

Risk Management Scheme – Stoke Ferry Parish Council
Adopted March 2020
Reviewed March 2022

Stoke Ferry Parish Council Risk assessment and management (financial) for the period 1 April 2022 to 31 March 2023

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on April 2021

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	Diary and confirm on Clerks Report
	Not paid by DC	L	Confirm receipt	Diary and confirm on Clerks Report
	Adequacy of precept	L	Quarterly review of budget to actual	Council Work Programme
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate Controls are in place	Annual review of documented controls
	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations	Scribe available to all Councillors to check. Quarterly Bank Reconciliation produced and on agenda.
	From Cemetery	L	Burial Register kept up to date for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to invoicing.	Clerk to verify
Grants	Claims procedure	L	Clerk/RFO check as required	Clerk Action List
	Receipt of grant when due and project completion on time	L	Clerk/RFO check as required	Clerk Action List
Contract Management	Adequacy	L	Contract renewal process – Clerk to maintain a spreadsheet	Clerk Contract List and Council Work Programme
	Goods not supplied to Council	L	Quality and control of contracts.	Clerk to verify.

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Salaries	Wrong salary/hours/rate paid	L	Check salary to minute, check hours and rate to contract	Records available to all Councillors on Scribe. Emailed to Councillors as part of payment approval.
	Wrong deductions – NI and Income tax	L	Check to PAYE Calculations	Payroll Contractor actions
Direct Costs and overhead expenses	Goods not supplied to Council	L	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Records available to all Councillors on scribe invoices emailed to the whole council when payment requested online to be actioned.
	Cheque payable is excessive or to wrong party	L	Signatory initials Stub & Voucher	Approval check
Grants & 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	Members verify on agendas.
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check and report to council
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify for payment approval
VAT	VAT analysis	L	All items in cash book lists	RFO verify and on Scribe
	Charged on sales	L	Consider annually.	Not applicable.
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	L	Agree returns submitted, are actioned annually, but can be actioned up to three years after.	RFO verify and report to Council on Clerks Report

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Reserves – General	Adequacy	L	Consider at Budget setting	RFO opinion reported to Council
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	L	Annual inspection, update insurance and asset registers	Council Work Programme
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	Council Work Programme
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
	Loss of Business Continuity	L	Procedures to be written of all Council processes	Procedure in place as of March 2022
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Council Work Programme
Maintenance	Reduced value of assets or amenities – loss of income or performance	L	Annual maintenance inspection	Council Work Programme
Legal Powers	Illegal activity or payment	L	Educate Council as to their legal powers	Ongoing, training costs are listed in budget if required
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Council Work Programme
Minutes	Accurate and legal	L	Review at following meeting	Standard agenda item
Members interests	Conflict of interest	L	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Council Work Programme – at least once in the May meeting agenda

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Event Management	Risk to individuals or property	L	Insurances, risk assessments, adequate training and licences to be in place when an event is held.	Individually managed through the year.
Reputation Risk to the Council	Accusation made against the Council	L	Training, Communications protocol, adequate insurance to cover a Councillor's rights	Individually managed through the year
Land Management	Loss of Parish owned land	L	Registration, evidence	Ongoing
Website and Technology	Cyber attack	L	Website hosting company contract in place to cover the needs of avoiding such an issue, computer security, password set up for online banking and document security, procedure, annual risk assessment	Ongoing

Reviewed and adopted on: 2 March 2022

Reviewed on: 22 February 2022

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

To be displayed on the Stoke Ferry Parish Council website.