

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor in May 2020				
Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
Other income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of documented controls
	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations	Member to verify reconciliations taking place
	From Cemetery	M	Burial Register updated as required for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work docketts to invoicing.	Member to verify
	Community Infrastructure Levy	L	Payment not being received from District Council.	Clerk to check payments April and October. Payments to be recorded per CIL guidance.
Grants	Claims procedure	M	Clerk/RFO check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Member to verify
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Member to verify
	Pension Regulator	L	Declaration of Compliance to be completed.	Changes of staff may need review of pension provision.
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Member to verify
	Cheque or BACS payable is excessive or to wrong party	M	Signatory initials Stub & Voucher or Monthly Schedule of Payments of Online Payments	Approval check
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment	Member verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify

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VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on sales	M	Consider annually	RFO verify
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	M	Agree returns submitted	RFO verify
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored & managed as approp.	RFO/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
	Loss of Records	H	Back-ups to be made. Old files to be passed to Suffolk Records Office for safe storage	RFO
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Diary

Reviewed and adopted (retrospectively) on: 9th April 2015 at Additional Meeting. Review 03/2017; 03/19; 03/20; Last reviewed 11 March 2021.

Note: Risk assessment must be reviewed and adopted by council annually during the financial year and before 31 March.