

Financial Risk Register 2020-06-22

Topic	Risk identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full TC Minute - RFO follow up	Diary	12 months
	Not paid by DC	L	Check & Report To Fin Comm.	Diary	12 months
	Inadequacy of precept	H	Quarterly review of budget to actual	RFO Report to Finance Committee	12 months
Charges - Leiston Community Centre	Non payment by customer	M	Advance payments, Increased security deposit, debtors process	Review debtors list	12 months
Charges - Café till	Cash handling	L	Segregate Duties	Reconcile to till roll	6 months
	Cash banking	H	Segregate Duties	Check to bank Reconcile to take	6 months
	Credit card fraud	M	Monitor usage	Ensure end of day routines are completed	6 months
Cash on Premises	Theft	H	CCTV/Minimum float, keep cash box/till/charity collection boxes out of easy reach of customers	Maintain vigilance Observe end of shift routine to remove vulnerabilities when leaving position unattended	24 months
Investment Income	Receipt when due	L	Check to accounts	Diary	12 months
	Investment Policy	L	Review policy annually	Diary	24 months
	Surplus funds	L	Review policy annually	Diary	24 months
Salaries	Wrong salary paid	M	Check to minute	Member verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12 months
	Wrong rate of pay	M	Check to contract	Member verify	12 months
	False employee	L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions – NI	M	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	M	Check to PAYE Calcs	Member verify	12 months
Direct costs and overhead expenses	Goods not supplied to TC	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	Signatory initials etc. Stub & Voucher	Member verify	6 months
	Cheque payable to wrong party	M	Signatory initials etc. Stub & Voucher	Member verify	6 months
	Stock loss	H	Point of sale and control	Reconcile to Stock	6 months
Cllrs Allowances (not applicable)	Cllr overpaid	M	Claim form & minute	RFO verify	6 months
	Income tax deduction	M	Check to PAYE Records & lists	RFO verify	6 months
Grants & Support	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	Minute	Member verify	12 months
	Conditions agreed	L	Use reasonable condition	RFO check	12 months
	Cheque & voucher	M	Signatory initials etc. Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
VAT irrecoverable	VAT analysis	M	All items in cash book lits	RFO verify	12 months
	Charged on sales	M	Consider annually	RFO verify	12 months
	Charged on purchase	L	Consider all items per cash book lists	RFO verify	12 months
	Partial exemption applies?	M	Advice from retained Vat consultant	RFO arrange regular evaluation	with changes
	Claimed within time limits	M	Agree returns submitted	RFO verify	12 months
Reserves - General	Inadequacy	L	Consider at Budget setting	RFO Opinion 3 year plan	12 months 24 months
Reserves - Earmarked	Inadequacy Earmarked or Contingent liability	L L	Consider at Budget and Final a/cs Annual review of earmarked reserves, purpose and Inadequacy	RFO Opinion RFO / Member view	12 months 12 months
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers		12 months
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12 months
Staff	Loss of key personnel (Clerk, Arts Manager)	L	Hours, health, stress, training Long term sickness, early departure	Personnel Comm.	24 months
	Fraud by staff	L	Fidelity Guarantee value Insurance COI conditions met?	Council	12 months 12 months
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review Inadequacy	Diary	12 months
Cash	Loss through theft or dishonesty	L	Insurance cover review to ensure adequacy of Fidelity guarantee insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Operations Manager's ongoing maintenance inspection regime	Diary	12 months
Borrowing / lending	Inadequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary	12 months
Legal Powers	Illegal activity of payment	H	Educate Councillors as to their legal powers, use of GPOC monitored for compliance with legislation	RFO arrange training	24 months
Financial Records	Inadequate records	L	RFO / Clerk check quarterly + regular internal audit	Diary	12 months
Data Loss	Losing data vital to the operation of the Council	L	Offsite back up at GDPR compliant site	IT Advisor/DPO	12 months
	Data breach	L	Policies in place in accordance with GDPR, Bitlocker-level encryption of laptops	IT Advisor/DPO	12 months
Minutes	Accurate and legal	L	Review at following meeting	Agenda	12 months
Members interests	Conflict of interest	M	Update declarations of interest	Diary	12 months
Coronavirus	Approved budget incompatible with new normal	H	Events cancelled, staff furloughed, approved budget reviewed 2020/06/22	RFO verify	ongoing