

Kimpton Parish Council

Financial and Management Risk Assessment for the period 1st April 2020 to 31st March 2021

Income						
Topic	Risk Identified	Likelihood	Impact	Management of Risk	Staff Action	Int. Audit
Precept	Not submitted	L	H	Full PC Minute - RFO to follow up	Diary	12
	Not paid by NHDC	L	H	Check and report to Full Council	Diary	12
	Adequacy of precept	M	M	Quarterly review of budget to actual	RFO to monitor and report	12
Sports Rental	Fees not set at adequate levels	M	M	Full council to review rentals on annual basis	January council meeting	12
	Clubs not paying	M	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
Allotment Fees	Fees not set at adequate levels	M	M	Full council to review rentals on annual basis	RFO to monitor and reconcile	12
	Allotment holders not paying	M	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
Grants from external	Claims procedure	M	L	Clerk to be aware of funding opportunities	Clerk to keep updated	24
Bank interest	Receipt when due	L	L	Monthly CCLA	RFO to bank reconcile	6
Expenditure						
Power to spend	General Power of Competence	L	M	Clerk trained and members elected	Council verify after election	May-22
Salaries	Wrong salary paid	M	M	Check to minute	Member verify	6
	Wrong hours paid	M	M	Check to minute/contract	Member verify	6
	Wrong rate pay	M	M	Check to minute/contract	Member verify	6
	Wrong deductions - NI	M	M	Check PAYE records and lists	Member verify	6
	Wrong deductions - Tax	M	M	Check to PAYE calculations	Member verify	6
Pension Provision	Legal duties as employer	M	M	Council is an admitted body LGPS	Full Council to consider at recruitment	12
Direct Costs and	Goods not supplied to PC	M	M	Purchase order monitoring	RFO to monitor	6
Overhead expenses	Invoice incorrect	M	M	Check order value against invoice	RFO to monitor	6
Grants and support	Agreement of Council to pay	L	L	Grant application received, Council Minute	Member verify	12
	Conditions agreed	L	L	Use reasonable condition	RFO to check	12
Election costs	Invoice at agreed rate	L	M	RFO check and consider budget	NHDC to advise	2022
VAT irrecoverable	VAT analysis	L	M	All items recorded in cash book	RFO verify	6
	Charged on purchases	L	M	All items recorded in cash book	RFO verify	6
	Claimed within time limits	M	M	Annual reclaim in April for previous year	Diary	12
Management Risks						
Reserves	Adequacy	M	M	Consider at budget setting	RFO opinion, member verify	12
	Building up reserves	M	M	Annual review at final accounts	Member verify	12
Reserves - ear marked	Adequacy	L	M	Consider at budget and final accounts	RFO advice and member verify	12
Assets	Loss damage etc	M	M	Annual inspection, update insurance & register	RFO verify	12
	Risk or damage to third parties	M	M	Annual review Public Liability Insurance cover	Diary	12
Staff	Loss of Clerk/RFO	M	H	Hours, pay, training, stress	Staffing Committee	12
	Fraud by staff	L	M	Fidelity Guarantee value - annual check	Full Council	12
		L	M	Bank statements to be reconciled	Full Council	6

Approved Kimpton Parish Council meeting 28th October 2020

Review date: October 2021

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Cash	Loss through theft or dishonesty	L	L	Cash very rarely used for purchases	Full Council	12
Internet payments	Loss through theft or dishonesty	L	H	RFO to submit, 2 councillors to authorise	Member verify	6
Cheque misuse	Fraud by members	L	L	Cheques raised by RFO, signed by 2 Cllrs	Very few cheques issued	6
Maintenance	Loss of amenities	L	M	Kimpton Bench Working Party, inspections	Member verify	12
Borrowing	Adequacy of financial controls	L	M	Financial review and cashflow	Diary	12
Standing Orders	Provision and updating	L	L	May-21	Agenda item at Annual Meeting	12
Financial Regulations	Provision and updating	L	L	May-21	Agenda item at Annual Meeting	12
Minutes	Accurate and legal	L	L	Reviewed and agreed at following meeting	Diary	6
Members interests	Conflict of interest	M	M	Update declarations of interest, agenda item	Diary	12
Lack of RFO	Appointment of RFO	L	H	Part of duties of Parish Clerk, Council Minute	Staffing Committee	whenever
Financial records	Loss or destruction	L	M	Storage of documentation in Parish Room	Clerk to manage	12
	Loss of computerised records	M	M	Weekly back up, storage of hard disk off site	RFO to action	12
	Lack of skill in systems	M	M	Training for RFO	Full Council	12
	Maintenance of cashbook	M	M	Excel spreadsheet	RFO	6
Duty of care to public	Public spaces	M	M	Risk assessments completed	Clerk, Full Council	12
	Play areas	M	H	Monthly visual check	Clerk	12
		M	H	Quarterly playground inspections	Appoint qualified contractor	12
		M	H	Annual RoSPA risk assessment	Appoint qualified contractor	12
Property						
Trees	Routine cyclical inspection	M	M	3 year tree inspection by qualified arboriculturalist	Full Council	2022