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Risk Assessment and Management (Financial) for the Period 01 April 2026 to 31 March 2027

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	RFO and Clerk
	Not paid by DC	L	Confirm receipt	RFO
	Adequacy of precept	H	Quarterly review of budget to actual	RFO
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate Controls are in place	RFO and Internal Auditor
	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations	RFO and Internal Auditor
	From Allotments	L	Clerk and RFO as required	RFO
Grants	Claims procedure	M	Clerk/RFO check as required	RFO and Clerk
	Receipt of grant when due	M	Clerk/RFO check as required	RFO and Clerk
Investment Income	Receipt when due	L	Clerk/RFO check as required	RFO and Clerk
	Surplus funds	L	Review levels and investment policy annually +	RFO

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Salaries	Incorrect salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Clerk
	Incorrect deductions – NI and Income tax	M	Check to PAYE Calculations	RFO
	Self-employed status challenged	_	NOT APPLICABLE	
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders on the purchase order spreadsheet	RFO
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	RFO
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub & Voucher	RFO
	Credit card misuse	M	Limit use to £1000 per month. Card stored securely. Signature of user and signatory recorded. Written procedure for credit card use to be adhered.	RFO
	Fuel Card Misuse	M	Card issued to limited users. Card stored securely. Signature of card user and signatory recorded accordingly.	RFO
	Internet payments, BACS transfers, Direct Debits	M	Payments only to be made by RFO. All payments and set up of Direct Debits require signatures of 2 bank signatories.	RFO and signatories
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment	Members and Clerk
	Conditions agreed	L	Agree and document any reasonable conditions	Members, Clerk and RFO
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO
VAT	VAT analysis	M	All items in cash book lists	RFO
	Charged on sales	M	Consider annually	RFO
	Charged on purchases	L	Consider all items per cash book lists	RFO
	Claimed within time limits	M	Agree returns submitted quarterly	RFO
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 and members

Topic	Risk Identified	**Risk Level H/M/L**	**Management of Risk**	**Staff action**
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	RFO and Internal Auditor
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	RFO
	Variance	M	Identify any variance, report new acquisitions, disposals and gifted items	RFO
Staff	Loss of key personnel (Clerk)	M	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Members
	Fraud by staff	L	Fidelity Guarantee value appropriately set	RFO and Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover and the fidelity guarantee insurance	RFO and Clerk
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Members, RFO, Clerk and Operations Manager
Legal Powers	Illegal activity or payment	H	Educate Councillors as to their legal powers	Clerk and Members
Financial Records	Inadequate records, Internal Controls and minutes	M	RFO and Clerk check regularly and review Internal Audit, Standing Orders and Financial Regulations	RFO, Clerk and Internal Auditor
Minutes	Accurate and legal	L	Review at following meeting	Clerk
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Clerk