

DUNHAM HILL AND HAPSFORD PARISH COUNCIL

Administration Topic	Risk Identified	Level	Management of risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
Minutes	Accurate & Legal Loss	L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes to be backed up onto website
Financial Records	Adequate	L	Accounts approved by council regularly& minuted.	Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.	Annual review –January
	Fraud by Staff	L	Fidelity guarantee value set at appropriate level	Annual review–March/April (for Audit)
Loss of Property	Due to critical damage or third party performance	L	Review adequacy of Insurance Cover Annual	Review - February
Assets & Maintenance	Assets valued correctly	L	Annual inspection Review adequacy of Insurance	Annual review–Feb
	Damage to third party	M	Cover Adequate public liability insurance	Review– Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	April as part of the internal audit and reviewed by Council at May Meeting
FINANCIAL				
Precept yearly review of budget to actual	Legal Process	L	Resolution to be minuted.	Annual –January
	Not submitted	L	RFO to submit and obtain proof of receipt	Annual –April
	Not paid by LA	L	Confirmation of payment to be obtained	Annual
	Adequacy of Funding	M	Half yearly review budget to actual	September
Other income	Cash handling & banking	L	No cash handling	
Grants	Making applications on behalf of the Parish Council	L	RFO to monitor	As required

Grants & Donations (making payments)	No power to pay.	L	Payments to be agreed by resolution of council.	As required
Salaries	Wrong salary / hours / rate paid	L	Salary rate agreed, hours to be approved by council	Review & agree at May Mtg
	Wrong deductions –NI & Income Tax	L	Check to PAYE Calculations.	Internal Audit annually –April/May
Direct Costs & Overhead expenses	Goods not supplied to Council	M L	Follow up on all orders by RFO	Councillors to check payments against statements& printed confirmations at each meeting. Internal Audit annually – April/May
	Invoice incorrectly calculated or recorded& correct Payments made.		All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed. Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	
Election	Costs Inadequate resources to pay for election.	L	Quarterly review of budget	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
VAT	VAT analysis	L	Vat receipts to be request and filed. Vat to be listed on accounts.	Vat claimed annually by RFO Internal Audit annually –March/April
	Claimed within time limits	L		
Reserves – General & Earmarked	Adequacy	L	Consider at Budget setting and as part of half yearly review of budget.	Annual –September Annual January.

Reviewed March 2020