



Myland Community Council

Financial Risk Assessment

Issue 3 – May 2015

**Adopted: Myland Community Council Meeting:
Minute number: 032-15/16**

1. Introduction

- 1.1 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.
- 1.2 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Recommendation	
Insurance	Public Liability (statutory)	Continue existing cover (£10m)	
	Employers Liability (statutory)	Continue existing cover (£10m)	
	Money	Continue existing cover (£250K)	
	Fidelity Guarantee	£250,000 Members and Employees	
	Property (Office)	Buildings Sum Insured - £255,219	
	Contents (Office)	£8,013	
	Business Interruption	£10,000	
	Street Furniture	£30,358	
	War Memorial	£10,604	
	Officials Indemnity.	Continue with existing cover (£250K)	
	Libel & Slander	Continue with existing cover (£250K)	
	Personal Accident – Employees and Councillors	Limited to £500,000 any one person and £2m any one accident	
	Payroll	Loss of data on PC due to system fault.	Continue to back up data on weekly basis. Also continue to regularly obtain up to date versions of HMRC program.
		Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.

Service Area	Risk	Recommendation
Administration	Payment arrangements	Report all payments to Council for approval monthly. See also On-Line Payment Process
	Reconciliation	Continue with bank reconciliation monthly
	Agency advice	Continue with memberships of EALC/NALC and SLCC.
Precept	Annual precept not the result of proper detailed consideration.	Budget/Precept to be discussed by F&S Committee and recommendations to be agreed by Full Council by at least January meeting.
	Inadequate monitoring of performance.	Budget monitoring report provided to all Councillors on a monthly basis.
Precept contd.	Illegal expenditure.	Ensure that all expenditure is within legal powers.
Accounting	Non-standard and/or non-compliant records kept.	Ensure adequate, complete and statutory financial records and accounts are kept
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	Ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor. All financial monitoring to be carried out by F&S Committee at every meeting.
Contracts	Ensure continued value for money coupled with continuity of work.	Seek quotes for photocopier lease before the end of the current lease also monitor the office cleaning and gardening contracts. Three quotes to be obtained for each issue then to be considered by the F&S Committee for recommendation to Full Council