

Financial Risk Assessment

Risk assessment and management (financial) for the period from April 1st 2024 to March 31st 2025

TOPIC	RISK IDENTIFIED	High (H) Medium (M) Low (L)	MANAGEMENT OF RISK	STAFF ACTION	FREQUENCY
Personnel	Loss of Key Personnel	M	It is confirmed that the position of Proper Officer/Clerk/Responsible Finance Officer (RFO) is filled by one person Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Clerk/Council	Ongoing
	Fraud	L	Fidelity Guarantee Value appropriately set	Members/RFO	Annually
Salaries	Wrong salary/hours/rate paid	L	Check salary, hours and rate to contract. Salary scales and contract provided in accordance to NALC.	Member	Annually
Precept	Not submitted	L	Full PC minutes, RFO to follow up if confirmation email not received.	RFO	Annually
	Not paid	L	Confirm receipt. General reserves held by PC to cover 12mth precept expenditure.	RFO	Annually
	Adequacy of precept	L	Quarterly review of budget to actual.	RFO/Council	Quarterly – June, Sept, Dec, March

TOPIC	RISK IDENTIFIED	High (H) Medium (M) Low (L)	MANAGEMENT OF RISK	STAFF ACTION	FREQUENCY
Income	Income recorded	L	All income is recorded in the cashbook once received.	RFO	When received
	Reporting of income	L	Income received is reported at the next full parish meeting and recorded in the finance summary.	RFO	When received
	Banking	L	Direct transfer is encouraged into the council's account. When received cheques (and cash if applicable) are promptly banked via Lloyds Deposit-point envelopes.	RFO	When received
Direct costs	Invoice incorrectly calculated	L	Check arithmetic at receipt of invoice/ check against orders raised (if applicable).	RFO	When received
	Payment procedures	L	2 signatories required with cheque. Stubs and invoice – to be signed by both parties too. DD and SO payments noted at each meeting	Council / RFO	When received SO/DD reviewed annually.
Election Costs	Invoice at agreed rate	L	RFO to check on receipt, consider budget.	RFO	Annually/ when received.
Reserves – General	Adequacy	L	Level of reserves to be	RFO/Council	Annually

TOPIC	RISK IDENTIFIED	High (H) Medium (M) Low (L)	MANAGEMENT OF RISK	STAFF ACTION	FREQUENCY
			considered at budget setting		
Reserves - Earmarked	Adequacy		Level of reserves to be considered at budget setting and review of financial accounts	RFO/Council	Annually
Assets	Loss, Damage, etc Insurance Third party risk	M	Annual inspection for all assets carried out, external body contracted for play area assessments. Up to date insurance against asset register. Review adequacy of Public Liability Insurance	Council	Annually Play area monthly
Legal Powers	Illegal activity or payment	L	Educate council to their legal powers	NALC website	Annually
Financial Records	Inadequate records	L	RFO/Clerk check regularly and internal audit review	RFO/Clerk	Finance report sent to each member for review before every full council meeting.
Minutes	Accurate and legal	L	Reviewed at next scheduled meeting	Council	Draft minutes sent in good time whilst memories are fresh
Members interests	Conflict of interest	L	Declarations of interest are signed and recorded at every meeting. Suffolk Local Code of Conduct	Council Council	Every meeting Annually

	Code of conduct	L	have been adopted		
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