



Ansty & Staplefield Parish Council

Financial Risk Assessment

Ansty & Staplefield Parish Council Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible. This document has been produced to enable Ansty & Staplefield Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

SUBJECT	RISK(S) IDENTIFIED	HIGH, MEDIUM, LOW	MANAGEMENT/CONTROL RISK	REVIEW/ASSESS/REVISE
Precept	Inadequate precept	M	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projection position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Mid Sussex District Council. The figure is submitted by the Clerk in writing. There is the potential to lose precept due to boundary changes, however adequate notice should be given in this case to allow A&SPC to budget accordingly.	Existing procedure adequate
Financial Records	Inadequate records and Financial irregularities	L	The Clerk/RFO and Council follow the Financial Regulations as set out by NALC, which have been revised and adopted by the Parish Council. The cash book is kept electronically using EasyPC accounting software designed specifically for Parish Councils. The cash book is reconciled to the bank statement each month. These are reviewed annually by the Clerk/RFO	Current Financial Regulations are adequate and adopted by Council. Reviewed when necessary.

			and Council and adopted at the Annual Parish Council Meeting.	
Standing Orders	Not adhering to policy and procedures as set out in the Standing Orders	L	The Clerk/RFO and Council follow the Standing Orders as set out by NALC, which have been revised and adopted by the Parish Council. These are reviewed annually by the Clerk/RFO and Council and adopted at the Annual Parish Council Meeting.	Current Standing Orders are adequate and adopted by Council.
Bank & Banking	Banking / Financial Errors	L	All items of income and expenditure are cross-referenced against the bank statements and a monthly reconciliation report created for authorisation. Both records are examined and authorised monthly by the Internal Controller and noted by Council quarterly. All expenditure and income are approved by Council at Parish Council Meetings when they are presented with the associated invoice and minuted as such. All on-line transactions are to be authorised by 2 Councillors.	Current procedure adequate.
	Loss through theft and dishonesty	L		Current procedure adequate.
Electronic Payments (BACS)	Payments made without Council approval	L	All BACS payments are approved by Council prior to the payment being made. If a payment needs to be made outside of the meeting, then approval is to be sought from the Chairman, with the decision and payment ratified at the next available council meeting via the monthly Ratification Statement. Council uses the Unity Banks's online "Approver" facility, which automatically requires that payments made from the account must be authorised by 2 authorised signatories before being released to the payee. The inputter and the approvers both check the electronic entry to ensure that it matches the approval list from the meeting. Monthly reconciliations are also done to show up any errors.	Current Procedure adequate.
	Incorrect electronic payment or amount made / No monitor on actual electronic entry	M		
Financial/Account Records	Inadequate Records	L	The Clerk/RFO maintains a cashbook online using EasyPC accounting software, listing all income and expenditure. The Clerk/RFO compiles all paperwork relating to monthly income and expenditure in hard copy. Electronic files are saved to the laptop and are automatically backed-up to the cloud. All files are reviewed by a councillor annually and also assessed by the NLC Internal Auditor annually before being submitted for external audit.	Current Procedure adequate.
Investment Account/Income	Loss of funds	L	The account is reviewed regularly and reconciliations are completed for authorisation by the Parish Council Internal Controller.	Review Annually
Grants Awarded to Council	Not receiving grant funding when successfully applied for	L	The Clerk/RFO is to ensure that all grant payments are made to the Council according to the terms of the	Current Procedure Adequate.

			grant and at the correct time, following up with the individual local authority and/or organisation if they are not.	
Grants Awarded by Council	Not following the grant claims procedure Grant Payments.	L L	The Clerk/RFO ensures the Grants Policy is adhered to and that all qualifying organisations are notified of the claim process annually. The Clerk/RFO also ensures there is a power to pay such grants before presenting the grant application to Council for approval. The Clerk/RFO ensures that all annual grants are budgeted for and a schedule of such payments kept for audit purposes and future budgeting. Payment is made in accordance with the Grants policy.	All reviewed annually.
Cash	Loss through theft and dishonesty	L	No cash is currently held by the Clerk/RFO.	N/A
Debit Card	Incorrect use	L	No debit card is currently held by the Clerk/RFO or council. Any payments are made using the Clerks own card and claimed back and approved either prior to purchase or at the next full council meeting.	N/A
Borrowing	Ability to repay any loans	L	The Clerk/RFO ensures that appropriate cash-flow forecasting is completed as and when required, and annually, the Clerk/RFO completes affordability check calculations. A report is presented to Council by the Clerk/RFO before any loans are applied for.	Reviewed as and when finance is required for a particular project not covered by the Precept and at budget time.
Best Value	Charges made on the Parish Council are too high or not value for money	L	The Clerk/RFO should obtain at least 3 estimates/quotations for any work undertaken by contractors on behalf of the Parish Council and for any major expenditure, as set out in the Financial Regulations. All estimates/quotations are then agreed and approved by full Council and minuted accordingly.	Current procedure is adequate.
Financial Reporting	Insufficient information	L	The Parish Council appoints an Internal Controller annually to review and authorise all financial records. All income and expenditure are presented at Parish Council meetings on the meeting Agenda, along with the balances of all Parish Council bank accounts. Each quarter, the Clerk/RFO circulates a Financial Report to Council, outlining income and expenditure against budget and highlighting main points in a commentary. All income and expenditure are also entered into the cashbook against the correct cost code, stating the minute reference. The Clerk/RFO ensures that all VAT returns are made in a timely manner and recorded in the cashbook. All accounts are available for public inspection.	Current procedure is adequate. The cashbook (budget) is reported on quarterly and reviewed by full council.

