

Wem Town Council

Financial Management Risk Assessment 2018

Area	Risk	Level of Risk	Action	2018 Additional Controls
Assets	Protection of physical assets	M	Contents of Clerk's Office, Swimming Pool, Public Toilets, Civic regalia insured. Value increased annually by RPI. Ensure that all acquisition / disposals are promptly and accurately recorded in the asset register	Swimming Pool and Toilets valued 2017 – insurance cover updated accordingly. Swimming Pool Extension to be valued. Civic Regalia last valued 2014 to be revalued 2019
Finance	Banking	M	Cash banked same day as received if possible. All cash received to be locked in filing cabinet in office before it can be banked. (see cash handling policy) Cheques banked within 7 days of receipt Complies with financial regulations first adopted October 2002 and reviewed annually (last amended November 2016).	Safe to be purchased Awaiting updated Financial Regulations to be published
	Loss of cash through theft or dishonesty	H	Receipts issued. Fidelity guarantee insurance £1,000.000. Complies with financial regulations first adopted October 2002 and reviewed annually (last amended November 2016)	
	Financial controls and records	M	Monthly reconciliation prepared by Clerk, checked by Mayor monthly and reported to Council. Two signatories on cheques and invoices. and BACS payments Internal and external audit undertaken Internal control undertaken by Mayor (who changes every year).	

			Internal controls reviewed annually. Complies with financial regulations first adopted October 2002 and reviewed annually (last amended November 2016).	
	Cash Collection	M	Cash handling policy (adopted Dec 2016) to be adhered to	
	Internet Banking	M	Councillors with authority to authorise payments via internet banking system are responsible for keeping passwords safe. New payments – bank account details on invoice must be signed by councillor authorising payment to validate accuracy of the account details loaded on the system. Further conditions relating to internet banking outlined in financial regulations	
	Comply with Customs and excise regulations	M	VAT claims and payments calculated by Clerk. Clerk attended training course and helpline when necessary. Internal and external auditors provide double check.	VAT training course attended October 2017 by Clerk and Councillors
	Complying with borrowing restrictions	L	Sum of £60k borrowed from PWLB in 2008 following Loan Sanction Approval.	
	Disaster Recovery and Business Continuity Risks	L	Separate policy in place (Feb 2018) to manage disaster recovery and business continuity risks reviewed annually	
	Staff Pensions	L	All eligible staff in Local Government Pension Scheme. Staging date for Pensions August 2016, declaration of compliance completed.	
	Budget	M	Agreed by Town Council every January. Precept request counter signed by Mayor & Clerk Clerk & Mayor check precept received. Budget monitored by Town Council throughout the year.	Monthly report sheets distributed at meetings.
Liability	Risk to third party, property or individuals	H	Insurance in place (£10,000,000).	

			Service Level Agreement in place with Shropshire Council to provide Health and Safety advice and support.	Regular meeting with Shropshire Council representatives
	Legal liability as consequence of asset management (burial ground, playareas, allotments)	H	Insurance in place. Open Spaces checked regularly. Regular inspection schedule of all council's assets in place. Daily, weekly and monthly checks of playareas (recorded) Groundsman qualified in undertaking play equipment inspections. Recorded inspection of bus shelters, allotments, cemetery and toilets. Annual professional inspections of play areas. Professional inspection of trees owned by WTC undertaken every two years (undertaken February 2018)	Groundsman to undertake ROSPA Operational Training course Due 2020
	Risk of burials & erection of headstones taking place without authority	M	Regular checks of cemetery carried out. No reservations of plots accepted so risk of incorrect location of plots minimal. All memorials inspected April 2016 by Clerk who has been trained in memorial inspection all priority 1 memorials repaired by June 2016	Priority 3 memorials require further inspection 2018
Employers Liability	Comply with employment law	M	Insurance in place. Council a member of Shropshire Association of Local Councils.	
	Comply with Inland Revenue requirements	M	Payroll and end of year return prepared by SC. Checked by internal and external auditor.	
	Safety of staff & visitors	M	Regular recorded inspections of all land and property owned by WTC.	
Legal Liability	Ensuring activities are within legal powers	H	Clerk fully trained (and attends regular training sessions). Clerk clarifies legal position on any new proposal. Legal advice sought when necessary. Balance sheets requested with grant applications.	

	Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of all meetings held in interim. Minutes made available to press and public at the Clerk's Office and on website in line with transparency act.	
	Proper document control	M	Deeds and leases held by solicitor. GDPR training undertaken by Clerk 2018	
Councillor propriety	Registers of interests and gifts and hospitality in place	M	Registers completed. Declaration of interests on every agenda and Councillors expected to declare interests at start of every meeting. Training undertaken in 2017. Notification of need to update registers carried out annually.	Code of Conduct Training video circulated on Sept 2018 to all councilors not in attendance at 2017 training

This risk assessment was considered by Wem Town Council's Finance and Corporate Governance Committee on _____ and approved by Wem Town Council in _____. It will be reviewed in twelve months' time.
