

Financial Risk Register 2022-06-24

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, new fixed charges agreed by the council	Review debtors list	12 months
Charges - kiosk till	Cash handling	L	Segregate Duties	Reconcile to till roll	6 months
	Cash banking	H	Segregate Duties	Check bank deposits reconcile to takings	6 months
	Credit card fraud	M	Till system itemises all sales information 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 Kiosk cash and credit card terminal stored at Arts Centre overnight	Maintain vigilance Observe end of shift routine to remove vulnerabilities and 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 listed	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
		L	Consider at Budget and Final a/cs	RFO Opinion	12 months
Reserves - Earmarked	Earmarked or Contingent liability	L	Annual review of earmarked reserves, purpose and Inadequacy	RFO / Member view	12 months
		L			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, Assistant Clerk, Arts Centre Manager)	L	Hours, health, stress, training	Personnel Committee	24 months
	Fraud by staff	L	Long term sickness, early departure Fidelity Guarantee value Insurance 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
Funds at Bank	Loss through theft or dishonesty	L	two signatory/authorisations required for transactions, printed bank statement reconciled to cash book by councillors quarterly	Finance Committee Agenda	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	Disruption to activity causes adverse impact to finances	H	Additional marketing and audience development to bring people back	RFO verify	ongoing
Cost of living crisis	Inflationary rises erode the financial ability to carry out our anticipated activity	M	Explore ways of saving money and of delivering services in a new way	Committees discuss potential opportunities	ongoing