FARNHILL PARISH COUNCIL FINANCIAL RISK ASSESSMENT & MANAGEMENT

Level of Risk L=Low M=Medium H=High

Subject	Hazard	Management/Control of Risk	Level of Risk of Event Happening	Acceptibility of Risk	Additional Control Measures Required
FINANCIAL	**Inadequate Funds to Meet Liabilities** Precept Request not submitted to CDC in time	The precept requirement to be discussed by Council before the deadline and the amount submitted to CDC in writing by the clerk before the due date which should be sought from CDC as soon as possible	L	**Existing procedure adequate**	
	Adequacy of Precept	The Parish Council to receive regular updates on budget and before setting the precept receives projected expenses to the end of the year and estimated costs for the following year from the Clerk. Councillors to put forward suggestions for future projects to be included in the budget.	L	Existing procedure adequate	
	Loss of Cash or Funds Incorrect Invoicing or or cheque amounts.	Two signatories + Clerk to sign all cheques & Bank transfers. Invoices to be presented to Council with cheques . Monthly reconciliation prepared by clerk. Yearly reconciliation checked by Internal Auditor.	L	Existing procedures adequate	
	Bank Mistakes	Clerk reconciles bank statements with cash book as soon as monthly statement arrives. Any errors reported to bank immediately & Council at next meeting.	L	Existing Procedures adequate	
	Loss of cash through theft or dishonesty	Cheques banked by Clerk within 3 working days. The Council has no petty cash or float. Clerks or Councillors are reimbursed for items purchased upon after receipt submitted and approved by Council. Checked by Internal Auditor Fidelity Insurance in place	L	Existing Procedures adequate	
	Loss of cash through non payment of rents Loss of cash through non payment 0f Vat	Rent Invoices prepared and sent annually by Clerk. Non payment of Invoices reported to Council as appropriate. VAT Claimed yearly by Clerk, identified in budget and checked by internal audit by Clerk. Identified in budget. Checked by Internal Audit.	M L	Existing procedures adequate Existing Procedure Adequate	
	Loss of Assetts Loss of Assetts due to accidents or Vandalism & Insufficent Insurance	Insurance cover in place for loss of assetts is reviewed annually. Consideration given to purchasing vanal proof supplies if possible. L	M	Existing procedures adequate	

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LIABILITIES	**Public Liability** Risk of injury to users of Parish Council Property.	Weekly checks are carried out at the Play area of Equipment & Grounds and yearly inspection Carried out by ROSPA. Inspection of Trees carried out by qualified Aboriculturalist at regular intervals. Routine Inspections of lights carried out by NYCC. Any damage to property reported to Council investigated as soon as possible. Public Liability Insurance Cover in place and checked annually befor renewal. Yearly Inspection of Parish Council Property carried out.	M	Existing procedures adequate	
	Employers Liability Risk of Injury to employees Councillers and Volunteers Undertaking work on behalf of the Council	Health & Safety Policy in place to advise workers of procedures to follow when carrying out work on behalf of Council. Employers liability insurance in place and reviewed annually.	M	Existing procedures adequate	
	Legal Liabilities Activities undertaken not within legal powers	Council members of YLCA & Clerk member of SLCC who provide information on new legislation. Legal advice sought where neccessary. Checks carried out by internal audit.	L	Existing procedures adequate	
	Loss of documents or incorrect use of information	Record Management Policy to be followed by Clerk. Leases and important documents stored with solicitor. Data Protection Policy to be followed.	L	Existing procedures adequate	
Financial Records & Controls	Inadequate Financial Records & Controls resulting in failure of audit	Council to review financial control documents yearly. Clerk to advise of any new legislation. A manual cash book is kept and updated following each meeting. Checked by Internal Auditor.	L	Existing procedures adequate	
	Incorrect payments of Tax & NI Late Contributions to Inland Revenue & Real Time Information	Salary Calculated with HM Basic Payroll. Payments identified along with Salary for approval by Council Real Time Information supplied to HM Customs when calculating Salary. Checked by Internal Audit	L	Existing Procedures adequate	
	Incorrect payment of salaries & Conditions	Clerks salary reviewed by Council when notified of changes by YLCA YLCA. Contract of employment reviewed as neccessary	L	Existing procedures adequate	

THIS FINANCIAL RISK ASSESSMENT WAS PREPARED BY THE COUNCIL AND APPROVED AT THE MEETING ON THE 3RD JUNE 2014