

**FINANCIAL & BUSINESS RISK ASSESSMENT  
BEDLINGO AND TRELEWIS COMMUNITY  
COUNCIL**

2023/24 Last updated 08/05/2023; APPROVED: 15/05/2023

	<u>HAZARD</u>	<u>EFFECT</u>	<u>CONSEQUENCES</u>	<u>MANAGEMENT OF RISK</u>	<u>Action</u>	<u>FREQUENCY</u>
<b><u>FINANCIAL</u></b>						
<b>Budget/Precept</b>	Not set	Low	Adequate Funds to be able to Operate temporarily. Disruption of services	Monthly Accounts	Clerk	Monthly
	Not paid by Borough Adequacy	Low High		Report to Full Council	Council	Annual
<b>Income</b>	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover	Zurich	Annual
<b>Other Income</b>	Not received	Low		Monthly bank reconciliation	Clerk	Monthly
<b>Payments</b>	Not made Not authorised (fraud)	Med.	Delay of Goods from supplier	Checks carried out as req. Pay only on invoice Inv. matched to bank statements etc.	Clerk	Monthly
		Low	Financial loss	Monthly reconciliation ie: Accounts Paid, Bank Statement checked with Monthly Accounts	Clerk	Monthly
				Payment Schedule presented to Council	Council	Quarterly
				Internal audit to test check		Annual
<b>Cheques &amp; Direct Debits</b>	Loss/Theft	Low	Mis-used	Cheques Stored securely Two Members to sign all cheques Internal controls on DDs	Clerk	Ongoing
<b>Security of Funds (bank accounts)</b> (cash in hand)	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover	Zurich	Annual
				Bank Reconciliation Access controls to accounts	Clerk	Monthly
				Internal audit to test check		Annual
<b>V.A.T.</b>	Not reclaimed	Low	Loss of revenue	Accounts/Bank Statements Internal audit to test check	Clerk	Monthly Annual
<b>Reserves/ final accounts</b>	Adequacy	High	Financial problems	Discussed in Budget meeting	Clerk/Full Council	Annual

	Contingency Correctness	High Low	Bankruptcy loss of financial control	Report Budget progress three monthly Internal audit to test check		Monthly Annual
<b>Wages</b>	Incorrectly Paid <u>Fraud</u>	Low	Detrimental to Staff	Checked against Inland Revenue Annual PAYE return Checked against Budget Internal audit to test check	Clerk	Monthly Annual Monthly Annual
<b>Grants</b>	Council Agreement  Power to Pay	Low	Payments Ultra Vires	Application forms and accounts Minute the award of grant amount	Clerk  Members confirm	Ongoing

## **GENERAL**

<b>Financial Records</b>	Inadequate Records Errors	Low	Potential loss of income etc. Inadequate funds to operate	Monthly Accounts Internal Audit to test check	Clerk	Monthly Annual
<b>Minutes</b>	Inaccuracy Loss of Minutes	Low	Complaints from Public	Approved by Council prior to release Copies on website	Clerk/Full Council	Monthly
<b>Computer Records</b>	Loss	Medium	Loss of Records	Back up to Cloud	Clerk	Weekly
<b>Public Liability</b>	Injuries		Injuries to General Public/Staff/Members	Insurance cover	Clerk	Annual
<b>Insurance</b>	Inadequate Cover Not re-newed	High	Insufficient cover Serious consequences	Clerk, Internal Auditor	Clerk	Annual
<b>Contracts</b>	Poorly specified Fraud	High	Poorly specified Financial loss	Written into Standing Orders	Clerk/Full Council	When Required
<b>Members</b>	Interests not declared	Medium	Loss of reputation	Agenda item: Disclosures of Personal interest	Clerk	Every Meeting

## **ASSETS**

<b>Assets</b>	Theft, damage, loss,	Medium	Disruption to business	Insurance Cover	Clerk	Annual
---------------	----------------------	--------	------------------------	-----------------	-------	--------

Assets	Risk to damage to third party property or individuals	Medium	Loss of revenue	Insurance Cover	Zurich	Annual
<b>STAFF</b> Loss of Clerk	Disruption of services	High	Disruption of services	Replacement Clerk / External support from One Voice Wales	Members	When required
	Pandemic	High	Disruption of services			
<b>Personnel Disputes</b>	Compensation Claims Tribunals Failure to comply with Legislation	Low	Large diversion of staff time Financial compensation to be paid	Training Procedures	Members	When required
<b>OTHER</b>						
<b>Service Levels Agreements and Grant Claims</b>	Failure to Deliver service Failure to claim grants	Low	Financial loss	Internal controls Internal Audit to test check	Clerk Internal Auditor	Annually
<b>Gifts &amp; Hospitality</b>	Fraud/ dishonesty	Low	Financial loss	Internal controls	Clerk	When required
		Low		Internal Audit to test check	Internal Auditor	Annually
<b>Pandemic – Use of Community Centre</b>	Spread of COVID-19 or other virus	Med	Financial Loss	A risk assessment is developed for implementation should future government guidelines ever come into place.	Clerk	When required