

Financial Risk Assessment 2025 - 2026

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary Update Asset Register after purchases and where assets are removed through damage etc and advise Insurers to ensure schedule is current
	Loss of financial assets	L	The Council advises its insurers and introduces such further safeguards, such as increased fidelity insurance, as may be required by the Insurers.	RFO to advise
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders Where items to be delivered to a third party – check receipt	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on at least bi-monthly basis	Clerk to undertake Member to verify
	Cheque payable is excessive or to wrong party	L	Signatory initials Stub & Voucher Check bank details on bottom of invoice each time before payment and update where necessary Ensure bank details and payee verified through bank.	Approval check
	BACs payment is excessive or to wrong party	L	Invoices available to Cllrs at meeting. Authorised signatories to check payment transaction against invoice before approving.	Members to verify – invoices marked with voucher entry on software. BACs payments identify voucher number. Invoices made available to authorising Cllrs to cross check. Transaction details printed to reverse of invoice as check that details tally.
Election Costs	Invoice at agreed rate	L	RFO check and consider budget Reserves to be built over four year period to cover anticipated contested election costs	RFO verify
Financial Records	Inadequate Records	L	RFO/Clerk check annual & internal audit review RFO/Clerk to ensure receipts where invoices not available. Ensure remittance receipts filed for each credit.	Diary
Grants & support	No power to pay or no evidence of agreement of Council to pay	L	Minute Council agreement with the power used to authorize payment	RFO check Member verify Powers noted in report proposing authorised payments.

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				Have requested accounting software make this possible within accounting package.
	Claims procedure	M	Clerk/RFO check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Internet Banking	BACs Payments of Invoices	L	The Council appoints two Councillors (who are not cheque signatories) to verify the schedule of payments made from the internet banking account against sample invoices selected at random on a regular basis.	RFO makes schedule of payments available to Cllrs at each ordinary meeting Clerk can view authorised payments in on-line banking to verify authorisations.
	Access codes & passwords	M	The internet banking access codes and passwords are retained securely by the Clerk/RFO and no internet banking is undertaken on a computer to which the public have access.	Computers are password protected and hard copies kept in locked filing cabinet. Passwords stored securely on LastPass software which is also password protected. Internet banking has two factor authorisation
	Online security	M	The Council installs, and keeps updated, anti-virus software on all computers used for Internet Banking.	Clerk to check parish laptops and has advised that Cllrs have virus software on their computers and phones
Investment Income	Receipt when due	L	Clerk/RFO check as required – no current investment income	n/a
	Surplus funds	L	Review levels and investment policy annually – no current investment income	n/a
Legal Powers	Illegal activity or payment	L	Educate councillors as to their legal powers RFO to identify power for spend when items are identified in reports for authorisation	RFO to check powers when preparing report and specify under which power the spend will be made Updating of Financial Standing orders annually
Loss	Consequential loss due to critical damage or 3 rd Party performance	L	Review adequacy of insurance cover	Diary

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Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual Maintenance Inspection	Diary Estates Committee members hold portfolios which include regular inspections and reporting on assets and amenities, resulting in a work plan to make repairs or remove unsafe equipment.
Members Interests	Conflict of Interest	M	Ensure register of interests is completed and up to date Link to Register of Interests to be available on website Declarations of interest and any exclusion of members from relevant agenda items or dispensations to be documented in minutes. Ensure adequate funds set aside for Cllr Training Ensure Cllrs undertake training and understand their role and obligations under new Suffolk Code of Conduct	Diary Ensure members leave room when item under discussion or dispensation has been approved. Ensure minute records when Cllrs leave room for the avoidance of doubt.
Minutes	Accurate & Legal	L	Timely preparation of minutes Review at following meeting Ensure consecutively numbered	Draft minutes usually published within 5 working days of meeting. Diary
Other Income	Cash handling	L	There is no cash handling – all payments are now done by means of submission of an expenses claim and receipts	n.b. Careful attention to ensure receipts attached to claims and where multiple items on receipt, specific item highlighted. Ensure timely quarterly submission of expenses claims.
	Banking	L	Segregate duties. Check to bank statements. Monthly bank reconciliations Move to online banking has enabled regular checking of transactions and monthly reconciliations	The Clerk has increased the regularity of Bank Reconciliations (monthly, each of which is published on the agenda) Appoint member other than Chair to verify bank reconciliations for all accounts quarterly and at year end.
	From Cemetery	M	Burial Register updated for grave allocations as required. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to invoicing.	Clerk has introduced receipts for payments and new cemetery management has been installed (which generates invoices that can subsequently be converted to receipts on payment) All transactions recorded in accounting software
Precept	Not submitted	L	Full Minute – RFO follow up	Diary

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	Not paid by DC	L	Confirm receipt – check correct bank details when submitting precept request form	Diary
	Adequacy of precept	M	Monthly review of budget to actual from cashbook	Clerk provides review of income and expenditure at each meeting.
Records	Protection against loss	M	Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason	Clerk's computer is set to back up daily. Accounting software is web-based and can also be accessed by Chair (and any other appointed councillor) Passwords are stored on LastPass – password for this is available to the Chair.
Reserves – General	Adequacy	L	Consider at Budget setting and review bi-monthly and at year end	RFO opinion. A 3 year plan is prepared at each draft budget Earmarked vs General Reserves is reviewed at each reconciliation.
Reserves – Earmarked	Adequacy	L	Consider at Budget, bi-monthly and at year end to move unspent funds into relevant ear-marked reserves. RFO to ensure that spend from reserves is authorised by full council.	RFO opinion Reserves have been considered at year-end adjustments made. Reduction in number of EMR lines for clarity
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Member to verify
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations PAYE calculations undertaken by appointed third party payroll provider	Member to verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Segregated Funds	Unidentified	L	Review Minutes	RFO/member view
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/member view 2 month contingency reserve added at 2020-21 budget and carried forwards – review annually to ensure that due to increments and annual pay awards this keeps pace.

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	Fraud by Staff	L	Fidelity Guarantee value appropriately set	Council to review annually as part of insurance plan
VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	M	RFO to submit monthly (where the claim is over £100) and report on next agenda. Payment received to be reported on agenda under income.	RFO verify

Approved and Adopted:

Chair: *M P Lavelle*

Dated: *24/05/2025*