

Hardington Mandeville Parish Council  
Annual Financial Risk Assessment 2012

10c

Topic	Risk Identified	High or Low	Management of Risk	Staff Action	Frequency of Internal Auditor checks (months)
<b>Income</b>					
Precept	Request not submitted	L	Full HMPC minute - Clerk to follow up	Diary	24
	Not paid by SSDC	L	Check & report to Council	Diary	24
<b>Expenditure</b>					
Salaries	Wrong salary paid	M	Check to minutes	Member verify	12
	Wrong pay rate	M	Check to contract	Member verify	12
Direct Costs	Goods not supplied to HMPC	M	Order system	Clerk check	12
and Overhead	Invoice incorrectly calculated	L	Check arithmetic	Clerk check	12
Expenditure by cheque	Cheque payable to wrong party	M	Signatory initials etc	Member verify	6
	Cheque payable is excessive	M	Signatory initials etc	Member verify	6
Grants & support	Power to pay, e.g. Sect. 137	M	Know current limit, Minute power	Member verify	12
	Agreement of Council to pay	L	Minute	Member verify	12
Election Costs	Invoice at agreed rate	M	Clerk check and consider budget	Clerk verify	whenever
VAT	VAT not claimed	M	Clerk to check and claim when more than £100 is due	Clerk verify	12
<b>Reserves - General</b>	Adequacy	L	Consider at Budget setting	Clerk/Chair opinion	12
<b>Reserves - Earmarked</b>	Adequacy	L	Consider at Budget setting	Clerk/Chair opinion	12
Assets	Loss/Damage etc.	M	Annual inspection and insurance		24
Staff	Loss of Clerk	M	Hours, health, stress, training mangt. Long term sickness, early departure	Council	24
			3 signatories are required for each transaction		6
Staff	Fraud by Clerk	L	Bank statements to be verified	Council	3