

Risk assessment and management (financial) for the period 1

April 2022 to 31 March 2023

Topic	Risk Identified	Risk level H/M/L	Risk Impact H/M/L	Management of Risk	Action
Precept	None- There is no precept set	L	L	Redlingfield Parish meeting sets a ZERO precept No other action required	None
Budget	Failing to budget correctly	L	L	Budget is set annually based on anticipated expenditure and previous years outturn.	Annual check
Investment income	None-There are no investments	L	L	We have no investments	None
Salaries	None - There are no employees	L	L	No action required	None
Expenditure and Purchases	Are Authorised	L	L	All purchases and expenditure is authorised in advance by the Chair	Chair to verify
Expenditure and Purchases	Value for money is obtained	L	M	Three quotations are required for all purchases over £250.	Chair to verify
Expenditure and Purchases	Correctly recorded and paid	L	M	Check arithmetic on invoices and perform bank reconciliation	Chair to verify
Grants	Grants are inappropriate	L	M	Ensure Grants are authorised for specified items and that expenditure is appropriate. Examine accounts of body receiving grant.	Chair to verify
VAT	None - VAT is not reclaimed	L	L	VAT cannot be reclaimed by a Parish Meeting No action required	None
Fundraising Event Income	Theft by ticket sellers	L	M	Known quantity of tickets are printed and distributed to ticket sellers. Tickets sold and unsold are accounted for.	Chair to verify
Expenses	None - No one is paid expenses	L	L	No action required	None
Expenditure on behalf of Parish reclaimed by Village Committee	Expenditure is not valid	L	L	All expenditure is authorised in advance and claims for reimbursement are on correct forms and accompanied by receipts	Approval check
Election Costs	There are no elections or costs	L	L	Redlingfield Parish Meeting has no Councillors No action required	None
General Reserves	Adequacy	L	L	Consider when setting Budget	Treasurer to advise
Assets	Assets which the Parish Meeting are responsible for are damaged	L	L	Review adequacy of Insurance. Insurance provided by Suffolk Community Action group.	Annual check and report to AGM
Third Party Liabilities	Risk of damage to third party property or individuals	L	L	Review adequacy of Public Liability Insurance. Insurance provided by Suffolk Community Action group.	Annual check
Fraud	Fraud by treasurer	L	L	Cheques to have 2 signatories. Independent review by Internal Audit. - Currently Mike Ager, Janet Norman-Phillips & Katie Abbott and for 2022-23 will include new Treasurer. We do not use Internet Banking.	Complete 2 signatures in existence
Financial management	New treasurer (RFO) required	L	L	New Treasurer (RFO) will be appointed. Scribe accounting system and services is being used to ensure compliance	www.scribeaccounts.com Scribe is in use Interim RFO is Parish Clerk.
Internal Audit	Inadequate internal auditor	L	L	The SALC internal audit service has be purchased at a cost of £109 plus VAT and will also be used in future	Agreed by chair & clerk
Petty Cash	None - No petty cash exists	L	L	No action required	None
Financial Records	Inadequate records	L	L	Check regularly + internal audit review	Diary entry
Minutes	Accurate and legal	L	L	Approved at following meeting	Diary entry
Freedom of Information	Compliance with Law	L	L	All records are open to public inspection. Except in relation to personal data covered by Data Protection Act and during any Tendering process.	Chair to verify
Data Protection	Compliance with Law	L	L	Data protection principals are adhered to. Redlingfield Parish Meeting has been registered with the ICO for new General Data Protection Regulation requirements that came into effect on 25 th May 2018. The registration number is: ZA345161	Chair to ensure ongoing compliance and renewal of registration
Members interests (There are no members)	Conflict of interest	L	L	Declarations of interest to be minuted. Redlingfield Parish Meeting does not have any Members or Councillors.	Diary entry