

## WOODSETTS PARISH COUNCIL

### Risk assessment and management (financial) for the period

1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

The risk management procedures, as documented below,  
were confirmed to be in practice by the Internal  
Audit on..... (date)

TOPIC	RISK IDENTIFIED	H/M/L	INTERNAL CONTROL MEASURE	REMEDIAL ACTION
Precept	Not submitted	L	Full Minute- RFO follow up	Diary; January
	<b>Not paid, or wrongly paid.</b>	<b>M</b>	<b>Check understanding of precept requested.</b> Confirm receipt	Diary; <b>Feb</b> ,April/Sept
	Adequacy of Precept	H	Quarterly review of budget to actual	Diary; Jun/Sept/Dec/Mar
Other income	Cash handling	L	Cash handling is avoided with creditors actively discouraged from making cash payments	Annual review of documented controls
	Banking	L	Bank statements checked against recorded receipts. Regular bank reconciliations	Members to verify reconciliations taking place (*Finance Sub Committee to meet Quarterly)
Grants to PC	Claims procedure	M	Clerk/RFO to understand as required	Diary
	Receipt of grant when due	M	Clerk/RFO to pursue as required	Diary
Investment Income	Receipt when due	L	Clerk/RFO to include in monthly statement of accounts when received	Diary
	Surplus funds	L	Review levels and investment policy annually	Diary; May
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Members to verify*
	Wrong deductions- NI and Income tax	M	Check to PAYE calculations. <b>Real-time PAYE in operation.</b>	Members to verify*
Direct costs	Goods not supplied to Council	M	Follow up on all orders	Approval check

and overhead expenses	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Members to verify*
	Cheque payable is excessive or to wrong party	M	Signatories initial Stub and Voucher	Approval check
<b>Grants and support to groups.</b>	No power to pay or no evidence of agreement of Council to pay	M	Minute Council agreement with the power used to authorize payment. <b>Conditions to be followed or grant withheld.</b>	<b>Members to be made aware of conditions</b>
	Conditions agreed.	L	Agree and document any reasonable conditions <b>inc.payment to</b>	RFO to check
Election costs	Invoice at agreed rate	L	Consider inclusion in budget	RFO to verify
VAT	VAT analysis	M	All items in cash book lists	RFO to verify
	Charged on sales	M	Consider annually	RFO to verify
	Charged on purchases	L	Consider all items per cash book lists	RFO to verify
	Claimed within time limits	M	Agree returns submitted	RFO to verify
Reserves-General	Adequacy	L	Consider at budget setting	RFO opinion. 3 year plan
Reserves-Earmarked	Adequacy	L	Consider at budget and review of final accounts	RFO opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/Member view
Assets	Loss, Damage, Theft, Breakdown	M	Annual inspection, update insurance and asset registers	Diary; April/May
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance. value set by Insurance company and reviewed for adequacy.	Diary; April/May
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure, - risk monitored and managed as appropriate. Employer's Liability, value set by Insurance company and reviewed for adequacy.	Emergency Plan to be implemented.
	Fraud by staff	L	Fidelity Guarantee value set by Insurance company and reviewed for adequacy.	Council to review annually

Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover; Renewal date 1 <sup>st</sup> June.	Diary; May;
Maintenance	Reduced value of assets or amenities-loss of income or performance	M	Annual maintenance inspection	Diary;
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers and not to commit expenditure without authority	<b>Ongoing</b>
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review; expenditure to be backed by invoices; expenses by receipts	Diary. Members to verify*
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary
Supplies & Services	Not achieving best value	M	Competitive tender and/or price comparison	Members to verify*