

Identified Financial Risk	Financial Risk Management Action	Responsibilities
Bankruptcy	i) Ensure that a detailed annual budget identifying all expected costs with a 25% contingency is prepared, checked and approved each year before setting precept	<b>RFO</b> to prepare draft budget with detailed estimates of all expected income and expenditure <b>Councillors</b> to check draft budget and agree final budget
	ii) Ensure that the precept is sufficient to pay for any expenditure identified within the budget	<b>Councillors</b> to agree a precept that is sufficient to cover the expected expenditure identified within the agreed budget
	iii) Review risk management procedures on an annual basis or whenever necessary	<b>Clerk</b> to add risk management review to May agenda <b>Councillors</b> to review and agree risk management procedures
Money fraudulently taken from bank account(s)	i) Ensure that a system is in place that requires two members of the council to sign any cheques	<b>RFO</b> to ensure banking requires two signatures on cheques
	ii) Ensure that bank reconciliations are prepared each month and checked against bank statements by a councillor and approved by the council	<b>RFO</b> to prepare monthly bank reconciliations and present to the council for approval <b>Councillors</b> to ensure bank reconciliation is checked, approved, and signed
	iii) Ensure that the cashbook is kept up to date with all incoming and outgoing transactions and checked by a councillor each quarter and approved by the council	<b>RFO</b> to prepare monthly bank reconciliations and present to the council for approval <b>Councillors</b> to ensure bank reconciliation is checked, approved, and signed
	iv) Ensure that all payments are made in accordance with Financial Regulations	<b>Clerk &amp; Councillors</b> to ensure that all payments are made in accordance with Financial Regulations
	iv) Review risk management procedures on an annual basis or whenever necessary	<b>Clerk</b> to add risk management review to May agenda <b>Councillors</b> to review and agree risk management procedures
Unexpected costs for replacement/maintenance of property	i) Ensure that the council carries out a regular assessment of the state of its assets and identify potential costs that will be ring-fenced, where possible, in the council's reserves and identified within the annual budget	<b>Clerk</b> to identify process for which the council can identify potential costs to assets <b>Councillors</b> to review process to ensure that it adequately meets the council's needs, and approve any required action/costs
	ii) Ensure that all assets are adequately insured for a value that will either replace or repair an asset	<b>Clerk</b> to identify appropriate insurance on an annual basis <b>Councillors</b> to review proposed insurance cover and ensure that it adequately meets the council's needs, and approve any required action/costs
	iii) Review risk management procedures on an annual basis or whenever necessary	<b>Clerk</b> to add risk management review to May agenda <b>Councillors</b> to review and agree risk management procedures
Civil claim made against the council	i) Ensure that the council annually identifies where it is at risk of civil claims being made when reviewing its risk management plan or undertaking any new work	<b>Clerk</b> to identify risks and present to the council on an annual basis or when new work is being undertaken, and add as an individual item to the risk management plan if the council deem it necessary <b>Councillors</b> to review risks and risk management plan and ensure that it meets the councils needs, and approve a final plan on an annual basis or when new work is being undertaken
	ii) Ensure that the council has adequate insurance in place to cover itself against any civil claims	<b>Clerk</b> to identify appropriate insurance on an annual basis or when new work is being undertaken <b>Councillors</b> to review proposed insurance cover and ensure that it adequately meets the council's needs, and approve any required action/costs on an annual basis or when new work is being undertaken
	iii) Review risk management procedures on an annual basis or whenever necessary	<b>Clerk</b> to add risk management review to May agenda <b>Councillors</b> to review and agree risk management procedures
Council wants to undertake work not in annual budget	i) Ensure that a financial risk assessment is undertaken prior to agreeing to any work not included in the budget	<b>RFO</b> to undertaken financial risk assessment <b>Councillors</b> to review risk assessment and agree to work being undertaken only when it is satisfied that there are appropriate controls in place to minimise any risks
	ii) Ensure that the council has adequate opportunity to identify and explore new projects when setting the annual budget	<b>RFO</b> to add budget to September, October and November agendas so that ideas can be discussed and explored <b>Councillors</b> to identify and discuss any projects that may be of benefit to the parish and only agree to these once costs and the ways in which they will be paid have been adequately identified
	iii) Review risk management procedures on an annual basis or whenever necessary	<b>Clerk</b> to add risk management review to May agenda <b>Councillors</b> to review and agree risk management procedures