

CODDENHAM PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT (FINANCIAL) FOR THE PERIOD 1 APRIL 2024 TO 31 MARCH 2025

TOPIC	RISK IDENTIFIED	LIKELIHOOD	IMPACT	MANAGEMENT OF RISK	ACTION
Precept	Not Submitted	Low	High	Budget and precept setting process, for the following financial year, considered as from September, allowing time for any revisions before Council consideration and final adoption Council adoption to be minuted. The RFO to submit the demand to the district council	Diarise – Finance Panel meeting(s) and Parish Council meeting(s), being mindful of the deadline of 31 January Chair to check with Clerk that submission has been made, following approval by Council.
	Not paid by the district council	Low	Low	Confirm receipt of payment from the district council	Diarise
	Adequacy of precept	Low	Medium	Budget and precept setting process, for the following financial year, considered as from September, allowing time for any revisions before Council consideration and final adoption Monthly review of budget to actual spend / receipt	Diarise – Finance Panel meeting(s) and Parish Council meeting(s), being mindful of the deadline of 31 January Monthly Financial Report distributed to Council and reviewed at each Council meeting
Other Income	Cash handling	Low	Low	The Council does not hold petty cash Any cash received is banked immediately	Annual review of documented controls
	Banking	Low	Low	Most income is received as a direct transfer into the Council's bank account. Cheques and cash are banked promptly Undertake regular reconciliations	Member to verify bank reconciliations and action minuted at each Council meeting

Status: Adopted: 6 March 2025

Minte: 24/25 722

	Reporting of income	Low	Low	All income is recorded in the cash book when received and reported as part of the Monthly Financial Report distributed to the Council	Member to verify bank reconciliations and action minuted at Council meeting
	From Allotments	Low	Low	Reconcile allotment register, invoices issued and payments received	Member to verify and action minuted at Council meeting
External Grants	Claims Procedure	Low	Medium	Clerk/RFO check as required	Diarise
	Receipt of grant when due	Low	Medium	Clerk / RFO check as required	Diarise
Investment Income	Receipt when due	Low	Low	Clerk / RFO check as required	Diarise due date(s)
	Surplus Funds	Low	Low	Review levels and investment policy annually Council to only invest in financial institutions that can demonstrate security Council approval is required prior to investment	Diarise policy review date
Salaries	Wrong salary/hours/rate paid	Low	Medium	Check salary to minute, check hours and rate to contract	Member to verify
	Wrong deductions - PAYE	Low	Medium	Check to PAYE calculations. HMRC Basics software used	Member to verify
	Self-employed status challenged.	Low	Low	Agree with HMRC	Obtain letter from HMRC and keep on file
Staff	Loss of key personnel (clerk)	Medium	Medium	Hours, health, stress, training, long-term illness, early departure – risk monitored and managed as appropriate	Diarise annual staff appraisals
	Fraud by staff	Low	Low	Fidelity Guarantee value appropriately set	Council to review value at least annually

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Direct Costs and Overhead Expenses	Goods supplied / not supplied to Council	Low	Medium	Follow up on all orders. Maintain an audit trail	Approval check
	Invoice incorrectly calculated or recorded	Low	Low	Check arithmetic on invoices and undertake bank reconciliations on a monthly basis	Member to verify
	Payable amount is incorrect or made to the wrong payee	Low	Medium	Two member bank authorities (signatories) to check 'set up' payments against invoices Invoices to be initialled by two bank signatories against the payment schedule and bank authorisation schedule	Approval check Member to verify
Grants & Support	No power to pay or no evidence of agreement of council to pay	Low	Medium	Adopt a Grant Awarding Policy Minute Council agreement with the power used to authorise payment	All grants and support to be approved at a meeting of the Council. Member to verify
	Conditions agreed	Low	Low	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	Low	Low	RFO check and consider budget	RFO verify
VAT	VAT analysis	Low	Medium	Check invoices against cash book entries	RFO verify
	Claimed within time limits	Low	Medium	Submit returns at least annually	Diarise
Reserves - General	Adequacy	Low	High	Reserves Policy in place to maintain a general reserve of between 30-70%, which the target to be >50%. Considered at budget setting	General Reserve agreed as part of budget process.
	Adequacy	Low	High	Considered at budget and review of final accounts	RFO opinion

Reserves - Earmarked	Unidentified Earmarked or Contingent Liability	Low	Low	Ringfenced reserves identified and recorded in the Monthly Financial Report Movement between reserves (ringfenced and general) into / from the revenue budget made by resolution of the full Council	RFO / member view RFO / member view
Assets	Loss, damage etc.	Low	Medium	Annual inspection, update insurance and asset register	Diarise
	Risk or damage to third party property or individuals	Low	Medium	Review adequacy of public liability insurance	Diarise
Loss	Consequential loss due to critical damage or third party performance	Low	Low	Review adequacy of insurance cover	Diarise
Maintenance of assets	Reduced value of assets or amenities	Low	Medium	Annual maintenance inspection	Diarise
Legal Powers	Illegal activity or payment	Low	High	The Council has appointed a qualified Clerk to manage the Council's affairs Educate councillors as to their legal powers by them undertaking councillor training	Diarise
Financial Records	Inadequate records	Low	Medium	RFO / Clerk check regularly Annual internal audit review	Diarise
	Loss of records	Low	Hugh	Digital back-ups are regularly undertaken Paper records are stored securely at an alarmed premises	Diarise
	Access to bank records	Low	High	Controls in place for access to the Council's bank accounts and records	Approval check

	Internet banking	Low	Medium	Internet banking mandate in place requiring two signatories to authorise payments set up by the RFO Internet banking controls form part of the Council's Financial Regulations	Approval check Diarise review
Minutes	Accurate and legal	Low	Medium	Review and signed at following meeting	Chair of meeting to sign
Members Interests	Conflict of interest	Medium	Medium	Declarations of interest to be documented / minuted and any conflict addressed as appropriate	Diarise
	Code of Conduct	Low	Medium	Council has adopted the Coddendam Code of Conduct 2022 Minute number 22/23 344	No action
Governance	Standing Orders	Low	Medium	Council has adopted Standing Orders which are reviewed at least annually	Diarise
	Financial Regulations	Low	Medium	Council has adopted Financial Regulations which are reviewed at least annually	Diarise
	Data Protection	Low	Medium	Council is registered with the ICO as a Data Controller under the Data Protection Legislation. Renewal is on a direct debit mandate Council has undertaken a Data Audit	Diarise
	General Data Protection Regulations	Low	Medium	Council has adopted General Data Protection policies, including procedures for dealing with Subject Access Requests and Data Breaches All policies, regulations and Privacy Notices are published on the Parish Council website	Diarise Clerk check

	Data Protection Impact Assessments (DPIAs)	Low	Medium	<p>Mandatory where the processing of data presents a high risk to the rights and freedoms of individuals</p> <p>Council will undertake a DPIA when processing is likely to result in a high risk to data subjects and will ensure data is kept only in accordance with the Council's Records and Data Retention Policy</p>	<p>Clerk check</p> <p>Clerk check</p>
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Note: The Risk Assessment must be reviewed and adopted by Coddensham Parish Council annually during the financial year and before 31 March.

Reviewed and adopted on: