Meet relevant H & S requirements
Liability/ Insurance	Review	Insurance provision reviewed annually in May
	Public Liability (statutory)	Continue existing cover (£5m)
	Employers Liability (statutory)	Continue Existing cover (£10m)
	Money	Continue existing cover (£250k)
	Fidelity Guarantee	Continue existing cover (£2k)
	Property	Maintain insurance policy to include property damage *Some physical assets not specified on insurance policy due to di minimus value. Review property cover annually.
	Loss of Revenue	Not covered
	Officials Indemnity	Continue with existing cover (£250k)
	Libel & Slander	Continue with existing cover (£50k)
	Personal Accident	Currently not covered
Payroll	Loss of Data on PC due to system fault	Back up data on fortnightly basis. Assistance from Autlea pay roll services.
	Loss of services of employee	Immediately advertise any vacancy See below for record storage & recovery
Adminitration		
Council Records	Below standard reporting of minutes	Council meets 8/10 times per year. Receives and approves minutes Computerised minutes kept in loose-leaf file signed/initialled & dated by chair following approval.
	Storage of council minutes and legal documents	All records computerised and kept at clerk's home office (backed-up on external data storage fortnightly). Current files (inc minute file) kept at clerk's home. Archive files/ minutes kept in secure storage Access controlled by clerk. Chairman to hold duplicate kev.
	Loss of Data on PC due to system failure	Clerk to back up on a fortnightly basis
Councillor Property	Register of Interests	Code of Conduct adopted June2012

		Register of Interests completed by every councillor and copy held by clerk. Declarations of interest recorded at every meeting
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3.Review

Review of Financial Risk Assessment to be carried out on annual basis.

Date for next renewal: ___May2019_____

Chairman: _J.Dean_____ Date _13th May 2018_____

Responsible Finance Officer: S. Bloomfield__Date: ___13th May 2018_

Minute Reference: _____5.2_____