

**WOOLMER GREEN PARISH COUNCIL FINANCIAL RISK ASSESSMENT**

	<b>Risk</b>	<b>H/M/L</b>	<b>Procedures to Address</b>	<b>Reassess/carry out</b>
	<b>Lack of general financial control</b>			
1	Lack of responsible officer	L	Appointment of Clerk/RFO	When Clerk resigns
2	Lack of Financial Standing Orders	L	Produce Financial Standing Orders for Council to review and adopt	Annually
3	Lack of overview	L	Regular reporting of Budget v. Actual to Council	Monthly
4	Lack of Power to spend	L	Clerk to check Council spending within powers	Ongoing
5	Loss/destruction of financial documentation	L	Clerk to hold all financial records. Back-up held in a different location.	Ongoing
6	Loss of computerised records	L	Back-up of computerised records	Ongoing
	<b>Reserves</b>			
1	Insufficient reserves available for required activities	M	Review reserves at budget setting process. Set precept and hall hire pricing to minimise risk of deficits. Regular review of management accounts against budget	Ongoing
2	Major repair required to Village Hall that is unaffordable from reserves	M	Council to review hall maintenance on a regular basis and respond promptly to new issues arising. Council seeks to retain a good level of cash reserves to cover unanticipated expensive repairs outside annual budget.	Ongoing.
	<b>Accounting errors</b>			
1	Incorrect data entry	L	Clerk to balance entries on accounts summary before submission to Council. Bank reconciliations carried out and reviewed by a Councillor	Monthly
2	Incorrect entries by Bank	L	Clerk to do bank reconciliation that is reviewed by a Councillor	Monthly
3	VAT discrepancies	L	VAT displayed separately on accounts	Monthly

			VAT reclaimed monthly	
4	Incorrect invoicing	L	Clerk to prepare & check invoices before sending.	Ongoing
	<b>Costs and overheads</b>			
1	Overspend against Budget	L	Clerk to check sufficient funds available when expenditure approved or incurred. Regular review of management accounts by Council.	Monthly
2	Goods not supplied or Council overcharged	L	Clerk to follow up on all orders and check invoices. All payments and invoices reviewed by two Councillors.	Ongoing
	<b>Misappropriation of public funds</b>			
1	Expenditure without authority	L	Approval for spending authorised by Council and minuted	Ongoing
2	Invoice payment without authority	L	All cheques to be listed on accounts and authorised by Council	Monthly
3	New cheque book misappropriation	L	All cheque books posted directly to Clerk at Council address	Ongoing
4	Cheque misuse	L	Cheques approved and signed by two councillors authorised by the bank mandate.	Ongoing
5	Online payment error	L	All payments reviewed with invoices and authorised retrospectively by two councillors	Ongoing
6	Incoming cash and cheque misappropriation	L	All cash and cheques to be stored by the Clerk and banked regularly.	Ongoing
7	Theft of funds	L	Bank statements to be reconciled by Clerk and reviewed by a Councillor. Ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons.	Monthly Reviewed annually

8	Illegal activity or payment	L	Parish Councillors to attend Councillor training on appointment Clerk to hold appropriate professional qualification and advise Council if breach appears likely	Ongoing
9	Councillors have conflict of interest	L	Declarations of interest to be documented and minuted and any conflicts addressed as appropriate Register of interests maintained and up to date	Ongoing
<b>Under Insurance of Council Assets</b>				
1	Level of cover inadequate	L	Reviewed by Clerk and the Council?	Annually and as necessary
2	Inadequate records of possessions	L	Asset Register maintained by Clerk and available for inspection by internal auditor. Deeds and other legal documents relating to assets stored securely by Council's Solicitor.	Annually Ongoing
<b>Public Liability to provide a Duty of Care</b>				
1	Injury to public	M	Health & Safety checks to be carried out on play areas/facilities.  Adequate insurance for risk.	Monthly visual inspection by Councillor. Annually by external company. Annual reappraisal by Clerk
<b>Employers' Liability</b>				
1	Compensation claim from employee	L	Contract of employment in place after confirmation of permanent employment. Job description reviewed. Matters relating to staff discussed in confidentially. Assessment of employee's work place carried	On appointment  When appropriate When appropriate Reviewed annually. Reviewed annually.

			out. Adequate insurance for risk.	
2	Payroll errors made – rate to employee or PAYE/NI deductions	L	Payroll software used for processing. Payments reviewed by two Councillors.	Monthly

Adopted 9 July 2024.  
Reviewed annually.