

RISK ASSESSMENT SCHEDULE

FINANCIAL AND MANAGEMENT RISKS

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. The figure is submitted by the RFO in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
	Budget overspend resulting in reduction of capital and reserves	L	Quarterly accounts prepared and compared to budget ensures adequate monitoring of finances. Reserves to cover a minimum of 6 months financial activity are maintained.	Existing procedure adequate.
Financial Records	Inadequate records leading to financial irregularities	L	The Council has Financial Regulations which sets out the requirements. Expenditure is governed by Standing Orders and Financial Regulations including requirements for estimates and quotes from suppliers. Reputable computerised accounting package (SAGE) used for accounts preparation. The records are checked twice each year by the internal auditor.	Existing procedure adequate Review the Financial regulations when necessary and at least on an annual basis.
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements. Monthly bank reconciliation provided at every council meeting. Payments need to be authorised by two signatories. All accounts held with Cumberland Building Society, a mainline and reputable bank. We do not use online banking and the computer system is protected by anti-virus products.	Existing procedure adequate

RISK ASSESSMENT SCHEDULE Continued

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Reporting and auditing	Inadequate or inaccurate Information communicated	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting. Monitoring of actual to budget on a quarterly basis. Independent Internal Auditor appointed who undertakes an audit twice a year and reports back to Council.	Existing procedures adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than two quotations for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Salaries paid on NJC pay scales. Payroll service is outsourced and payment of salaries and HMRC approved at council meetings. Included in bank reconciliation.	Existing procedure adequate.
Employees	Misconduct or Fraud by staff Health and safety of staff	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Council Policies and procedures reviewed annually. Employees to be provided with adequate direction and safety equipment needed to undertake the role. Health & Safety Policy reviewed annually.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT accounting is completed quarterly on SAGE accounting package. Records subject to Internal Audit	Existing procedures adequate
Annual Governance & Accountability Return	Returns not submitted within time limits could potentially have financial penalties	L	AGAR is completed by RFO and signed by the Council, submitted to Internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate

RISK ASSESSMENT SCHEDULE Continued

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Minutes/ agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agendas, Minutes and Notices are displayed according to legal requirements on Parish Noticeboards and the Council website.	Existing procedures adequate.
	Business conduct	L	Business conducted at Council meetings is managed by the Chair	Members adhere to Code of Conduct And Standing orders.
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings. Councillors governed by Code of Conduct and Standing Orders.	Existing procedures adequate.
	Register of members interests	L	Register of members' interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements. When policy is renewed quotes are obtained to ensure best value is achieved. Employers and Employees liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. .	Existing procedure adequate. Insurance reviewed annually.
Data protection	Non compliance	L	The Parish Council has a Data Protection Policy in place which is reviewed annually.	Existing procedures adequate.
Freedom of Information	Non Compliance	L	The Council has a Freedom of Information policy in place.. Information is available to the public via notice boards, website and attendance at meetings. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI

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Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision. Risk Assessments are carried out on all assets and are available via the Clerk (February 2020).	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed (August 2022) and maintained. All repairs and relevant expenditure for any repair is actioned/ authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L L	The Parish Council meetings are held in the Forge Green Offices or a venue considered to have appropriate facilities for the Clerk, members and the general public. Forge Green Offices have health and safety risk assessments undertaken as and when required. Fire Extinguisher Checks and Smoke Alarm checks are carried out weekly and an external inspection of Fire Extinguishers is carried out annually (October 2022). Electric pat testing of all equipment is carried out in accordance with current guidelines (Last check September 2022).	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M	The Parish Council records are stored at the Forge Green Offices. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable fireproof safe or locked filing cabinets in a locked office.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L L	The Parish Council electronic records are stored on the Computer in Forge Green Offices. Electronic data is backed up on two external hard drives stored in the office lockable fireproof safe and to the Cloud.	Existing procedures considered adequate