

Iken Parish Council
Risk Assessment – May 2021

Area: Finance

Details	Present Control	Improvement Required
Payment of an unauthorised cheque.	All payments to be supported by an invoice or authorised record. All payments are minuted. Dual signatories on cheques. Invoice and cheque stub initialled by signatories at time of signing.	New control to be followed
Conditions of donations not adhered to.	None.	Any conditions to be minuted and reviewed regularly by a designated Councillor.
VAT analysis incorrect.	All purchases to be listed in the cash book with a separate VAT column. VAT detailed on invoice. Reviewed annually by internal auditor.	New control to be followed
VAT not reclaimed within time limits.	VAT reclaim diarised annually and minuted when completed.	New control to be followed
Budget errors and/or reserves inadequate.	Annual budget prepared in support of precept application. Approved by Council and minuted. Actual spend against budget reported quarterly to Councillors.	New control to be followed
Effectiveness of internal audit/auditor.	An annual internal audit shall be undertaken by a competent, independent person in accordance with proper practices.	New control to be followed
Errors and/or fraud in financial records.	Accounts are subject to an annual internal audit. Accounts are available for Councillors and parishioners to inspect. Fidelity Guarantee value appropriately set and reviewed annually by Council and minuted. Bank reconciliations are reported quarterly to Councillors and signed by the Chairperson.	Recommendations from Internal Audit to be followed up.
Precept inadequate or not received.	Due to lack of Parish Council meetings there has been no annual budget prepared and therefore inadequate precept for the year.	Annual budget prepared in support of precept application. Approved by Council and minuted. Actual spend against budget reported quarterly to Councillors. Receipt of precept minuted.
Other income not banked.	SCC and SCDC grants and precept paid by bank transfer. Other grants received by cheque. Receipt of all income minuted. There is no petty cash or float. Regular reconciliation of bank statements to cash book. Financial regulations reviewed annually by Council and minuted.	New control to be followed
Insurance cover inadequate	Insurance cover reviewed annually by Council and minuted.	None.

Area: Health & Safety

Details	Present Control	Improvements
Danger to the Public from Council owned assets.	Personal accident and public liability insurance cover in place.	Condition of assets to be reviewed regularly and results documented.
Damage to third party property from Council owned assets.	Public liability insurance cover in place. Regular inspection of assets. Regular inspection of trees by a competent person. Asset register reviewed annually.	Condition of assets to be reviewed regularly and results documented.

Area: Business Continuity

Details	Present Control	Improvements
Holiday cover for Clerk.	None	
Lack of input and support from Councillors.		The importance of their shared role and responsibilities to be recognised. Involvement ensured by regularly attending effective Council meetings. Designated Councillors have responsibility for specific areas of the village and representation on village groups.
Incompetence of Councillors	Councillors to read 'The Good Councillors' Guide' issued by NALC	Councillors to attend tailored training delivered by SALC.

Area: Records Management

Risk	Present Control	Improvements Required
Loss or damage to paper records.	Records are covered by insurance and can be recreated.	Old and important records to be archived at Suffolk Records Office.
Loss or damage to electronic records.		Computer files backed up monthly to USB stick kept by Chair at an alternative address to the Clerk.
Financial records are inadequate or irregular.		Model Financial Regulations to be adopted. Annual internal audit. Financial Position reported

		quarterly to Council. Internal Control Statement to be adopted and internal controls to be reviewed quarterly by Chair.
Records and/or website do not meet legal requirements.	Regular review of legal requirements by Clerk. Regular legal updates received from SALC.	The village website to be updated to comply with current legislation.
Multiple Freedom of Information requests are received.	If the estimated cost of complying with a request exceeds £450 the Council can refuse on the grounds of excessive cost. The Council does not have to comply with 'vexatious requests' or 'repeated requests' if it has recently responded to an identical or substantially similar request from the same person.	Model Publication Scheme to be approved by Council. Table of charges for responding to requests to be agreed by Council. Details of records available to the public and where to obtain them to be published on the village website.

Alan Hutson

Vice Chair, Iken Parish Council

18 May 2021