

Income

Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency/Likelihood of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	● 3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	● 3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	● 2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	● 2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	● 1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	● 1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
Charges – Cemetery	Grave allocation	1	1	● 1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	● 1	Monthly check of burial register	Number issued	12 months
	Memorial fees	1	1	● 1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	● 1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	● 1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	● 1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	● 2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire/Markets/Rents	Cash handling	1	1	● 1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	● 1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	● 3	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	● 2	Check & Report to General Management Committee	Diary	12 months
Grants – Other	Claims procedure	1	1	● 1	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	● 2	Check & Report to General Management Committee	Diary	12 months
Expenditure				● 0			
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	● 2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	1	1	● 1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	● 2	Check to contract	RFO verify	12 months
	False employee	3	1	● 3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	1	1	● 1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Spr	1	1	● 1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	● 1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	1	1	● 1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	● 1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	● 2	Chairman signs off list	RFO and Member verify	6 months
	Cheque payable to wrong	2	1	● 2	Chairman signs off list	RFO and Member verify	6 months
	Stock loss	1	1	● 1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	1	1	● 1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	● 1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	● 1	Minute power and GPC	Member verify	12 months
	Agreement of Council to pay	1	1	● 1	All grants based on approved form and supporting information, minuted and checked by IA	Member verify	12 months
	Conditions agreed	1	1	● 1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	● 1	RFO check and consider budget	RFO verify	Whenever

Precept	Not submitted	3	1	●	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Unexpected by-elections	3	2	●	6	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	●	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	●	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	●	1	Consider all items per cash book lists	RFO verify	12 months
	Exemption properly applied	3	1	●	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	2	1	●	2	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	1	1	●	1	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	1	1	●	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	●	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	1	●	2	Annual inspection by Council and IA, update insurance and asset registers.		24 months
	Risk or damage to third party property or individuals	2	1	●	2	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	3	●	9	Regular meetings / appraisals. Professional HR advisor	HR Committee	12 months
	Fraud by staff	1	1	●	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third party performance	3	1	●	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	●	1	Training, management and Fidelity Insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	2	1	●	2	Regular maintenance inspection	Diary	12 months
Borrowing / lending	Adequacy of finances to be able to repay loans	2	1	●	2	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	3	1	●	3	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	1	1	●	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	1	1	●	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	1	2	●	2	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

Reviewed and adopted on: **9th March 2021**

Note: Risk assessment must be reviewed and adopted by the Council annually during the financial year and before 31st March.