

Bodham Parish Council
Risk assessment and management (financial) for the period 1 September 2024 to 31 August 2025

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – Clerk/RFO follow up.	Clerk/RFO
	Not paid by DC	L	Confirm receipt.	Clerk/RFO
	Adequacy of precept	H	Quarterly review of budget to actual.	Clerk/RFO & Councillors
	Budget	M	Preparation of budgets for forthcoming Financial Year to begin annually in November.	Clerk/RFO & select Councillors
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place.	Clerk/RFO - Annual review of documented controls
	Cash banking	M	Segregate duties. Check to bank statements. Bank reconciliation given at each full Parish Council Meeting by Clerk/RFO and signed off by Chair. Two signatories on cheques, cheque stubs and copy invoices. All monies currently held with TSB. Ensure Financial Regulations are followed at all times.	Member to verify reconciliations taking place
	From Allotments	M	Check allotment register to Invoices.	Clerk/RFO with relevant Councillor to verify
Grants	Claims procedure	M	Clerk/RFO check as required.	Clerk/RFO
	Receipt of grant when due	M	Clerk/RFO check as required.	Clerk/RFO
Investment Income	Receipt when due	L	Clerk/RFO check as required.	Clerk/RFO
	Surplus funds	L	Review levels and investment policy annually +	Clerk/RFO

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Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract.	Clerk/RFO with Member to verify
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations.	Clerk/RFO with Member to verify
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders.	Clerk/RFO with Member approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on quarterly basis.	Clerk/RFO with Member to verify
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub & Voucher.	Clerk/RFO with Member approval check
	Complying with borrowing restrictions.	L	No new borrowing likely at present.	Clerk/RFO
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment.	Clerk/RFO with Member to verify
	Conditions agreed	L	Agree and document any reasonable conditions.	Clerk/RFO check
Election Costs	Invoice at agreed rate	L	Clerk/RFO check and consider budget.	Clerk/RFO verify
VAT	VAT analysis	M	All items in cash book lists.	Clerk/RFO verify
	Charged on sales	M	Consider annually.	Clerk/RFO verify
	Charged on purchases	L	Consider all items per cash book lists	Clerk/RFO verify
	Comply with HMRC regulations	H	Use HMRC help line when necessary. VAT claims calculated by RFO.	Clerk/RFO
	Claimed within time limits	M	Agree returns submitted and claimed annually.	Clerk/RFO verify

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Reserves – General	Adequacy	L	Consider at Budget setting.	Clerk/RFO opinion
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts.	Clerk/RFO opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes.	Clerk/RFO and Member view
Assets	Protection of physical assets – i.e., Loss, Damage etc	M	Annual inspection, update insurance and asset registers. Asset register reviewed annually in May to ensure all assets are valued at the same time.	Clerk/RFO
	Security of equipment etc	H	Testing of any electrical equipment to be assessed annually.	Clerk/RFO
	Risk or damage to third party property or individuals	M	Insurance in place. Review adequacy of Public Liability Insurance. Open spaces checked regularly and an annual inspection of equipment (ROSPA). Trees investigated with any damage. Risk assessments of individual events such as Christmas lights etc carried out as necessary.	Clerk/RFO and Member
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds etc)	L	Low risk due to small amount of asset ownership and insurance is in place.	Clerk/RFO
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	Clerk/RFO and Member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set.	Council to review annually
Employer Liability	Comply with Employment Law	M	Membership with the regional body Norfolk Association of Local Councils (Norfolk ALC). Clerk/RFO has the professional qualification Certificate in Local Council Administration (CILCA).	Clerk/RFO
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and external auditor carry out annual checks.	Clerk/RFO
Loss	Consequential loss due to critical damage or third-	L	Review adequacy of Insurance cover. Main income at present is the Precept.	Clerk/RFO

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	party performance		Ensure Financial Regulations are followed at all time.	
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection.	Clerk/RFO and Member
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers.	Clerk/RFO
	Ensuring activities are within legal powers	H	To clarify legal position on any new proposal. Legal advice to be sought where necessary from Professional Bodies.	Clerk/RFO
	Proper document control	M	Land registered at Land Registry.	Clerk/RFO
Financial Records	Inadequate records	L	Clerk/RFO check regularly and internal audit review.	Clerk/RFO and Internal Auditor
Data Protection	Ensure comply with General Data Protection Regulation (GDPR) legislation	H	Comply by legislation. Bodham Parish Council website maintained by Secretary of the Village Hall Committee.	Clerk/RFO
Minutes	Accurate and legal	L	Review at following meeting. Agenda and minutes made available to press and public via Bodahm Parish Council website.	Members
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate.	Clerk/RFO
Members propriety	Registers of interests, gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register is present at each Council meeting. Agenda item annually.	Clerk/RFO

Reviewed and adopted on: August 2024