

# East Farleigh Parish Council Financial Risk Assessment

Name of Organisation:	East Farleigh Parish Council	Minute reference:	30/FCM/05/23
Person Responsible:	Full Council	Date of Adoption:	02/05/2023
Name of Risk Assessor:	Full Council	Date of Review:	01/02/2024

**Note:**

- 1) Red marked text = amendment/addition
- 2) Highlighted text needs clarification

1. FINANCE AND ADMIN/MANAGEMENT				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/ Revise
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft; fire; corruption of computer data; pandemics)	L	All paper files and records are kept at the Clerk's home or in filing cabinets in the Farleigh Club, Lower Road. Backups, updates, technical support and security are managed for us by AculT Insured for £20K business interruption/revenue protection. Chairman can contact KALC OR SLCC for advice in the event of a problem with business continuity. Use of Emergency Powers and on-line meetings.	Procedure adequate
Precept	Adequacy of precept.  Requirements not submitted to MBC. Amount not received by EFPC.	L  L L	Council reviews precept requirement annually. It reviews the presented budget update information by the Jan meeting at the latest, agrees amounts for the set budget headings for the following year, the total of which is resolved to be the precept amount to be requested from MBC. This figure is then submitted by the Clerk to MBC by email The Clerk checks for receipt and reports it to Council.	Procedure adequate

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Financial records	Inadequate records	L	The Council has Financial Regulations which set out requirements The Council has an internal auditor. Cheques/BACS transfers require two signatories and the Clerk is not a signatory. There are four signatories, and these are rotated each month. Insured for £150K Employee Dishonesty Backups of computer records to the cloud are managed by AcULT on our behalf. Paper files are stored in Clerk's house – not in fire-proof cabinets.	Review annually. Audit is done annually.  Procedure adequate.
	Financial irregularities	L		
	Loss of records through damage, theft, fire, etc	M/L		
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set requirements for banking, cheques and reconciliation of accounts. Cheques/BACS transfers require two signatories and the Clerk is not a signatory. The bank accounts are reconciled immediately by the Clerk on receipt of statements each month and online using internet banking, so errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.
	Bank mistakes/loss/charges	L		
Reporting and auditing	Communication	L	The Council uses a dedicated accounting software package for which it has a maintenance contract/helpline, etc. Statements are produced from the package monthly for each Council meeting and are discussed and approved at the meeting: bank reconciliation, trial balance and income and expenditure. Annual internal audit	Procedure adequate
	Compliance			Procedure adequate

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Direct costs/ overhead expenses/debts	Goods not supplied but billed Incorrect invoicing  Members expenses	L L  L	Financial Regulations set out requirements At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before signing the cheques and remittance. These are covered by presentation of receipts to Clerk, who then raises a cheque/BACS transfer in accordance with procedure above.	Procedure adequate. Review Financial Regulations annually.
VAT	Failure to reclaim VAT is reclaimed incorrectly	L L	VAT is reclaimed on a six monthly basis Reviewed by internal auditor annually.	Adequate Adequate
Annual Return AGAR	Failure to submit within time limits	L	The return is prepared by the Clerk and submitted to the internal auditor for completion and signing. It is presented to Council, signed by the Chairman and, then sent to the External Auditor within the time limit.	Procedure adequate
Charges – rentals receivable	Non-receipt of Horsewash Rent	L	Clerk invoices the tenant in January each year and the rent is chased if not received. The Lease is reviewed upon completion of the Term.	Procedure adequate
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	M	Salary rates are assessed annually/NALC/SLCC Clerk provides monthly salary analysis to the Council, including NI and PAYE analysis, done using HMRC software. Contributions are signed off quarterly by the Council. The Clerk keeps a record of hours worked and has a job description.	Salary is reviewed annually and Clerk has a contract.

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Annual Return PAYE	Failure to Submit within time limits	M	Employers Annual Return is completed and submitted to the Inland Revenue by the Clerk within the prescribed time frame.	Procedure adequate
GDPR/ICO	Inadequate policies	M	All required policies in place & EFPC registered with ICO	Adequate
Freedom of Information Act	Provision of policy	H	Council has a model publication scheme as of Dec 2013.	Adequate.

## 2. ASSETS

Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/Revise
Street furniture, play areas, open spaces, noticeboards, office equipment, gates and fences, footpaths	Loss or damage Risk/damage to third party(ies) or to property	L L	Asset register is kept. Regular checks are made of recreation areas (by PC weekly, MBC monthly and by The Play Inspection Company annually) Clerk monitors noticeboards and office equipment.	Clerk updates the asset register for approval by Council. Insurance is reviewed annually.

## 3. LIABILITY

Contractors	Not insured or inadequately insured	L	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
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Employees	Health and Safety issues for Clerk/Car Park Attendant and contractors	M/H	The Parish Council has a Health and Safety Policy, of which contractors, the Clerk and the Car Park Attendant all have a copy. Review Annually	Adequate
Public liability	Risk to third party, property or individuals, including volunteers (eg Speedwatch)	M	Insurance is in place up to £10 million. Risk Assessments conducted as appropriate. Hiscox Policy 1891376/527082406	Review insurance annually.
Employer liability	Non compliance with employment law	L	Member of KALC and SLCC so advice can be sought. Insurance is in place up to £10 million.	Procedure adequate
Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly meeting Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Adequate  Procedure adequate – see NALC Legal Topic Note 40

## 4. COUNCILLORS PROPRIETY

Members interests	Conflict of interests	M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted	Adequate
	Register of interests	M	Register of interests form is completed by each new councillor. Should be regularly reviewed and updated, as interests change.	Councillors to inform Clerk as interests change.