

Harrietsham Parish Council
Risk Assessment – Finance and Administration
November 2023

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Assets insured, insurance reviewed on a regular basis.
Finance	Banking	L	As little cash handled as possible, majority of income direct to bank, or by cheque payable to the parish council.
	Risk of consequential loss or income	L	Parish funds not used to guarantee anything else.
	Loss of cash through dishonesty	L	Cash seldom handled, and where it is, 2 people to count together. No petty cash.
	Financial controls and records	L	Monthly I&E reports and bank reconciliations. Two signatures required for cheques and invoice sign-off, RFO not allowed to sign cheques. RFO sole holder of on-line access details; if he becomes permanently unavailable, then council reverts to cheque payments until access can be re-established. Credit card held by clerk, bills to RFO, paid in full each month by direct debit.
	Comply with HMRC regulations	M	Use of Sage payroll software for Tax & NI control. VAT only claimed where adequate invoice to council available.
	Sound budgeting to underpin annual precept.	M	F&GP and council to receive current I&E information at budget time (November) with supporting estimates as to likely outturn and proposals for following year. Regular comparisons for actual vs budget.
	Complying with borrowing restrictions	L	No borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place.
Employer liability	Comply with employment law	M	Council is member of KALC, Clerk is member of SLCC. Both offer reference, guidance and updates.
	Comply with HMRC requirements	M	Use of Sage payroll, and access to Sage knowledgebase. Internal and external audit checks.
	Safety of staff and visitors.	M	When clerk is alone in office, door to office building to be kept locked shut. Unknown visitors to be identified before access granted. Electrical equipment PAT tested regularly, working environment to be kept tidy and safe.
Legal Liability	Activities to be within legal powers.	M	Clerk or RFO to clarify position when required. Membership of appropriate bodies for advice (KALC, SLCC or MBC).
	Proper and timely reporting via Minutes	L	Council meets 10 times per year and receives for approval minutes from previous meeting, and quarterly F&GP minutes. Approved minutes available on request from Clerk and on the HPC website.
	Proper document control	M	Minute page numbers to be consecutively numbered. Paper documents to be kept in line with MBC guidance on timescales.
Councillor propriety	Declaration of interests.	M	Declaration of interests made in public at each meeting following usual reminder from Chairman. Forms completed and handed to Clerk, which then are then recorded and available for inspection on demand.