

**THUNDRIDGE PARISH COUNCIL**

**FINANCIAL RISK ASSESSMENT 2022**

**2022**

**WHAT ARE THE HAZARDSWHICH MAY BE CAUSED**

**WHO/WHAT MAY BE HARMED?**

**WHAT IS DONE NOW?**

**HOW BAD IS THE RISK?**

**WHAT NEEDS TO BE DONE?**

**BY WHEN?**

**Other Risks**

(Give specific Groups of people eg. Staff, visitors, contractors, pupil, residents, cleaners, disabled etc. And include estimated numbers: include significant property damage)

(ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, moitoring systems, specific assessment unders health & safety regulations eg. COSHH, DSE, noise, manual handling, fire, etc.

(it may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM, HIGH)

(what actions should be taken or needs to be considered in order that the risks identified are effectively controlled?)

(what is the target date for completion?)

**MANAGING DOCUMENTES: STANDING ORDERS & FINANCIAL REGULATIONS**

Financial: Clerk/Councillor defrauds the Council	Parish Council/Parishioners	All cheques signed or payments approved at Full PC meeting All invoices stamped, dated & authorised by 2 Councillors Accounts reconciled to bank statements Budget vs performance monitored at each meeting No petty cash kept Income requested by cheque or bacs Council to regularly check accounts and clerk's work	LOW	Continue cheque signing at meeting Ensure all invoices for payment are stamped Clerk to reconcile monthly and submit to Council Submitted to Full Council continue continue continue	Monthly Monthly Monthly Monthly continue pavilion bookings quarterly
Fraud: Councillor & internal auditor	Parish Council/Parishioners	Appointed internal auditor independent from Councillors	VERY LOW		Annual appointment
Accounts not presented for External Audit Accounts not presented to external audit in time	Parish Council/Parishioners	Ensure all dates/requirements are adhered to	MEDIUM: finacial penalties MEDIUM: finacial penalties	Continue current practice Continue current practice	Annual Annual
Bringing the Council into disrepute	Parish Council	Ensure all Councillors are aware of the limitations of the role of Councillor/Chairman	LOW	Continue with updating training Complusory training for new Councillors	Following election
Health & Safety of Volunteers (litter pick)	NONE EMPLOYED - NOT APPLICABLE				
Electronic Payment	Parish Council/Parishioners	Two stage accounting procedure: Clerk to set up payments, two appointed signatory councillors to check and authorise payments Electronic payments to be recorded on monthly payment sheet and included on expenditure sheet (cashbook)	MEDIUM		

**Reviewed: May 2022**

**Next review due: May 2023**