

## Greatham Parish Council

### Financial Risk Assessment

**Adopted 14<sup>th</sup> May 2018**

#### **1. Introduction**

1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

1.2 The following table identifies the risks involved and recommends the necessary actions.

<b>Service Area</b>	<b>Risk</b>	<b>Recommendation</b>
<b>Insurance</b>	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money	Continue existing cover (£250k)
	Fidelity Guarantee	Continue existing cover (£150k)
	Property	Continue with existing cover on playground equipment and assets contained within the Council's agreed Asset Register.
	Loss of revenue	Continue existing cover (£10k)
	Officials Indemnity	Continue with existing cover (£500K)
	Libel & Slander	Continue with existing cover (£500K)
	Personal Accident	Continue existing cover (scale benefits).
	Loss of internet/email	Continue existing cover (£50k)
	Loss/damage to defibrillator & cabinet	Continue existing cover (£5k)
	Loss/damage to office equipment	Continue existing cover (£5k)
<b>Employment</b>	Loss of data on PC due to system fault	Continue to back up data on weekly basis.
	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) and consider employing a locum Clerk for cover.
<b>Administration</b>	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue with requirement for 2 signatories to initial cheque stubs and invoices.
	Reconciliation	Continue with bank reconciliations on all bank accounts to be carried out on the receipt of each statement.
	Loss of bank signatories	Ensure at least 3 councillors have authority to sign cheques.

		If a councillor resigns a new signatory should be put in place at the earliest opportunity.
	Agency advice	Continue with memberships of HALC and SLCC.
<b>Playground</b>	Loss of use of play equipment	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Continue to have annual playground inspection.
<b>Precept</b>	Annual precept not the result of proper detailed consideration	Continue to set up working party to agree budget and recommend to full council.
	Inadequate monitoring of performance	Continue to regularly consider budget monitoring report (quarterly).
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
<b>Accounting</b>	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements	Appoint internal auditor and continue practice of agreeing an action plan and following up at full council meeting.
<b>Contracts</b>	Ensure continued value for money coupled with continuity of work	Continue to seek quotations for grass cutting every year and seek approval from full council.
<b>Cash donations</b>	Loss or theft of cash	Use a locked tin for all donations at events. 2 people to count donations after event and sign a reconciliation sheet. Tin and reconciliation to be handed to Clerk at earliest opportunity. Cash to be checked and signed for by Clerk on handover and banked.