

ST JUST TOWN COUNCIL FINANCIAL RISK ASSESSMENTS

As per External Audit requirements the Council need to complete appropriate risk assessments and this paper aims to address the action to be taken. The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks. The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and the Council may wish to consider other risks not identified.

Area	Risk	Control Measures	Recommendation
Precept	Illegal expenditure	<ul style="list-style-type: none"> a. All expenditure is presented to Council on Payment Schedules. b. Accounts are inspected on a bi-annual basis by the Council's Internal Auditor & internally bi-annually by Town Councillor. c. Accounts are checked by Internal Auditor for comment prior to the completion of the Annual Return. 	Continue with current control measures
	Inadequate monitoring of performance	<ul style="list-style-type: none"> a. Clerk presents a Budget Assessment on a quarterly basis. In addition, accounts are independently verified by Town Councillor in accordance with financial regulations. b. Council to satisfy themselves sufficient funds are available, prior to making unbudgeted expenditure. 	Continue with current control measures
	Annual precept not the result of proper detailed consideration	Proposed budget presented to Council with explanatory notes	Continue with current control measures
Accounting	Non-standard and/or non-compliant records kept.	<ul style="list-style-type: none"> a. All expenditure is presented to Council on Payment Schedules. b. Accounts are inspected on a bi-annual basis by the Council's Internal Auditor & internally bi-annually by Town Councillor c. Accounts are checked by Internal Auditor for comment prior to the completion of the Annual Return. 	Continue with current control measures
	Non-compliance with audit requirements	<ul style="list-style-type: none"> a. Accounts are inspected on a bi-annual basis by the Council's Internal Auditor b. Accounts are checked by Internal Auditor for comment prior to the completion of the Annual Return. c. Reports from Internal and External Auditors are analysed and appropriate action taken 	Continue with current control measures

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Administration	Payment arrangements	a. Clerk presents Payment Schedule to Council for approval, including authorisation of BACS payment by two councillors. b. The two Councillors, who sign the cheques at the meeting continue to initial the cheque stubs and cross check them against the payment schedule.	Continue with current control measures
	Reconciliation	Bank reconciliations carried out on receipt of each statement and on monthly basis. The reconciliation is independently verified by Town Councillor in accordance with financial regulations. Presented to full Council on quarterly basis.	Continue with current control measures
	Petty Cash	Reconciled on a monthly basis by RFO and verified and countersigned by Town Councillor. Presented to full Council on a quarterly basis.	Continue with current control measures
	GDPR Data breaches	Compliance with ICO regulations and good practice.	Continue with current control measures
	Systems in place	Accounts run on SCRIBE since 2022	Continue with current control measures
	Agency advice	Membership of CALC / SLCC / Cornwall Council.	Continue with current control measures
Payroll	Incorrect calculations	a. All expenditure is presented to Council on Payment Schedules. b. Accounts are inspected on a bi-annual basis by the Council's Internal Auditor.	Continue with current control measures
	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) Administrative Assisitant to provide cover during period of absence of RFO	Continue with current control measures
	Public Liability (statutory)	Insured for £15,000,000	Continue with existing cover
	Employers Liability (statutory)	Insured for £10,000,000	Continue with existing cover
	Money	Insured for £250,000	Continue with existing cover

Insurance	Fidelity Guarantee	Insured for £500,000	Amended in response to Internal Audit
	Property	Check Asset register against existing insurance cover and adjust accordingly	Continue with current control measures
	Loss of revenue	Not covered	Continue with existing cover
	Officials Indemnity	Insured for £250,000	Continue with existing cover
	Libel & Slander	Insured for £250,000	Continue with existing cover
	Personal Accident	See scale of benefits on policy schedule	Continue with existing cover

Sue Ninnis

Town Clerk

Approved at Council Meeting of: 6 February 2024

Signature:

Date:

Amended 6 Feb 2024 meeting following IA Recommendation with GDPR to be included in Risk Assessment*

