

FINANCIAL RISK ASSESSMENT

| AREA | RISK(S) IDENTIFIED | RISK LEVEL | POTENTIAL IMPACT | MANAGEMENT/ CONTROL OF RISK | ACTION | AUDIT FREQUENCY (months) |
|-------------------|---|------------|------------------|--|------------------|--------------------------|
| PRECEPT | HTC failure to submit precept requirement by the deadline | Low | High | Minuted | Diary (Clerk) | 12 |
| | Precept not paid by NCC | Low | High | Checked, report to Council | Minuted | 6 |
| | Was the precept adequate? | Low | High | Finance & General Purposes Committee review and receive reports for budget monitoring at least 3 times per year. | Diary | 12 |
| CEMETERY | Allocation of incorrect grave plot | Low | Medium | Burial register is updated for each burial. | RFO verify entry | 6 |
| | Are the charges reasonable? | Low | Low | Reviewed annually by the Planning & Infrastructure Committee. | Diary | 12 |
| | Incorrect invoice(s) issued | Low | Low | Invoice details are recorded in the burial register and cemetery records database. | RFO verify | 12 |
| ALLOTMENTS | Are the rents reasonable? | Low | Low | Reviewed annually by the Planning & Infrastructure Committee. | Diary | 12 |
| | Incorrect invoices issued | Low | Low | A copy of each invoice is kept in the allotment register. | Diary | 12 |
| | Incorrect income recorded | Low | Low | Details of payment are made on the copy invoice in the register. | RFO verify | 12 |
| | Income paid by cash lost/stolen | Low | High | Cash payments are recorded, bank records subsequently checked. | RFO verify | 6 |

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| GRANTS via S106 | Failure by HTC to submit valid claim | Low | High | NCC instructions must be followed. | Clerk/RFO verify | 12 |
| | Non-receipt of grant from NCC when due | Low | High | Check bank records, contact NCC and report to Planning & Infrastructure Committee. | Clerk/RFO verify | 6 |
| SALARIES | Paying the wrong salary | Low | High | Check relevant minute/ staff contract and advise NCC. | Member verify | 12 |
| | False documents provided by employee | Low | High | Check documents and references. | Member verify | 12 |
| | Making incorrect deductions | Low | Medium | Salaries paid via NCC. | | |
| DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE | Goods not supplied or received | Low | Medium | Review ordering system if necessary. | RFO verify | 12 |
| | Invoice is for incorrect amount | Low | Medium | Check the invoice. | RFO verify | 12 |
| | Bank Transfer sum incorrect | Low | Medium | Check the invoice(s) total and authorise the payment. | Two Members to verify and authorise payment | 12 |
| | Bank Transfer made payable to wrong party | Low | Medium | Check the payee. | RFO verify | 12 |
| | Cllr overpaid allowance | Low | Medium | Claims must be in writing. | RFO verify | 12 |
| GRANT AID | Using the wrong power to pay | Low | Low | Minute the relevant legislation (NB General Power of Competence adopted in 2017). | Member verify | 12 |
| | No record of agreement to pay | Low | Medium | All grants agreed to be minuted. | Member verify | 12 |

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| | Agreement of grant conditions (if any) | Low | Medium | Must be reasonable and minuted. | RFO verify | 12 |
| | Follow up of grant conditions (if any) | Low | Medium | Minute | RFO confirm | 12 |
| ELECTION COSTS | Invoice not at agreed rate | Low | Medium | RFO check and consider budget. | RFO verify | 12 |
| VAT RECOVERABLE | Vat analysis incorrect | Low | Medium | Checked when received, approval given monthly for accounts for payment, and by internal audit. | RFO verify | 12 |
| | Incorrect VAT charged on purchases | Low | Medium | Check to cash book. | RFO verify | 12 |
| | Failing to make claim within time limit | Low | High | Submit a return every 6 months. | RFO verify | 12 |
| RESERVES | Not being adequate | Low | High | Consider level when budget setting. | RFO opinion | 12 |
| ASSETS | Loss, damages | Medium | Medium | Annually inspect assets. Review insurance cover, and check against asset register. | Diary | 12 |
| | Damage to third parties | Low | High | Annually review insurance cover. | Diary | 12 |
| STAFF | Loss of personnel | Low | High | Monitor hours, stress, sickness, management training, early departure. | Diary + Staff subcommittee keep under review | 12 |
| | Staff fraud, Cash loss | Low | High | Review fidelity insurance cover and any insurer conditions. | Diary | 12 |

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| LOSS | Consequential loss due to damage or third party actions | Low | Medium | Review liability insurance cover and any insurer conditions. | Diary | 12 |
| BORROWING | Inadequacy of finances to repay loans | Low | Medium | Check against income and outflow. | RFO opinion | 12 |
| LEGAL POWERS | Illegal activity or payment | Low | Medium | Town Clerk is CiLCA qualified. General Power of Competence adopted. Use of advice from NALC and SLCC. Members follow the Code of Conduct. | Clerk/RFO verify | 12 |

Adopted by Full Council on 14 November 2022 (to be reviewed and agreed annually).

