

**St. Sampson Parish Council
Financial Risk Assessment July 2023**

St. Sampson Parish Council has a normal annual budget of approximately £13,000 of income of which about £3,500 comes from the precept and the remainder from car park meter income and parking permits. The Clerk to the Council is the Responsible Financial Officer.

This risk assessment sets out to minimise the risks associated with operating the Parish Council accounts by identifying risks and putting in place measures to minimise those risks.

Financial Risk Assessment
St. Sampson Parish Council
 Written By: Sue Blaxley, Clerk and the Responsible Finance Officer, September 2020
 Review date: September 2021

| Hazard | Consequence | A: Likelihood of it occurring 0-6 (1 = low) | B: Frequency 0.1 - 5.0 (1=low) | C: Consequences of hazard Score (0.1 - 15) | Risk rating AxBxC | Existing controls | Further action & review date if applicable |
|-------------------------------------|--------------------------------------|--|---|---|------------------------------|---|---|
| Loss of income from car park meter | Loss of income to the council | 1 | .1 | 1 | 0.1 | Paid directly into the bank account via cashless transactions | |
| Receiving cash payments | Loss of income to the parish council | 1 | 1 | 5 | 5 | Paid to single councillor and passed to clerk with details. Receipt issued by clerk | Inspect receipt books |
| Loss of cheques for parking permits | Loss of income to the council | 1 | 1 | 1 | 1 | Income to be paid by cheque where possible and receipt minuted. | |
| Writing of cheques | Unauthorised cheques cashed | 1 | 2 | 2 | 4 | Two signatures per cheque, cheque stub and invoice | Councillors to check cheque numbers against accounts and invoice |
| Cheques paid into wrong account | Theft of parish funds | 1 | 1 | 1 | 1 | Encourage payments by BACS where possible | Accounts to reconciled every month |
| Unauthorised invoices raised. | Wrong bills are paid | 1 | 1 | 1 | 1 | All orders for work agreed by parish council. | Order for work to be recorded in Council minutes. Standing orders to be adopted must state level of delegated authorisation |

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|----------------------------------|---|---|---|----|------------|--|---|
| | | | | | | | for payment |
| Asset register not updated | New assets not recognised in accounts | 1 | 1 | 1 | 1 | Asset register updated annually | Councillors to inspect register annually |
| Cash shortage for Parish Council | Parish Council has insufficient cash to pay its bills | 2 | 1 | 10 | 20(medium) | Clerk prepares cash flow for Parish Council | Cheque cash flow monthly to ensure that there is sufficient cash to run parish council. |
| Cash book inaccurate | Loss of income to Parish Council/Wrong bills are paid | 1 | 1 | 1 | 1 | Chairman to scrutinise and review cash book at every meeting | Councillors to inspect regularly |
| VAT not claimed | Loss of income to Parish Council | 1 | 1 | 1 | 1 | Clerk to claim VAT quarterly at financial year end | Councillors to inspect regularly |

Most risks are low or medium and have been further limited by the adoption of financial regulations at the meeting of the Parish Council in July 2023.