Audits	Annual Audit is not completed within the set deadline	L	The Clerk/RFO prepares the year end accounts statement and Annual Governance and Accountability Return for the NLC Internal Auditor to review at year end. Once the accounts have been returned and any recommendations reported on and observed, Council then approves them at the next annual meeting, along with all audit papers and the Annual Governance and Accountability Return. These are then submitted to the External Auditor for review.	Current procedure adequate.
	Annual Audit is not advertised	L	The Clerk ensures the annual audit and conclusion of audit notices are displayed on the Council notice board and website for the public to view, for the prescribed period of time.	Current procedure adequate.
Invoices	Goods not supplied but billed	L	Invoices are only paid after the service or goods have been received to the Council's satisfaction.	Current procedure is adequate. The Cashbook (budget) is reviewed annually by the Clerk/RFO and Internal Controller.
	Incorrect Invoicing	L	All requests /orders for goods and services are confirmed in writing by the Clerk/RFO, to agree all costs involved. The Clerk/RFO checks all invoices received for accuracy and ensures all information is entered into the Cashbook.	
	Unpaid Invoices	L	The Parish Council raises very few invoices. Any unpaid invoices will be followed up by the Clerk as part of month end routines.	
Freedom of Information Act	Non-compliance with the Model Publication Scheme	L	Information and documentation is made available on the Parish Council website, in order to comply with the Model Publication Scheme. Information is also publicised on the Parish noticeboards, with all FOI's dealt with in accordance with the Model Publication Scheme also.	Reviewed Annually.
Salaries	Salary and expenses paid incorrectly	L	Ansty & Staplefield Parish Council only employs one person, the Clerk. The Clerk presents their expenses, monthly, via the meeting Agendas. Full Council approves all presented figures at the monthly meetings, which is recorded in the minutes. To ensure accuracy of salary and tax/NI payments/contributions, Payroll is outsourced to WSCC.	Current procedures adequate.
Data Protection	Non-compliance with Data Protection Legislation	L	Ansty & Staplefield Parish Council is registered with ICO the UK Data Protection Agency and is governed by their rules.	Current procedures adequate.
Insurance	Inadequate Cover	L	An annual review is undertaken prior to the renewal of the insurance policy.	Due to the insurance being reviewed annually and cover updated with any capital items as and when required, the current procedure in place is adequate.
	Fidelity Guarantee	L	The amount is reviewed annually to ensure insurance cover is sufficient for the Parish Council's needs.	
	Public Liability	L	The Parish Council maintains insurance cover in all	

	Personal Accident Cost	L L	areas. The play equipment at the Playing Fields is regularly inspected by the clerk with quarterly and annual inspections by an External ROSPA Inspector. All Council members, employees and/or volunteers of the Parish Council are covered under the personal accident plan of the insurance policy. Risk Assessments are undertaken for any major events and the insurance company notified. A broker is used when it is time to renew insurance cover to ensure best value and is presented to Council for it to decide which to accept.	
Physical Assets	Loss or damage Risk/damage to third party property	M L	An annual review is conducted for insurance, storage and maintenance purposes. An annual review is also conducted for the level of public liability insurance required.	The Asset Register is updated when necessary, with a full review conducted annually.
Financial Assets	Land Rent not paid or rent income received Adequacy of Reserves	L L	The Clerk/RFO is to ensure that all rent income and expenditure, is paid in a timely manner and recorded within the budget. Considered by Council annually at budget setting in November/December and minuted.	All rent payments and income are reviewed annually. Reviewed annually.
Delegated Powers	Incorrect Use	L	The Clerk needs approval from the chairman for spend up to £1000 for emergency use.	Current procedure adequate.

Adopted: 13th April 2026