

SEDBERGH PARISH COUNCIL Adopted 13th February 2020

Income

Topic	Risk Identified	H/M	Management of Risk	Staff Action	IA Freq.
Precept	Not submitted	L	PC minute -RFO follow up	Diarise Nov	24
	Not paid by District Council in full	M	Check and report to Finance Committee	Diarise April	24
	Adequacy	H	Monthly review of budget	Diarise monthly	12
Budget	Not completed	H	Review at least Annually	Diarise October	12
Car Park Charges	Cash emptying	H	Insure Staff/Check weekly	Diarise weekly	6
	Cash transport	H	Time/Route to Bank	Staff instructions	6
	Cash banking	H	Reconcile with spreadsheet and car park docketts	RFO to reconcile	6
Electronic Charges	Collection of Card Payment	H	Reconcile with summaries received	RFO to reconcile	6
Investment income	Received when due	L	RFO to check	Diarise	12
	Policy	L	Review at least Annually	Diarise	24
	Surplus funds	L	Review at least Annually	Diarise	24

Expenditure

Salaries	Wrong Salary paid	M	Check minute	Finance Committee	12
	Wrong pay rate	M	Check contract	Finance Committee	12
	Wrong deductions	M	Check calculation	Finance Committee	12
Pension	Consideration of Pension Regulations	M	Confirm guidelines for opting into Pension Scheme	Finance Committee	12
Direct Costs and Overheads	Goods not supplied	M	Order system	Approval check	12
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12
	Cheque too much	L	Signatory initials stub and voucher	Members to verify	6
	Cheque to wrong party	L	Signatory initials stub and voucher	Members to verify	6
CLRs Allowance	CLr overpaid	L	Claim form and minute	RFO to verify	6
Grants	Power to pay	L	Minute power	Members to verify	12
	Agreement to pay	L	Minute	Members to verify	12
	Conditions	L	Appropriate conditions	RFO to verify	12
	Payment	M	Signatory initials stub and voucher	Members to verify	12
	Follow up	M	RFO check and consider budget	RFO to verify	12
VAT Payable	VAT due on car park income not paid	H	Review regulations	RFO & Member to check	12

Other

Reserves - General	Adequacy	L	Consider at budget setting	RFO opinion	12
				Advance plan	24
Reserves - Earmarked	Adequacy	H	Consider at budget and final accounts	RFO opinion	12
	Earmarked or contingent liability	H	Consider at budget and final accounts	RFO/Member opinion	12
Parish Insurance	Not in place/inadequate/cost increases	H	Confirm annual renewal	Clerk/Councillors	12

Annual Return	Incomplete or not submitted	H	Submission for Internal Audit and annual approval	Members to verify	12
Assets	Loss or damage	L	Insurance	Review annually	24
Asset register	Out of date register	L	Annual review of Asset Register	Review annually	12
Staff	Loss of personnel	L	Management of duties and contract	Chair	24
	Fraud	L	Insurance conditions met	Finance Committee	12
Loss	Consequential loss	L	Insurance adequate	Diarise	12
Cash	Theft	L	Insurance adequate	Diarise	12
Maintenance	Breakdowns or poor equipment	M	Consider maintenance contracts	Diarise/Review	12
GDPR May 2018	Breach of personal data	H	Regular review of Data Protection & Privacy Policy	Diarise	12
Legal Powers	Illegal actions	L	Educate councillors	Diarise/Training	24
Financial Records	Inadequate records	L	Internal Audit	Diarise	12
Minutes	Accurate and Legal	L	Review at monthly meeting	Diarise	12
Members Interests	Conflict of interest	M	Agenda item at meetings and register updated annually & as required	Diarise	12