

Flauden Parish Council
Internal Control and Risk Assessment - year ended 31 March 2019

Topic	Risk Identified	Management of Risk	Staff action.	Freq.
Income				
Precept	Not submitted	Full Minute – RFO follow up	Diary	Yearly
	Not paid by DC	RFO to check and report to Parish Council	Diary	Yearly
	Adequacy of precept	Review of budget to actual	Diary	Mthly
Grants – District	Claims procedure	RFO check quarterly		Qrtly
	Receipt of grant when due	RFO to check and report	Diary	As req
Cash – Sales	Misappropriation	Independent checks by Cllr	Reconcile with records	As req
Investment Income	Receipt when due	RFO to check as required	RFO to verify	Qrtly
VAT recoverable/ payable	VAT analysis missed	RFO to monitor	RFO verify	6 Mthly
	Return submitted within time limits	Agree returns submitted and diarised	RFO verify	6 Mthly
Expenditure				
Salaries/PAYE	Self employed status challenged by HMRC	Review and confirm self-employed status of contractors	RFO verify	N/App
Direct Costs and overhead expenses	Goods not supplied	Payment only after goods/service received	Approval check	As req
	Invoice incorrectly calculated	Check arithmetic	Approval check	As req
	Cheque payable is excessive	Two Authorised signatories, invoice, stub and voucher	Clerk. verify	Mthly
	Cheque payable to wrong party	Authorised signatories, invoice, stub and voucher	Clerk. verify	Mthly
Cllrs expenses	Cllr overpaid	Claim form approved by different Cllr and RFO	RFO verify	6 Mthly
Grants & support	Agreement of Council to pay	Minute	Cllr. verify	As req
	Power to pay	Minute	RFO verify	As req
	Conditions agreed	Use reasonable condition	RFO check	as req

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Reserves -				
General	Adequacy	Full Council approval and regular reports to PC by RFO	RFO opinion	Qtrly
	Contingent liability	Full Council approval	RFO /Cllr. view	As req
Assets	Loss, damage etc	Annual inspection, update insurance and asset registers	RFO Diary	Yearly
	Risk or damage to third party property or individuals	Review adequacy of Public Liability Insurance	Clerk responsibility	Yearly
Staff/Officers	Loss of key personnel	Hours, health, stress, training management. Long term sickness, early departure	Personnel Commitment	Yearly
	Fraud by staff	Fidelity Guarantee value Insurance Company conditions met?	Parish Council RFO to report	Yearly
Loss	Consequential loss due to damage or third party performance	Insurance cover review adequacy	Clerk responsibility	Yearly
Maintenance	Performance of assets or amenities, loss of income or performance	Annual maintenance inspection	Clerk responsibility	Yearly
Legal Powers	Illegal activity or payment	Educate Cllrs. as to their legal powers	Clerk responsibility	As req
Financial Records	Inadequate records	RFO check monthly + annual internal audit	Diary	Mthly
Minutes	Accurate and legal	Review at following meeting	Diary	Qtrly
Cllrs. interests	Conflict of interest	Update declarations of interest	Diary – Clerk	As req
Web Site	Content legal	Changes only by Officers	Diary	As req
	Disability requirements covered	Annual check by Officer	Diary	Annual
	Content up to date	Regular checks by Officer in charge	Diary	As req

Approved in Council Meeting Date:8 January 2018

Chairman: Vivienne Adams