

MOTCOMBE PARISH COUNCIL

Annual Risk Assessment for the period 1st April 2021 to 31st March 2022

Area	Risk	Management of Risk	Action Taken
Financial Management Precept	No Budget set. Precept not submitted. Precept not received. Adequacy of Precept Receipt when due.	Prepare annual budget. Full Minute. Confirm Receipt. Quarterly review of budget to actual.	RFO to prepare budget annually for Council approval - minuted. RFO to verify. RFO to verify. RFO Diary.
Investment Income Grants	Claims procedure Receipt of grant when due	Clerk/RFO check as required. Clerk/RFO to check as required. Clerk/RFO to check as required.	RFO Diary. Clerk/RFO/Member/IA to verify. Clerk/RFO Diary. Clerk/RFO Diary.
Clerk/RFO	Mis-management of funds/fraud. Wrong Salary/hours/rate paid. Loss of key personnel	Expenditure approved by Council. Prepare Contract of Employment and check PAYE. Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	RFO/Clerk to minute expenditure. RFO & two Councillors required to sign cheques and stubs. Payments supported by invoices. Fidelity guarantee set at £100,000 IA to check salary paid against contract/minutes and bank statement. Clerk/RFO/Member view.

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Direct Costs & Overhead Expenses	<p>Goods not supplied.</p> <p>Invoice incorrectly calculated or recorded.</p> <p>Cheque payable is excessive or to wrong party.</p>	<p>Follow up on all orders. Check invoices and perform bank reconciliations monthly.</p> <p>Signatory initials stub.</p>	RFO & Internal Auditor to verify.
Grants & Support	No power to pay or no evidence of agreement of Council to pay.	Minute council agreement with the power to authorize payment.	Clerk/Member to verify.
Election Costs	Invoice at agreed rate	RFO check and consider budget.	RFO to verify.
Assets	<p>Loss, damage, vandalism etc</p> <p>Risk or damage to Third Party</p>	<p>Annual inspection, update insurance and asset register.</p> <p>Review adequate Public Liability insurance.</p>	<p>RFO Diary.</p> <p>RFO Diary.</p>
VAT	VAT Analysis. Claimed within time limits.	All items in cash book list VAT. Returns submitted.	RFO to verify.
Reserves-general	Adequacy	Consider at budget setting.	RFO opinion, 3 year plan.
Reserves-earmarked	<p>Adequacy.</p> <p>Unidentified liability</p>	<p>Consider at budget and review of final accounts.</p> <p>Review minutes.</p>	<p>RFO opinion.</p> <p>RFO/Member opinion.</p>
Legal Powers	Illegal activity or payment	Educate Council as to their legal powers.	Clerk.

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Financial Records	Inadequate records	RFO/Clerk check regularly and internal audit review.	Clerk/RFO Diary.
Members Interests	Conflict of interest	Declarations of interest to be documented / minuted and any conflict addressed as appropriate.	Clerk.
Covid 19	Transmitting the virus Sickness Death Isolation	To following the guidelines given by Government and NHS, Close Play Area Meeting held virtually Keep information up do date on website for those who need help	Clerk

The risk management procedures, as documented above, were confirmed to be in practice by the Parish Clerk on.....

