

Buxhall Parish Council Financial Risk Assessment.

Document Control		
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Financial	Severity:	Severity					Risk	LOW (1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible
		1	2	3	4	5		
	1. Slight (minor injury, first aid required).	5	5	10	15	20	25	
	2. Moderate (minor injury, first aid/medical attention).	4	4	8	12	16	20	
	3. Serious (injury, medical attention, 7 day absence).	3	3	6	9	12	15	
	4. Major (serious injury/death).	2	2	4	6	8	10	
	5. Catastrophic (number of casualties/deaths).	1	1	2	3	4	5	

Hazard	Potential injury....	Initial Assessment			Control Measure	Residual Assessment			Monitoring and Further Action Required
		Probability	Severity	Risk		Probability	Severity	Risk	
Precept	Adequacy of precept	2	4	8	Regular budget review by full council	1	3	3	Existing procedures are adequate.
	Precept request not submitted to the principal authority by the required date.	1	5	5	Precept to be considered before the deadline; Clerk to submit the precept before the deadline; Clerk confirms to full Council receipt of submission request	1	3	3	Existing procedures are adequate.
	Precept not paid by District Council	1	5	5	Clerk informs Council when precept money received	1	2	2	Existing procedures are adequate.
Financial records	Inadequate Records Financial Irregularities	1	5	5	Regular financial reviews by full Council Financial regulations set out the requirements	1	3	3	Existing procedures are adequate. Financial regulations reviewed annually

Buxhall Parish Council Financial Risk Assessment.

Assets	Loss or damage Risk or damage to third party property or individuals	2	5	10	<p>An annual review of assets is undertaken for insurance and maintenance provision.</p> <p>Update insurance and asset register at least annually.</p> <p>Compare insurance schedule with asset register at least annually.</p> <p>Review adequacy of public liability insurance.</p>	1	5	5	Existing procedures are adequate. Diary the annual renewal
Maintenance	Reduced value of assets or amenities. Loss of income or performance	3	4	12	<p>All assets owned by the Parish Council are regularly reviewed and maintained.</p> <p>All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.</p> <p>All assets are insured and reviewed annually</p>	1	2	2	Existing procedures are adequate.
Insurance	Adequacy Cost Compliance	1	5	5	<p>An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for.</p> <p>Ensure compliance measures are in</p>	1	2	2	Existing procedure adequate. Review insurance provision annually.

Buxhall Parish Council Financial Risk Assessment.

					place.				
Members interests	Conflict of Interest Register of interest	1	2	2	An item on the agenda to remind all Cllrs of their duty to declare any interest Declarations of interest to be documented. Any conflict addressed as appropriate. Register of members interest forms to be reviewed regularly by Councillors	1	2	2	Existing procedure adequate. Members take responsibility to update their Register
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	1	3	3	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	1	2	2	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct
Legal Powers	Illegal activity or payment	2	5	10	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. Councillors and staff receive	1	5	5	Existing procedure adequate.

Buxhall Parish Council Financial Risk Assessment.

					relevant training as to their legal powers				
Annual Return	Completion/Submission within time limits	1	4	4	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	1	2	2	Existing procedure adequate
Audit - Internal	Audit Completion within time limits	1	4	4	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.	1	2	2	Existing procedure adequate
VAT	Re-claiming/charging	1	4	4	<p>The Council has Financial Regulations which set out the requirements.</p> <p>VAT is considered as part of the regular financial reviews by full Council.</p> <p>VAT is reclaimed annually</p>	1	2	2	Existing procedure adequate

Buxhall Parish Council Financial Risk Assessment.

Election costs	Risk of an election cost	1	3	3	Risk is higher in an election year. When a scheduled election is due the Clerk will obtain an estimate of costs from the District Council. There are no measures which can be adopted to minimise the risk of having elections, as this is a democratic process.	1	2	2	Council should consider saving each year to cover all costs
Employees	Loss of Clerk	1	5	5	Reference to a Continuity Plan should be made in case of loss of key personnel. The requirements of the insurance to be adhered to with regards to Fraud.	1	2	2	Continuity Plan document shared with Chairman
Salaries and assoc. costs	Salary paid incorrectly: wrong hours paid wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Council not meeting legislative requirements	2	3	6	The Parish Council authorises the appointment of all employees through all council meetings. Salary rates are assessed annually by full Council. The Clerk's financial reports review at regular Council meetings details clerks hours worked and rate. The Tax and NI is worked out using an Inland Revenue computer programme updated annually.	1	2	2	Existing appointment system adequate. A Confidential session, at a nominated PC meeting, needs to be held to carry out an annual review.

Buxhall Parish Council Financial Risk Assessment.

	re workplace pensions				<p>The Clerk has a contract of employment and job description.</p> <p>Salaries are paid in arrears, but if a meeting is cancelled or moved then payments could be late or missed.</p> <p>Pension regulators requirements are being</p>				
Grants and supports	<p>No Power to pay.</p> <p>No evidence or agreement of Council to pay</p>	1	5	5	Minute Council agreement with the power used to authorise the payment	1	2	2	Existing procedure adequate. Parish Councillors request S137 rules if required.
Bank and banking	<p>Inadequate checks</p> <p>Bank mistakes</p> <p>Loss</p> <p>Charges</p> <p>Loss of signatories</p> <p>Fraud</p>	1	5	5	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>The Clerk reconciles the bank accounts once a month when the bank statement arrives. Any problems/irregularities are dealt with immediately by informing the bank and awaiting their correction.</p> <p>Monitor the bank statements monthly.</p>	1	2	2	Existing procedures adequate.

Buxhall Parish Council Financial Risk Assessment.

Cash / Loss	Loss through theft or dishonesty	1	1	1	The Council has Financial Regulations which set out the requirements.	1	1	1	Existing procedure adequate
Payments	Goods not supplied Invoice incorrectly calculated or recorded Cheque made out incorrectly	1	3	3	Purchase invoices matched to good receipt notes where appropriate Arithmetic checked on all invoices. List of payments agreed by Council and signed by two signatories. Cheques compared to invoices and counterfoil and invoice signed. Payments listed in meeting minutes	1	2	2	
Reporting and auditing	Information communication Compliance	1	3	3	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	1	2	2	Existing procedure adequate