

**Princes Risborough Town Council Finance Risk Assessment and Management 2015**  
**Reviewed and agreed 31<sup>st</sup> March 2015**

Area	Risk(s) identified	H / M / L	Management/ control of risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to WDC Amount not received by PRTC	L	To determine the precept amount. The Council receives a budget update report, including actual position and projected position to end of year against budget and indicative figures of costs and income for the next year obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings and agrees the total budget. The amount between income and expenditure is the value that needs to be met and the Council makes a Resolution as to the amount of precept to request. This figure is submitted by the Clerk in writing to WDC. The Clerk informs Council when the monies are received (approx April & September time).	Existing procedure adequate.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrive, these are dealt with immediately by informing the bank and awaiting their correction. Council to appoint a Cllr to check bank reconciliation and report to the council.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
Financial controls & records	Inadequate records Financial irregularities	L	The Council has Financial Regulations. Financial transactions are recorded by the Clerk at least monthly and financial reports presented to council on a monthly basis. An independent auditor checks the records on an annual basis ensuring compliance with VAT, tax and NI conditions and accuracy of accounts as part of the internal audit process. Year end accounts are drawn up and submitted along with the annual return.	Existing procedure adequate. Review the Financial Regulations when necessary.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L	The Council has Financial Regulations which set out the requirements. At monthly Finance meetings the list of invoices awaiting approval is distributed to Councillors. These are considered and the Councillors approve the list of requests for payment. Two Councillors check each invoice against the cheque book/payment method and associated paperwork and initials the invoice and cheque stub. The Council has minimal stocks, these are checked and monitored by the Clerk/Maintenance Team. Unpaid invoices are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and support -payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the Sec137 power of expenditure.	Existing procedure adequate.
Grants receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants may come with terms and conditions to be satisfied. All monies received are entered and payments made against the project.	Procedure would need to be formed, if required.
Charges -rentals receivable	Receipt of rental Insurance implication	L/ M	Rental of the recreation ground. - The Clerk issues terms and conditions of usage and a booking form to all applicants. The Town Council copy is held by the Clerk. Invoices are raised on a monthly basis. The cheque is received and banked. The Council is notified accordingly. A Risk Assessment and Insurance is requested of all users who are required to provide a copy to the Town Council. All Town Council property is covered by Public Liability insurance.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received

Best value Accounta- bility	Work awarded incorrectly Overspend on services	L/ M	Normal Town Council practice would be to seek, if possible, three quotations for any work required to be undertaken or goods where the cost is more than £600 . For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Included in Financial Regulations.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L	The Council authorises the appointment of all employees. Salary rates are agreed in contract and any amendment agreed by council and recorded in personnel files. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI) & pension to the Council. These are inspected at Finance meetings and signed off. All salary, pension, Tax and NI contributions are worked out by the Clerk. All Tax and NI payments are submitted by the Clerk. Each has a contract of employment and job description.	Existing appointment and payment system is adequate.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to professional and legal advice required to undertake the role. The Maintenance Team should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training. The office staff should be provided with adequate direction and relevant training as necessary. Appraisals are carried out annually.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. NALC/BALC renewed annually. Monitor working conditions, safety requirements and insurance regularly.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual budget is set with this in mind.	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
Annual return	Submit within time limits	L	Employer's Annual Return is completed by the Clerk and submitted online to the Inland Revenue within the prescribed time frame. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit. The LGPS Annual Pension return is completed and returned with the prescribed time frame.	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Town Council to be resolved and minuted at Finance/ Full Town Council Meetings.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L/ M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.