

| LANGRISH PARISH COUNCIL FINANCIAL RISK ASSESSMENT 2023/2024 |                                                               |                     |                                                                                        |                                   |
|-------------------------------------------------------------|---------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------|-----------------------------------|
| Topic                                                       | Risk Identified                                               | Risk Level<br>H/M/L | Management of Risk                                                                     | Staff action                      |
| <b>Income</b>                                               |                                                               |                     |                                                                                        |                                   |
| <b>Precept</b>                                              | Not submitted                                                 | L                   | Full Minute – RFO follow up                                                            | Diary                             |
|                                                             | Not paid by DC                                                | L                   | Confirm receipt                                                                        | Diary                             |
|                                                             | Adequacy of precept                                           | H                   | Regular review of budget to actual<br>Review the financial impact of Covid-19 pandemic | Diary<br>Review at Budget Setting |
| <b>Grants</b>                                               | Claims procedure                                              | M                   | Clerk/RFO check as required                                                            | Diary                             |
|                                                             | Receipt of grant when due                                     | M                   | Clerk/RFO check as required                                                            | Diary                             |
| <b>Expenditure</b>                                          |                                                               |                     |                                                                                        |                                   |
| <b>Salaries</b>                                             | Wrong salary/hours/rate paid                                  | M                   | Check salary to minute, check hours and rate to contract                               | Councillor to verify              |
|                                                             | Wrong deductions – NI and Income tax                          | L                   | Check to PAYE Calculations                                                             | Auditor to verify                 |
| <b>Direct Costs and overhead expenses</b>                   | 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 regular bank reconciliations.                 | Councillor to verify              |
|                                                             | Cheque payable is excessive or to wrong party                 | M                   | Signatory initials Stub & Voucher                                                      | Approval check                    |
| <b>Grants &amp; support</b>                                 | No power to pay or no evidence of agreement of Council to pay | M                   | Minute council agreement with the power used to authorise payment                      | Councillor verify                 |
|                                                             | Conditions agreed                                             | L                   | Agree and document any reasonable conditions                                           | RFO check                         |
| <b>Election Costs</b>                                       | Invoice at agreed rate                                        | L                   | RFO check and consider budget                                                          | RFO verify                        |
| <b>VAT</b>                                                  | VAT analysis                                                  | M                   | All items in cash book lists                                                           | 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                        |
| <b>Reserves - General</b>                                   | Adequacy                                                      | L                   | Consider at Budget setting                                                             | RFO opinion.                      |

| <b>Topic</b>                 | <b>Risk Identified</b>                                               | <b>H/M/L</b> | <b>Management of Risk</b>                                                                                     | <b>Staff action</b>        |
|------------------------------|----------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Reserves – Earmarked</b>  | Adequacy                                                             | L            | Consider at Budget and review of final accounts                                                               | RFO opinion                |
|                              | Unidentified Earmarked or Contingent liability                       | L            | Review minutes                                                                                                | RFO/Councillor view        |
| <b>Assets</b>                | 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                      |
| <b>Staff</b>                 | Loss of key personnel (Clerk)                                        | L            | Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. | Councillor to View         |
|                              | Fraud by staff                                                       | L            | Fidelity Guarantee value appropriately set                                                                    | Council to review annually |
| <b>Loss</b>                  | Consequential loss due to critical damage or third party performance | L            | Review adequacy of Insurance cover                                                                            | Diary                      |
| <b>Maintenance</b>           | Reduced value of assets or amenities - loss of income or performance | M            | Annual maintenance inspection                                                                                 | Diary                      |
| <b>Legal Powers</b>          | Illegal activity or payment                                          | M            | Educate Council as to their legal powers                                                                      | Diary                      |
| <b>Financial Records</b>     | Inadequate records                                                   | L            | RFO/clerk check regularly + internal audit review                                                             | Diary                      |
| <b>Minutes</b>               | Accurate and legal                                                   | L            | Review at following meeting                                                                                   | Diary                      |
| <b>Councillors interests</b> | Conflict of interest                                                 | M            | Declarations of interest to be documented/ minuted and any conflict addressed as appropriate                  | Diary                      |