

**TOLLESHUNT D'ARCY
PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date		
FINANCE AND ADMINISTRATION								
Banking	L	Reputable, long established companies chosen for banking, risk free investments. Three accounts held with Barclays Bank. 1) Community Account (30677034) 2) Premium Account (Henry Smith - 20441619) 3) Premium Account - (10017826) 4) Unity Trust Account	As Required As Required As Required As Required	Account Closed Account Closed Account Closed	Ongoing			
Non payment of Precept	L	RFO (Responsible Financial Officer) to check bank statement in May to ensure requested amount has been received.	Annually		Apr-20	Apr-19	Apr-18	Apr-17
Loss of income (Burial Ground, Recreation Ground Hire)	M	Payments normally made by cheque Receipts issued for all payments received All cash and cheques banked promptly via local town branch or local post office.	Financial Regulations reviewed annually		Ongoing			
Theft or Dishonesty		Internal auditor to check records against receipts	Annually		May-20	May-19	May-18	May-17
Financial controls and records	L	All cheque payments signed by two signatories. All payments to be approved in advance unless under emergency procedures.	Financial Regulations reviewed annually	Listing prepared by RFO for approval by Council at meeting	Ongoing			
	L	Monthly financial report prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing			
	L	Monthly bank reconciliation prepared by RFO and reported to Council via regular monthly	Monthly		Ongoing			
	L	VAT payments and claims by RFO.		Checked by Internal Auditor	May-20	May-19	May-18	May-17
	L	Financial Regulations and Internal Audit Procedures updated in line with new legislation Council will provide training when requested.	Annually As Required		May-20 Ongoing	May-19	May-18	May-17
Sound budgeting and periodic scrutiny of payments and receipts	L	RFO works on estimates and draft budgets with Council Budgets presented to Council for approval. Precept derived directly from these figures.	Annually		Nov-20	Nov-19	Nov-18	Nov-17
	L	Checked by Internal Auditor	Annually		May-20	May-19	May-18	May-17
Submission of Annual Return to HM Revenue and Customs	L	Maintain up-to-date Real Time Information (RTI) & VAT advisory documentation in the office for ready reference purposes. Checked by Internal Auditor	As Required Annually	Prepared and submitted via Payroll Bureau	Ongoing May-20			
	L	Payroll Bureau used for calculation of pay and deductions and maintenance of PAYE records. Regular advice and updates received from Inland Revenue Checked by Internal Auditor	As Required Annually		Ongoing May-20			
	L	Checked by Internal Auditor	Annually		May-20	May-19	May-18	May-17
Complying with borrowing restrictions	L	No previous borrowing, nor anticipated at present.	As Required					
Robustness of Insurance Cover	L	Regular review of cover and choice of reputable company via Came & Company by way of a group scheme. Reviewed by Internal Auditor	Annually		Oct-20	Oct-19	Oct-18	Oct-17
Internal Audit	M	Independent Internal Auditor appointed annually to carry out checks as per the requirements of the Accounts and Audit Regulations.	Annually		May-20	May-19	May-18	May-17
Standing Orders and Financial Regulations	L	Standing orders and financial regulations guide the procedures and decisions of the Council	Annually	Standing Orders Jan 18 Financial Regs adopted Jan 18	Jan-21	Jan-20	Jan-19	Jan-18
Loss of computer records	L	All word processing documents and spreadsheets backed up daily.	Monthly	Stored in safe in Clerks office.	Ongoing			
	L	System passwords changed every six months	Twice Annually		Apr-20	Oct-19	Apr-19	Oct-18
	L	Ensure suitable computer security is in place			Ongoing			
Document Control	M	Classify document type and retention period according to council guidelines. Dispose of documents appropriately at end of retention period.	As Required		Ongoing			
General Data Protection Regulations (GDPR)	L	Ensure compliance with relevant GDPR legislation in accordance with adopted policy and systems in place. Data Officer appointed via Maldon District Council	As Required		Ongoing			

