

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

FINANCIAL RISK ASSESSMENT

Activity	Risk	Impact	Control Measures	Risk Level
Preparing the Precept	Precept could be over stated	Low	Parish Council consider estimated expenditure against known expenditure	Low
Preparing Precept	Precept could be understated and the Parish Council not have enough money to operate	High	Parish Council consider estimated expenditure against known expenditure	Low
Payments of Accounts	Unauthorised payments are made	Med	All invoices are presented at Parish Council meetings, payments are listed and agreed. Bank reconciliation is presented showing balance after payments made. Bank reconciliation is checked and agreed.	Low
Payment of Accounts	Payments made for goods or services either not procured or not received by the Parish Council	Med	Ensure invoices are addressed to the Council and the receipt of goods or services are verified prior to authorisation and payment.	Low
Payment of Accounts	Not enough signatories attending Parish Council meeting for cheques to be signed	Low	Ensure enough members of the Council are authorised signatories. Clerk may make electronic payments up to £500.	Low
Payment of Account	Councillors and clerk could be collaborating to defraud Parish Council of funds	High	Council should vary who signs the cheques and not always have the same members to sign. Members ensure verification of Bank Reconciliation. Annual internal audit to identify any discrepancies missed.	Low

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Bank Account	Money could be withdrawn which has not been authorised	High	Cheque withdrawal requires two authorised signatures. Bank Reconciliation is verified at each meeting. Members have access to check bank balance.	Med
Cash Balances at the Year End	The Parish Council accumulates high cash balances at year end	Med	The reason for any cash balance at the year-end is investigated and the reason reported to the Parish Council. Any surplus balance is taken into account and any excess taken off the precept to lower the precept for the following year.	Low
Excess Savings	Council's assets are higher than those covered by Financial Services Compensation Scheme.	Med	Council investment strategy is to invest excess funds in a savings bond, therefore spreading the Council's assets across more than one institution to reduce risk from bank failure.	Low
Annual Accounts	Parish Councillors do not see copies of the Annual Accounts	Med	Annual Accounts are produced at the May meeting each year and circulated to all members. They are prepared against all expenditure recorded in the cash book and as reported to each Parish Council meeting, agreed, minuted and signed by the Chairman.	Low
Annual Accounts	Council does not meet AGAR submission deadline	Med	A date is given by the External Auditor for the Annual Return. AGAR is agreed, minuted and signed at the May meeting for submission to the External Auditor by the end of July. RFO copies electronic submission of AGAR to appropriate Members.	Low
Annual Accounts	Requirements for public access to documents is not met.	High	RFO keeps members advised of statutory notices and publishing of accounts.	Low

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

This Risk Assessment was considered by Council at Agenda item: 22.5.39 10 May 2022 and will be reviewed again in 12 months.

Signed: **Chairman**

Date: