



Bungay Town Council Risk Analysis

Topic	Identified Risk	Risk Level H,M,L	Management of Risk	Staff Action
Precept	Not determined by Council	L	Full minute in Budget Meeting	Diary
	Not Submitted	L	Full minute	Diary
	Not Received	L	RFO to confirm receipt	Diary
	Insufficient to cover expenditure	L	Review of actual/expected to budget at every meeting	Financial Controls
Other Income	Cash Handling	L	Avoid cash handling if possible but where necessary adequate controls are in place	Member to review documented controls
	Cash Banking	L	Monthly Bank reconciliations	Member to verify reconciliations.
	From Lettings	M	Check invoices raised when lettings have taken place through diary	Member to Verify
	From Allotments	M	Check register of allotment holders to invoices. Confirm all invoices have been issued and paid.	Member to verify
Grants	Claims procedure	M	Clerk/RFO check as required and application minuted	Diary
	Receipt of Grant when due	M	Clerk/RFO check as required and receipt minuted.	Diary
Salaries	Wrong salary/hours/rate paid	M	Clerk salary to minute. Check hours and rates to contract prior to payment	Member to verify
	Wrong deductions – NI and Income Tax	L	PAYE calculations outsourced	Member to verify
Direct Costs and Overhead expenses	Goods not supplied to Council	L	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Member to verify
	Cheque payable is excessive or to wrong party	L	Signatory initials stub and invoice.	Member to verify
	No power to pay or no evidence of agreement of council to pay	M	Minute council agreement with the power used to authorise payment	Member verify
Grants and support	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on Sales	L	If Sales are to be made, VAT to be considered	RFO verify
	Charged on purchases	L	All items in cash book lists	RFO verify
	Claimed within time limits	L	As not VAT registered, the time limit is in excess of 1 year.	RFO verify
Reserves – general	Adequacy of reserves	L	Consider at budget setting	RFO opinion with member input



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Reserves – earmarked	Adequacy	L	Consider at budget and review of final accounts	RFO Opinion with Member input
	Unidentified earmarked or contingent liability	L	Review minutes	RFO/Member view
Assets	Loss or Damage or similar	M	Annual inspection, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of public liability insurance	Diary
	Damage or injury caused by the playground and sports equipment	L	Annual inspection by RoSPA and weekly inspections documented and actions carried out within an appropriate timescale	Member to carry out checks
Staff	Loss of Clerk	L	Risk monitored and managed as appropriate	Member view
	Fraud by Clerk	L	Fidelity guarantee value appropriately set	Council to review annually
GDPR	Breach of data protection	L	Review adequacy of insurance cover Appoint DPO Annual checklist to be issued to councillors	Diary Council to review annually Diary
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	Diary
Maintenance	Reduced value of assets or amenities – loss of income such as allotment site	M	Annual maintenance inspection.	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their Legal Powers	Diary
Financial and computer records	Inadequate records and unsaved computer records	L	RFO to check regularly & internal audit review. Automatic data backup in place	Diary
	Loss of records due to theft, fire or flood	L	Fire proof cabinet in Village hall to store some documents. Archived sent off line	Clerk action
Minutes	Accurate and legal	L	Review and sign off at following meetings	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented and minuted and any conflict addressed as appropriate.	Diary
Members liability	Legal proceedings brought against a member of council due to acts or omissions.	L	Arrange insurance cover to indemnify them when acting as a representative.	Council to review annually

Reviewed and Adopted on _____

Signed by Chairman _____