

**FINANCIAL & BUSINESS RISK ASSESSMENT
YNYSYBWL AND COED-Y-CWM COMMUNITY COUNCIL**

<u>2019/2020</u>	<u>HAZARD</u>	<u>EFFECT</u>	<u>CONSEQUENCES</u>	<u>MANAGEMENT OF RISK</u>	<u>Action</u>	<u>FREQUENCY</u>
FINANCIAL						
Budget/Precept	Not set Not paid by Borough Adequacy	Low Low High	Inadequate Funds to be able to operate Disruption of services	Monthly Accounts Report to Full Council	Clerk Council	Monthly Annual
Income Other Income	Theft or Dishonesty Not received	Low Low	Loss of revenue	Insurance Cover Monthly Bank reconciliation (cash book) - details on how to use the cash book are available in the absence of the Clerk	Zurich Clerk	Annual Monthly
Security of Funds Payments	Not made Not authorised (fraud)	Med. Low	Delay of Goods from supplier Financial loss	Check arithmetically Pay only on invoice Inv. Matched to Delivery Notes etc. Monthly reconciliation ie: Accounts Paid, Bank Statement checked with Monthly Accounts Payment Schedule presented to Council Internal audit to test check	Clerk Clerk Bank Signatories	Monthly Monthly Monthly Monthly Annual
Online Banking	Password/logon details	Low	Mis-used	Three members & Clerk have logon details	Clerk	Ongoing
Cheques & Direct Debits	Loss/Theft	Low	Mis-used	Cheques Stored securely Two out of three members to sign all cheques Internal controls on DDs	Clerk	Ongoing
Security of Funds (bank accounts) (cash in hand)	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover Bank Reconciliation Access controls to accounts Internal audit to test check	Zurich Clerk	Annual Monthly Annual
V.A.T.	Not reclaimed	Low	Loss of revenue	Accounts/Bank Statements Internal audit to test check	Clerk	Quarterly
Reserves/ final accounts	Adequacy Contingency correctness	High High Low	Financial problems Bankruptcy loss of financial control	Discussed in Budget meeting Report Budget progress three monthly Internal audit to test check	Clerk/Full Council	Annual
Wages	Incorrectly Paid	Low	Detrimental to Staff	Checked against Inland Revenue	Supervisor/Clerk	Weekly

	<u>Fraud</u>			Annual PAYE return Checked against Budget Internal audit to test check		
Grants	Council Agreement Power to Pay	Low	Payments Ultra Vires	Application forms and accounts Minute the Power to pay Minute to the grant given Account seperately to maintain within limit	Clerk Members confirm	Ongoing

GENERAL

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

ASSETS

Assets	Theft,damage, loss,	Medium	Disruption to business	Insurance Cover	Clerk	Annual
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	Risk to damage to third party property or individuals		Loss of revenue	Insurance Cover		
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STAFF						
Loss of Clerk	Disruption of services	High	Disruption of services	Replacement Clerk Local Clerks could help	Members	When required
Personnel Disputes	Compensation Claims Tribunals Failure to comply with Legislation	Low	Large diversion of staff time Financial compensation to be paid	Training Procedures	Members	When required
Working at Home	Inadequate work space Accidents Stress & Welfare	Low Low Low	Unable to carry out duties efficiently Threat of harm Mental wellbeing	Ensure adequate work space available Work space inspected for low risk of accidents Regular breaks as and when needed	Clerk Clerk Clerk	When required
OTHER						
Service Levels Agreements and Grant Claims	Failure to Deliver service Failure to claim grants		Financial loss	Internal controls Internal Audit to test check	Clerk Internal Auditor	Annually
Gifts & Hospitality	Fraud/ dishonesty		Financial loss	Internal controls Internal Audit to test check	Clerk Internal Auditor	Annually