

Hessett Parish Council Financial Risk Assessment and Management

Document Control		
Adopted Date:	26 th November 2024	Minute ref. 261124/08
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Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action
Precept	Not submitted	L	Minute and Clerk/R.F.O. follow up.	Diary
	Not paid by District Council	L	Confirm and minute.	Diary
	Adequacy of precept	M	Review budget to actual regularly.	Diary
Other income	Cheque banking	L	Minute deposit. Appropriate controls in place.	Annual review of documented controls
	From Allotments	L	Update Allotment Register as required. Check Allotment register to lease invoices. Regular review of allotments and allotment Fees.	R.F.O. verify Member to verify
Grants	Claims procedure	M	Clerk/R.F.O. check as required.	Diary Member check
	Receipt of grant when due	M	Clerk/R.F.O. check as required.	Diary
Salaries (SALC Payrol)	Wrong salary/hours/rate paid	L	Check salary to minute, check hours and rate to contract. Keep SALC updated on hours, sickness and holiday.	R.F.O. verify Member to verify
	Wrong deductions – NI and Income tax	L	Check PAYE Calculations.	R.F.O. verify Member to verify
	Self-employed status challenged	L	N/A Clerk/ R.F.O. employed by Hessett Parish Council. Check contract.	R.F.O. verify Member to verify

Direct Costs and overhead expenses	Goods not supplied to Council	L	Follow up on all orders.	R.F.O. verify Member to verify
	Invoice incorrectly calculated or recorded	L	Check the arithmetic on invoices and perform bank reconciliations on monthly basis.	R.F.O. verify Member to verify
	Amount payable excessive or to wrong party	L	Amount agreed by Council. Online banking transaction set up by one signatory, checked and approved by another signatory.	Approval checks by Council and bank signatories
Grants and support	No power to pay or no evidence of agreement of Council to pay	L	Minute council agreement with the power used to authorize payment.	R.F.O. verify Member to verify
	Conditions agreed	L	Agree and document any reasonable conditions.	R.F.O. check
Election Costs	Invoice at agreed rate	L	R.F.O. check. Consider budget.	R.F.O. verify
VAT	VAT analysis	L	All items recorded in accounts.	R.F.O. verify
	Charged on purchases	L	Consider all items in accounts.	R.F.O. verify
	Claimed within time limits	L	Agree returns submitted.	R.F.O. verify
Reserves – General	Adequacy	L	Consider at Budget setting.	R.F.O. and Council opinion
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts.	R.F.O. and Council opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes.	R.F.O. and Member check
Assets	Loss, Damage etc.	M	Annual inspection, update insurance and asset registers.	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance.	Diary
Staff	Loss of key personnel (Clerk/ R.F.O)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. 3 month notice period.	Clerk/ R.F.O. and member view

	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third-party performance	L	Review adequacy of Insurance cover.	Diary
Maintenance	Reduced value of assets or amenities -loss of income or performance	M	Annual maintenance inspection. Regular playground inspection.	Diary Member
Legal Powers	Illegal activity or payment	L	Educate Council as to their legal powers.	Clerk/ R.F.O. verify Council
Financial Records	Inadequate records	L	R.F.O./ Clerk check regularly. Internal audit review.	Diary
Minutes	Accurate and legal	L	Review at following meeting.	Diary
Members' interests	Conflict of interest	L	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate.	Diary

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

The risk management procedures, as documented above, were confirmed to be in practice by the Internal Auditor on

