

## FINANCIAL RISK ASSESSMENT – CARDINGTON PARISH COUNCIL

Activity	Potential Hazard	Control Measures	Potential Risk with Control Measures
Preparing Precept	Precept could be overstated	Parish Council consider estimated expenditure against known expenditure.	Low
Preparing Precept	Precept could be understated and the Parish Council not have enough money to operate	As above precept is prepared and agreed by the Parish Council by estimated amount required against known expenditure	Low
Payment of accounts	Payments could be made from bank account which are not authorised	All invoices are presented at Parish Council meetings, are duly authorised and payments are minuted	Low
Payment of Accounts	Payments other than those incurred by Parish Council could be made.	Only invoices in the name of the Parish Council are paid and are subject to checks as above	Low
Bank Account	Money could be withdrawn which has not been authorised	Withdrawals can only be made with two authorised signatories and the bank balance is minuted at each meeting against the previously reported balance, production of the pass book/or bank statements, less any accounts passed for payment at that meeting	Low

Audit Report	No Audit Report is Obtained	A date is given by the External Auditor for the Annual return. The clerk reports this to the Parish Council. Annual accounts are agreed and Minuted at the May meeting each year for submission to the External Auditor by the end of July. External Auditor would remind if overdue. External Auditors report is reported back to the first available meeting after if is received so Parish Councillors know that the audit is complete	Low
Cash Balances at Year end	The Parish Council accumulates high cash balances at year end	The reason for any cash balance at the year end is investigated and the reason reported to the Parish Council. Any surplus balance is taken into account and any excess taken off the precept to lower the precept for the following year	Low
Annual Accounts	Parish Councillors do not see copies of Annual Accounts	Annual Accounts are produced at the May meeting each year and circulated to all members. They are prepared against all expenditure recorded in the cash book and as reported to each Parish Council meeting, agreed, minuted and signed by the Chairman	Low
Ordering of goods	Orders could be placed which have not been authorised by the Parish Council	Any purchases are agreed and Minuted at Parish Council meetings. No orders are placed until agreement is given.	Low

**RISKS OTHER THAN FINANCIAL**

Village Hall	Caretaker not available to open Hall	Clerk arranges to collect from caretaker Councillors are also on the Village Hall Committee and are key holders	Low
Village Hall	Not available for meeting	Meeting would be held at neighbouring village hall or date of meeting changed	Low
Village Hall	Double booked	Meeting for the whole of the year are booked in January.	Low
Clerk	Ill and unable to attend meeting	Suggested that the Clerk from Leebotwood and Longnor or Acton Burnell would be asked to attend to take Minutes, if neither available contact SALC for locum	Low
Clerk	Resigns suddenly	Either Clerk from Leebotwood and Longnor or Acton Burnell would be asked to take over temporarily, if neither available contact SALC for locum. Advertise for replacement as soon as possible	Low
Meeting	Not quorate	Clerk to arrange another meeting as soon as possible New meeting date to be advertised giving three clear days notice	Low

Meeting	Cancelled because of weather conditions	Clerk to arrange another meeting as soon as possible, and notify all concerned New meeting date to be advertised giving three days notice	Low
Administration	Asset Register, Financial Regulations, Risk Assessments, Standing Orders etc	To be reviewed annually and available on the web site and for inspection on request	Low

Reviewed and agreed at Parish Council meeting held on 7<sup>th</sup> March 2023

Signed .....  
Chairman