

SYKEHOUSE PARISH COUNCIL

RISK ASSESSMENT FOR APRIL 2019 TO 31 MARCH 2020

TOPIC	RISK IDENTIFIED	RISK LEVEL H/M/L	MANAGEMENT OF RISK	STAFF ACTION
Precept	Adequacy of Precept	L	Quarterly review of budget to actual. (The budget is prepared by the Council to enable a sufficient Precept to be made to ensure that all payments are made leaving reasonable reserves at the end of the financial year).	Clerk to prepare reconciliation of accounts for every meeting (monthly). This to be compared to the budget by the Council on a quarterly basis.
Other Income	Cash banking	L	Only other income generated is paid directly into the bank via bank transfer (Precept, VAT refund and bank interest).	Clerk to reconciliation accounts on a quarterly basis (or as required) to be approved by the Council.
	Cash handling	L	Cash handling is avoided but where necessary, appropriate controls are in place (Petty Cash float is kept to a minimum).	Clerk to keep a record of all petty cash receipts and payments – to be reconciled quarterly (or as required) and then entered into cash book annually.
Expenditure	Payments out	L	All payments out are made by cheque, a minimum of two Councillors sign each cheque and initial the corresponding cheque stub. No payments are made without an approved invoice. All payments are entered in to the Minute Book.	Clerk to prepare cheques against approved invoice before passing to Councillors for signature. Clerk to record the same in the Cash Book as necessary.
Election Costs	Invoice at agreed rate	L	Check this in line with budget	Clerk to verify.
VAT	VAT Analysis	L	All items in Cash Book/spread sheet have their VAT listed separately. VAT return to be completed at the year end.	Clerk to enter VAT entries into Cash Book. Clerk to prepare and submit VAT return at the year.

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Clerk's Salary	Wrong deductions – NI and Income tax	L	Check with Inland Revenue	Chairman to verify.
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset register	Council members to inspect . Clerk to update any insurance requirements and the Asset Register.
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance – cover increased to £10,000,000. All workmen employed by the Council must wear protective clothing as benefits the work they are doing	Councillors and Clerk to review annually – diarise for 1 April.
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover.	Councillors and Clerk to review annually – diary.
Maintenance	Reduced value of assets and amenities.	M	Annual maintenance inspection.	Councillors and Clerk to review annually – diary.
	Illegal activity or payment	M	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	Clerk check + internal audit review	Diary
	Accurate and legal	L	Review at following meeting	Prepared by Clerk, checked by Chairman, approved at following meeting by Councillors and signed off at the same.
Members Interests	Conflicts of Interest	M	Declarations of interest to be documented/Minuted and any conflict addressed as appropriate.	Diary
	Loss of key personnel (Clerk)	L	Hours, health, stress, training – risk monitored and managed as appropriate.	Chairman to review.
Reserves	Adequacy	M	Consider at budget setting and review of final accounts.	Councillors and Clerk to review.

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Direct Costs and Overhead Expenses	Goods not supplied to Council	M	Follow up all orders.	Clerk to check.
	Invoice incorrectly calculated or recorded	M	Check arithmetic on invoices and perform bank reconciliations on a three monthly basis. Signatory to initial stub and voucher.	Clerk to check invoices and prepare reconciliations.
	Cheque payable is incorrect	M	Signatory to initial stub and voucher.	Clerk to prepare cheques with Signatory checking and signing stub and voucher as 'OK to pay'.
Grants and Support	No power to pay or no evidence of agreement of Council to pay.	M	Minute Council agreement with the power used to authorise payment.	Clerk to prepare minutes with full approval of Councillors and being signed off as approved by Chairman.
	Conditions agreed	M	Agree and document any reasonable conditions.	Councillors to agree. Clerk to document.
Unknown Risks	When seen	Unqualified	Annual Review – Councillors to monitor.	Councillors and Clerk to discuss when disclosed.

The Risk Management Procedures, as documented above, were agreed and confirmed to be in practice by Sykehouse Parish Councillors and Sykehouse Parish Clerk at the Parish Council Meeting held on Tuesday 10<sup>th</sup> September 2019.

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Councillor S Lee  
 Chairman