

Sellindge Parish Council – Risk Assessment – Finance

Function	Perceived or Actual Risk	Prevention & Save Guards	Risk Levels
Employment of Staff Purchase of outside expert advice or for delivery of work	<ul style="list-style-type: none"> • Failure to discharge Council functions 	<ul style="list-style-type: none"> • Ensure any staff appointed is qualified for position & update training is required • Ensure company or individual appointed is trained, covered by professional and public liability – if required – and belongs to a recognised body. 	Low
Keeping of Parish Council Accounts	<ul style="list-style-type: none"> • Inaccurate or failure to maintain records 	<ul style="list-style-type: none"> • For the RFO to supply copies to the Finance & General Purposes Committee (F&GP) on a monthly basis. 	Low
Annual budgets and precept requests	<ul style="list-style-type: none"> • Failure to provide for services required. • Overspend on budgets • Underspend on budgets 	<ul style="list-style-type: none"> • Ensure that budget timetables are adhered to. • Ensure budget sheet is maintained and updated as above. • Precept requests not submitted to District Council until agreed in full Council 	Medium
Unauthorised withdrawals	<ul style="list-style-type: none"> • Failure for cheques signed by two Cllrs, if using • Bacs payments, ensure approval reference is added to each payment, 	<ul style="list-style-type: none"> • No blank cheque to be signed. • All invoices must be agreed at either a Council or Committee Meeting, unless this is not possible due to circumstances 	Low
Staff Payroll	<ul style="list-style-type: none"> • Failure to pay staff at the correct rate 	<ul style="list-style-type: none"> • To ensure payment figure is made according to agreed figure. • Use of Payroll company to produce correct information. 	Low
Asset Control	<ul style="list-style-type: none"> • Possibility of being under insured 	<ul style="list-style-type: none"> • To update list when purchases are made • To review insurance levels annually by the F&GP, • If required have assets independently assessed. 	Low
Insurance	<ul style="list-style-type: none"> • Failure to have correct level in place 	<ul style="list-style-type: none"> • Check levels annually and adjust as required. • To check and confirm in writing any events are covered. 	Low
VAT	<ul style="list-style-type: none"> • Failure to claim repayments. 	<ul style="list-style-type: none"> • Ensure VAT claim is submitted each year and reported to the full council. 	Low

	<ul style="list-style-type: none"> • Incorrect VAT input and calculation made 	<ul style="list-style-type: none"> • Ensure that all invoices have registered VAT numbers on them • Ensure that VAT is entered correctly 	
Purchases	<ul style="list-style-type: none"> • Failure to observe Standing Orders • Inappropriate use of Council funds • Breach of Code of Conduct 	<ul style="list-style-type: none"> • Ensure that purchases are agreed at Council or Committee meetings. • Or if in an emergency RFO to liaise with Council Chairman or the and F&GP Chairman • Ensure Councillors are aware of Code 	Medium
Investments	<ul style="list-style-type: none"> • Loss of Capital invested 	<ul style="list-style-type: none"> • Ensure proper investigation prior to agreement of the investment and that it conforms to the PC agreed investment strategy. • No money to be invested without full Council approval. 	Medium
Borrowing money	<ul style="list-style-type: none"> • Failure to minimise fees • Failure to follow rules and regulations on borrowing • Over borrowing, being unable to meet payments 	<ul style="list-style-type: none"> • Full Council to investigate alternative options before agreeing to borrow money. • Ensure borrowing is agreed by full council • To contact KALC for advice and borrowing approval. 	Medium
internal and external Audits	<ul style="list-style-type: none"> • Failure to comply with audit processes. • Failure to secure independent audit 	<ul style="list-style-type: none"> • Ensure all accounts are presented to the full council by the prescribed date. • Maintain time table for completion of accounts. • Ensure that independent auditor is agreed by February. 	Low
Making Grants	<ul style="list-style-type: none"> • To prevent the Parish Council from making grants outside of their powers. 	<ul style="list-style-type: none"> • No grants should be made without approval. • Confirmation from the Clerk/RFO that the grant is within the Council's powers. 	Low

Version 2	17/08/2021	L Hedley
Version 3 review	22/10/2025	L Hedley
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