

CROUGHTON PARISH COUNCIL		Risk Assessment and Management (Financial) 2025 - 2026				
The Clerk is the RFO. The Council appoints an ICC annually.						
Cllr Relf appointed as ICC - May 2025						
Any inconsistencies should emerge under the scrutiny of the ICC who reports to the Council on a quarterly basis.						
Topic	Risk Identified	H/M/L	Risk Management	Action	Review	Notes
<b>Receipts</b>						
Precept	Not submitted	L	PC minute	Action Plan Diary	Annual	
	Not paid SNC	L	Check trail and report	Action Plan Diary	Annual	
	Adequacy	M	half year review	Action Plan Diary	6 monthly	
1. Fees - Allotment	Rental invoice	L	Check register of tenants	Reconciliation	6 monthly	1. Tenancy Agreements are entered into between Allotment Holders and the Council. An Allocations Policy is in place. Allotment rents are reviewed annually and tenants advised 6 months in advance of any changes.
2	Cash handling	L				2. Cash is not accepted
	Banking	L	Bank in full asap	Reconciliation	6 monthly	
3. Fees - Cemetery	Grave allocation	L	Burial Register update	Register Reconciliation	Annual	3. Arrangements are in place in respect of interments in the absence of the Clerk.
4	Undertaker fees	L	Payment not received	Register Reconciliation	Annual	4. increase in Burial Fees in line with inflation
5	Memorial Fees	L	Payment not received	Register Reconciliation	Annual	5. ERB to correspond with memorials.
	Banking	L	Bank in full asap	Reconciliation		
6. Fees -Advertising	Incorrect rate	L	Check with editor and advertiser	Register Reconciliation	ongoing	6. Policy for advertising in newsletter and on website reviewed within 2 years.
	Banking	L	Bank in full asap	Reconciliation	ongoing	
Grants	Incorrect receipt	L	Check Claim record	RFO check	Annual	
<b>Payments</b>						
Salaries	Wrong salary paid	L	Check to contract	Cllr verify	Annual	Payroll is calculated using Basic PAYE Tools (government software). NI, PAYE and Employers NI contributions are paid via Direct Debit
7	wrong deductions NI	L	Check PAYE Calculations	Cllr verify	Annual	
	wrong deductions PAYE	L	Check PAYE Calculations	Cllr verify	Annual	
	wrong deductions Employers NI	L	Check PAYE Calculations	Cllr verify	Annual	
	Pensions Act 2008 compliance	L	Follow Auto Enrolment procedures	Cllr verify	Annual	8. Staging date April 2016. Re-Declaration of Compliance acknowledged 21st March 2019 by the Pensions Regulator. Resubmitted every 3 years. Resubmitted February 2022. Resubmitted 2025
General and Direct	Goods not supplied	M	Purchasing system	Approval/receipt check	Annual	
Expenses	Invoice value incorrect	M	Check purchase order	Approval check	Annual	
	Invoice calculated incorrectly	M	Check calculations	Approval check	Annual	
	Cheque incorrect value	M	Signature on cheque Stub	Cllr verify	Annual	
	Cheque payable to wrong party	M	Signature on cheque Stub	Cllr verify	Annual	
	BACS Incorrect Value	M	Dual Authorisation check	Cllr Verify	Annual	
	BACS Payable to wrong party	M	Dual Authorisation check	Cllr Verify	Annual	
9. Cllr Allowances	Cllr overpaid	M	Claim form and minute	RFO verify	Annual	9. Budget for Chairman's Allowance 2025-2026 £200.00
Election Costs	Invoice at agreed rate	L	RFO check notification & budget	RFO verify	When required	Local Elections held May 2025
VAT recoverable	VAT not recovered	L	Check all items in online accounts excel spreadsheet	RFO verify	6 monthly	
	VAT not claimed within time limi	L	Agree all returns submitted	RFO verify	6 monthly	
<b>Bank</b>	Insufficient funds	L	Check and reconcile monthly	RFO verify	Annual	
10. Cash	Loss through theft/dishonesty	L	Insurance - general and fidelity	Action Plan Diary	Annual	10. No petty cash is held
<b>Reserves</b>						

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Reserves General	Adequacy	L	Consider at budget setting	RFO advise	Annual	
Reserves Street Lighting	Adequacy	L	Consider at budget setting	RFO advise	Annual	
	Loss through critical damage	L	Consider at budget setting	RFO advise	Annual	
11. Assets & Insurance	Loss or Damage	M	Annual inspection and update	Action Plan Diary	Annual	11. Replacement is on a like for like basis. The Council has resolved not to insure its footway lighting assets. (57 columns)
	3rd party risk from Asset	M	Review Public Liability Insurance	Action Plan Diary	Annual	
12	Volunteers	M	Review Insurance Schedule	Action Plan Diary	Annual	12. Allow sufficient lead in time for assessment of risks re. to CPC projects and events
13. Staff	Loss of Clerk	H	Check employment levels	Action Plan Diary	Annual	13. Incapacitation: Engage Locum Clerk/RFO via approach to Northants CALC or SLCC.
	Fraud by Clerk	L	Fidelity Insurance	Council	Annual	
Maintenance	Poor performance/condition of	M	Annual maintenance inspection	Action Plan Diary	Annual	
14. Purchasing	Inadequate tender/quotation	L	Ensure compliance with tender regulations	RFO to verify	Annual	14. All contractors are required to provide evidence of Public Liability insurance and other relevant certification.
Value	Overspending	H	Ensure correct tendering and purchasing	Ongoing	Annual	
<b>Financial Records</b>	Inadequate records	L	Clerk/RFO/Cllr check 6monthly	Action Plan Diary	Annual	
Minutes	Accurate and legal	L	Monthly meeting review	Ongoing	Annual	
15. Cllr interests	Conflict of Interest	M	Update Declaration of/and	Individual Members	Annual	To avoid damage to Council's reputation. Declarations of Interest and Request for Dispensations are Standing items on Agendas.
Budget	Lack of budgetary process	L	Ensure budget compliance is adhered to.	Action Plan Diary	Annual	
	Adequacy of budget	L	Requirement for full council discussion and review	Action Plan Diary	Annual	
	Budget Monitoring	L	Finance Reports, Internal Control Processes Report	ICC and RFO	Quarterly & Annual	
16. Security of records	Destruction by fire	L	File all minutes in hard copy, all cemetery documentation, and all electronic copies of CPC records in fireproof cabinet in alarmed village hall.	ongoing; anti virus software	annual	16. Electronic files backed up to One Drive
	Accidental or deliberate manual destruction	L	Key to fireproof cabinet to be held by CPC Clerk	ongoing	annual	
		L	Signed copies of minutes to be securely stored, with electronic copies being held either in fireproof filing cabinet or off site by CPC Clerk.	ongoing		
	Archive in perpetuity	M	Digitise Minute Books prior to depositing in County Record Office	Budget and/or Grant	One off Digitisation; Archive every 5 yrs	17. Application to NHB Funds rejected. Oct 2019. Budget provision.
17. Accounting Basis	Audit Regime	H		Budget Monitoring	ongoing	18. Legal Compliance, To avoid financial penalty.
	Basic Level Audit Review	M		end of Year Accounts	annual	
Signed..... Date.....						