

# LITTLE BUDWORTH PARISH COUNCIL

## MANAGEMENT RISK ASESMENT

<b>Administration Topic</b>	<b>Risk Identified</b>	<b>Level</b>	<b>Management of risk</b>	<b>Action</b>
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 Cash book/bank reconciliation bi-monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct information. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	Individual Councillors own responsibility to declare any members interests
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.	Annual review –July
	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 - January
Assets & Maintenance	Assets valued correctly Damage to third party	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance	Annual review–January Review– January
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

<b>FINANCIAL</b>				
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L L M	Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual	Annual –January Annual –April Annual September/October
Bank Signatories	Resignation of signatory leaving PC with insufficient signatories	LM	To have minimum 2 councillors plus clerk on mandate.	Review signatories Annually -May To resolve new signatory ASAP following a change of personnel
Other income	Cash handling & banking	L	No cash handling	
Grants (Income)	Making applications on behalf of the Parish Council	L	RFO to complete applications on instruction from the council.	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  Wrong deductions –NI & Income Tax	L  L	Salary rate agreed, hours to be approved by council. Changes minuted.  Check to PAYE Calculations & P60's	Review & agree at May Mtg Changes to pay to be notified by clerk copying in the Chair Internal Audit annually –April/May
Direct Costs & Overhead expenses	Goods not supplied to Council Invoice incorrectly calculated or recorded& correct Payments made.	M  L	Follow up on all orders by RFO 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.	Councillors to check payments against statements& printed confirmations at each meeting.  Internal Audit annually – April/May
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 Claimed within time limits	L  L	Vat receipts to be request and filed. Vat to be listed on accounts.	Vat claimed annually by RFO Internal Audit annually –April
Reserves – General  Earmarked	Adequacy	L	Consider at Budget setting and as part of half yearly review of budget. All balances to be carried forward at year end.	Annual – September Annual January. Annually April.

Adopted/Approved by LBPC on: 01/10/24 Review annually.