

Helmingham Parish Council Financial Risk Assessment.

Document Control		
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Financial									LOW: May be ignored MEDIUM: Control measures Required HIGH: Design out if possible
Hazard	Potential risk	Initial Assessment			Control Measure	Residual Assessment			Monitoring and Further Action Required
		Low	Medium	High		Low	Medium	High	
Precept	Adequacy of precept Precept request not submitted to the principal authority by the required date. Precept not paid by District Council	X			Regular budget review by full council Precept to be considered before the deadline Clerk to submit the precept before the deadline Clerk confirms to full Council receipt of submission request Clerk informs Council when precept money received				
Financial records	Inadequate Records Financial Irregularities	X			Regular financial reviews by full Council Financial regulations set out the requirements				Existing procedures are adequate. Financial regulations reviewed annually

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Assets	Loss or damage Risk or damage to third party property or individuals	X			An annual review of assets is undertaken for insurance and maintenance provision. Update insurance and asset register at least annually. Compare insurance schedule with asset register at least annually. Review adequacy of public liability insurance.				Existing procedures are adequate. Diary the annual renewal
Maintenance	Reduced value of assets or amenities. Loss of income or performance	X			All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually				Existing procedures are adequate.
Insurance	Adequacy Cost Compliance	X			An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.				Existing procedure adequate. Review insurance provision annually.

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Members interests	Conflict of Interest Register of interest	X			An item on the agenda to remind all Cllrs of their duty to declare any interest Declarations of interest to be documented. Any conflict addressed as appropriate. Register of members interest forms to be reviewed regularly by Councillors				Existing procedure adequate. Members take responsibility to update their Register
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	X			Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.				Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct
Legal Powers	Illegal activity or payment	X			All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. Councillors and staff receive relevant training as to their legal powers				Existing procedure adequate.
Annual Return	Completion/Submission within time limits	X			Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the				Existing procedure adequate

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					External Auditor within time limit.				
Audit - Internal	Audit Completion within time limits	X			Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.				Existing procedure adequate
VAT	Re-claiming/charging	X			<p>The Council has Financial Regulations which set out the requirements.</p> <p>VAT is considered as part of the regular financial reviews by full Council.</p> <p>VAT is reclaimed annually</p>				Existing procedure adequate
Election costs	Risk of an election cost	X			Risk is higher in an election year. When a scheduled election is due the Clerk will obtain an estimate of costs from the District Council. There are no measures which can be adopted to minimise the risk of having elections, as this is a democratic process.				Council should consider saving each year to cover all costs
Employees	Loss of Clerk	X			<p>Reference to a Continuity Plan should be made in case of loss of key personnel.</p> <p>The requirements of the insurance to be adhered to with regards to Fraud.</p>				Membership of the SLCC
Salaries and assoc. costs	Salary paid incorrectly: wrong hours paid wrong	X			The Parish Council authorises the appointment of all employees through				Existing appointment system adequate. A Confidential session, at a nominated PC meeting, needs to be held to carry out an

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	<p>rate paid</p> <p>False employee</p> <p>Wrong deductions of NI or Tax</p> <p>Unpaid Tax & NI contributions to the Inland Revenue</p> <p>Council not meeting legislative requirements re workplace pensions</p>			<p>all council meetings.</p> <p>Salary rates are assessed annually by full Council.</p> <p>The Clerk's financial reports review at regular Council meetings details clerks hours worked and rate.</p> <p>The Clerk has a contract of employment and job description.</p> <p>Salaries are paid upfront quarterly, but if employment is terminated, unworked wages shall need to be returned</p> <p>Pension regulators requirements are being</p>			annual review.
Grants and supports	<p>No Power to pay.</p> <p>No evidence or agreement of Council to pay</p>	X		Minute Council agreement with the power used to authorise the payment			Existing procedure adequate. Parish Councillors request S137 rules if required.
Bank and banking	<p>Inadequate checks</p> <p>Bank mistakes</p> <p>Loss</p> <p>Charges</p> <p>Loss of signatories</p> <p>Fraud</p>	X		<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>The Clerk reconciles the bank accounts once a month when the bank statement arrives. Any problems/irregularities are dealt with immediately by informing the</p>			Existing procedures adequate.

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					bank and awaiting their correction. Monitor the bank statements monthly.				
Cash / Loss	Loss through theft or dishonesty	X			The Council has Financial Regulations which set out the requirements.				Existing procedure adequate
Payments	Goods not supplied Invoice incorrectly calculated or recorded Cheque made out incorrectly	X			Purchase invoices matched to good receipt notes where appropriate Arithmetic checked on all invoices. List of payments agreed by Council and signed by two signatories. Cheques compared to invoices and counterfoil and invoice signed. Payments listed in meeting minutes				
Reporting and auditing	Information communication Compliance	X			A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.				Existing procedure adequate