

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"> • All staff will follow Finance regulations followed. • Monthly reconciliations prepared • All payments listed at full council meetings or finance & General Purposes Committee. • VAT • External auditor to carry out 6 monthly checks. • Expenditure against budget reported to F&GP every 4 months. • All payments to require 2 Councillors to sign either cheque or electronic payment. |
| | Annual Precept | M | |
| | HMRC VAT | M | <ul style="list-style-type: none"> • Use of help line when needed. • Independent company to do pay calculations • Use of HMRC Online service for payment of staff, with Chairman of F&GP checking. |

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| | | | <ul style="list-style-type: none"> • VAT to be calculated through the year. • To claim every 6 months if limit reached |
| | Borrowing | L | <ul style="list-style-type: none"> • No Borrowing likely in 1st two years. |
| | | | <ul style="list-style-type: none"> • |
| 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"> • Covers all minimum and legal requirements such as Councillors when on Council business • The Clerk when at work and active on council business • All volunteers are covered when the Council has agreed/authorized task/project on voluntary basis. <p>As assets are handed over</p> <ul style="list-style-type: none"> • Full inspections to be carried out prior to the hand over • Any issues to be addressed within 3 months of acquiring assets • Clerk to ensure that any vehicle insurance has business cover in place. • All Councillors to ensure they have completed the Register of Interests. |
| | General Data Protection Regulations (GDPR) | M | <ul style="list-style-type: none"> • Council is registered with ICO • All Councillors have received training on GDPR • Retention and disposal policy in place • Councillors use encryption when sending emails • Councillors use of Computers at home are password protected. |
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| Employment Liability | Employment Law | M | <ul style="list-style-type: none"> • All Staff has contract of Employment with any changes being agreed with staff. |

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| | | | <ul style="list-style-type: none">• Are members of Kent Association of Local Councils (KALC). This is the council support• Clerk is member of Society of Local council Clerks (SLCC). This supports the Clerk with advice on working for the Council• Clerk can Join the Association of Local Council Clerks (ALCC). This will give employment advice.• Risk assessments carried out• Annual Appraisals carried out yearly |
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