

# Badgworth Parish Council

## Financial Risk Assessment

2023

	Risk Identified	H/M/L	Management	Actions
Precept	Not Submitted	L	Minuted by RFO	Calendared event
Precept	Not Received	L	RFO to check	Calendared event
Grants	Claim procedure	L	Clerk to check	When 'need' identified
Grants	Receipt	M	Clerk to check	Review correspondence
Biddisham Memorial Field	Receipt of fees for Special event	L	Clerk to check and reconcile records	During booking of event and receipt of insurance document.
Badgworth Jubilee Field	Receipt of fees for Special event	L	Reconcile records	Twice annually and member representative on committee

### Expenditure

Topic	Risk Identified	H/M/L	Management	Actions
Salaries	Hours worked	L	Record sheet	Annual Review
Salaries and PAYE	Not paid	L	Payroll company employed	Budget
Direct Costs	Goods not received	M	Verification check	Annual Audit and Budget calculation
Grants & Support	Power to pay	L	Minute	Review budget
	Agreement to pay	L	Minute	At Council Meeting
	Conditions agreed	L	Use reasonable conditions	Review Standing Orders
	Follow up	M	Verify and report /Minute	Agenda item
VAT	Charged on Invoices	L	Clerk to verify	On issue
	Charged on purchases	M	Clerk to verify	Monthly during ledger update
	Reclaims	M	Verify	Annually Calendared event
Badgworth Jubilee Field/Biddisham Memorial Field	Maintenance	M	Visual Inspection  External assessment (goal posts) annually	Calendared event Quarterly, Minuted at council meeting External assessment in association with schoolroom management committee

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Pension	Failure to provide pension scheme	L	Review eligibility of staff	At Staffing Committee
Pension	Failure to stop/pay deductions/contributions	L	Payroll review	Review monthly salary payment. Use payroll provider
General Data Protection Regulations Compliance	Data breach	L	Complete toolkit supplied by NALC	Attend training and review compliance annually
Electrical equipment	Injury or damage due to faulty equipment	L	Visual and PAT testing	Ongoing visual inspections by the clerk, 5 yearly PAT test of equipment. Calendared event.
Assets	Injury or damage due to faulty structure	L	Visual tests	Fences gates bench goalposts – monthly field inspection recorded on sheet Defibrillators and cabinets – weekly and monthly recorded checks Grit bins annual inspection.
General Compliance	Decision challenged	L	Guidance from National Association of Local Councils	Maintain subscription to advisory bodies

Reviewed 15<sup>th</sup> May 2023 Signed: