

Broadway Parish Council Financial Risk Assessment

Area	Risk	Measures
Precept & Budget	Inadequate funds to meet commitments	Clerk & members to carry out in depth budget review annually in advance of precept setting. Consider reserves, future commitments and contingency planning when agreeing budget.
Reserves	Inadequate funds to meet unexpected costs or delays in receipt of precept OR excessive funds held.	Reserves to be considered as part of annual budgeting and precept setting, including ring-fenced funds.
Banking	Unauthorised access to accounts	Banking mandate changes approved at full council and recorded in minutes. Signatories removed promptly following resignation of member/staff.
Payments	Unauthorised payments made	All payments authorised at council meetings, payments list published with minutes. Cheques signed by two signatories. Online banking set with two parties to authorise.
Reconciliation of Accounts	Unauthorised transactions not identified; account balances not monitored & potential for charges for unpaid items.	Bank reconciliation carried out a minimum of once per quarter, reviewed and signed by appointed member (not a bank signatory). Report presented at council meeting.
Fraud by Clerk	Loss of funds, damage to reputation	Adequate internal audit; regular financial reporting to members including bank reconciliations. Controls in place for authorisation of payments.
Fraud by members	Loss of funds, damage to reputation	Adequate internal audit; regular financial reporting including bank reconciliations. Controls in place for authorisation of payments.
Procurement	Value for money not attained. Inappropriate supplier selection	Council to endeavor to receive 3 comparable quotes for all goods & services. All quotations supplied to the Clerk. Controls in place for procurement.
Improper financial records	Required compliance to legislation not met. Poor financial management; additional costs; loss of fund; time wasted	Review by internal audit. Clerk and members to undertake appropriate training where necessary.
Damage to assets	Financial losses; interruption of provision service/asset to parishioners/public	Regular inspections carried out; adequate insurance maintained.
Inadequate Insurance	Financial shortfall in event of any claim	Review annually or upon change in circumstances.
Failure to recover VAT	Financial impact/loss.	Clerk to record and reclaim vat regularly. Checked at internal audit.

Risk Assessment Adopted	7th May 2024
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