

## South Willesborough And Newtown Community Council Financial and Risk Assessment

Area	Risk	Level	Controls
Assets	Clerk working from Home	L	Assessment of clerks home carried out. Insurance cover arranged for loss from Clerks home.
	General Office equipment	L	Where required pat testing of equipment done yearly.
Finance	Banking	M	All payments follow Finance Regulations. Any electronic banking carried out according to CC policy
	Consequential Loss of income	M	Insurance cover will cover losses and relocation if required. See legal liability below
	Theft of cash	L	No petty cash to be used; all receipts of money banked with out deductions.
	Financial controls and records	M	<ul style="list-style-type: none"> <li>• All staff will follow Finance regulations followed.</li> <li>• Monthly reconciliations prepared</li> <li>• All payments listed at full council meetings or finance &amp; General Purposes Committee.</li> <li>• VAT</li> <li>• External auditor to carry out 6 monthly checks.</li> <li>• Expenditure against budget reported to F&amp;GP every 4 months.</li> <li>• All payments to require 2 Councillors to sign either cheque or electronic payment.</li> </ul>
	Annual Precept	M	
	HMRC VAT	M	<ul style="list-style-type: none"> <li>• Use of help line when needed.</li> <li>• Independent company to do pay calculations</li> </ul>

			<ul style="list-style-type: none"> <li>• Use of HMRC Online service for payment of staff, with Chairman of F&amp;GP checking.</li> <li>• VAT to be calculated through the year.</li> <li>• To claim every 6 months if limit reached</li> </ul>
	Borrowing	L	<ul style="list-style-type: none"> <li>• No Borrowing likely in 1<sup>st</sup> two years.</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> </ul>
Legal Liability	Risk to third party property or individuals	L	<p>At present no assets but Insurance is in place that</p> <ul style="list-style-type: none"> <li>• Covers all minimum and legal requirements such as Councillors when on Council business</li> <li>• The Clerk when at work and active on council business</li> <li>• All volunteers are covered when the Council has agreed/authorized task/project on voluntary basis.</li> </ul> <p>As assets are handed over</p> <ul style="list-style-type: none"> <li>• Full inspections to be carried out prior to the hand over</li> <li>• Any issues to be addressed within 3 months of acquiring assets</li> <li>• Clerk to ensure that any vehicle insurance has business cover in place.</li> <li>• All Councillors to ensure they have completed the Register of Interests.</li> </ul>
	General Data Protection Regulations (GDPR)	M	<ul style="list-style-type: none"> <li>• Council is registered with ICO</li> <li>• All Councillors have received training on GDPR</li> <li>• Retention and disposal policy in place</li> <li>• Councillors use encryption when sending emails</li> </ul>

			<ul style="list-style-type: none"> <li>• Councillors use of Computers at home are password protected.</li> </ul>
Employment Liability	Employment Law	M	<ul style="list-style-type: none"> <li>• All Staff has contract of Employment with any changes being agreed with staff.</li> <li>• Are members of Kent Association of Local Councils (KALC). This is the council support</li> <li>• Clerk is member of Society of Local council Clerks (SLCC). This supports the Clerk with advice on working for the Council</li> <li>• Clerk can Join the Association of Local Council Clerks (ALCC). This will give employment advice.</li> <li>• Risk assessments carried out</li> <li>• Annual Appraisals carried out yearly</li> </ul>