

Financial Risk Assessment for – *Winterbourne Parish Council*

No	ITEM	HAZARD	MANAGEMENT OF RISK
1	Financial	Risk of funds unavailable due to Clerks unauthorised removal or mismanagement	All expenditure to be approved by Council member(s) following inclusion within the agenda for that meeting (open to public inspection). All cheques to be signed by two signatories and payments record to be initiated.
2	Financial controls and records	Inadequate checks	Monthly reconciliation prepared by RFO and checked by the Chairman of the Parish Council. Two signatories on cheques. Internal and external audit. All payments to be resolved and clearly added to the Minutes.
3	Minutes/Agendas/Notices/Statutory documents	Accuracy and legality, business conduct, failure to publish Minutes within two months of a meeting	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Details of payments itemised in Minutes. Minutes to be approved by resolution of the Council and signed by the Chairman at the next Council meeting. Approved Minutes published in full on village notice board and on website. Business conducted at Council meetings should be managed by the Chair.
4	Precept/Budget	Failure to set a budget and precept	To determine the precept amount required, the Parish Council receives budget information and the precept is an agenda item at the appropriate time at a full Council. At the precept meeting, the Council receives a budget update report, including actual position and projected position to the end of the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year. Once the precept is decided using the available information, the Clerk notifies Wiltshire Council by their specified deadline.

5	VAT	Failure of Council is required to recover Value Added Tax paid in respect of goods and services purchased by the Council for non-profit making activities (VAT Act 1994)	Financial regulation and Clerks duties stipulate that a VAT return must be submitted by the Clerk once a year, after the audit of the yearly accounts – internal auditor to inspect accounts once yearly and ensure all funds are collected.
6	Borrowings	Failure of debtor to repay loan	The Council has no borrowing
7	Legal Powers	Council acting outside its statutory powers	Clerk and Councillors receive regular training – membership of NALC/WALC gives Council access to advice from a reliable source. Council maintains and uses up to date reference literature (i.e. The Parish Councillors Guide) made available by the Clerk.
8	Insurance	Failure of Council to obtain adequate insurance for its activities as a public body	Insurance cover reviewed annually by Council.
9	Registers of Interests	Failure of Councillors to declare prejudicial and other interests that may conflict with their position on the Council	Register of Members Interests to be maintained by Clerk and reviewed annually at APM. All declarations to be logged with Wiltshire Council.
10	Electors Rights	Failure of Council to properly allow registered local electors to exercise their full rights in relation to the Parish Council	Annual Parish Meeting to be held in public place and well publicised in advance. Accounts available for public inspection at APM. Notice of completion of audit placed on village notice board. Copies of accounts available for nominal fee from Clerk. Time allotted for public speaking at the beginning of every meeting of the Council.
11	Cash	Loss through theft or dishonesty	The Council has no petty cash or float.
12	Bank and banking	Inadequate checks Bank mistakes Loss Charges	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction.

13	Reporting and auditing	Information communication	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update and a breakdown of receipts and payments balanced against the bank.
14	Direct Costs, overhead expenses	Goods not supplied but billed, incorrect invoicing, cheque payable incorrect	The Council has Financial Regulation which set out the requirements. At each Council meeting the list of invoices awaiting approval is produced and considered. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the cheque. Council approves the list of requests for payment.
15	Charges – rentals payable	Payments of charges, lease, rentals	The Parish Council leases from the Salisbury Diocese a piece of land – invoices payable for the rental amounts are entered/will be entered into the normal payment system for authorisation.
16	Best value – accountability, quotations	Work awarded incorrectly, overspend on services	The Parish Council has Financial Regulations which set out the requirements. Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to the Council.

RISK ASSESSMENT CARRIED OUT BY: *Tekla Hicks, Parish Clerk*

DATE:

Clerk signature:

RISK ASSESSMENT VALIDATED BY: *MEMBERS OF WINTERBOURNE PARISH COUNCIL* DATE:

Chairman signature:

