

Odcombe Parish Council
Annual Financial Risk Assessment

Topic	Risk Identified	High or Low	Management of Risk	Staff Action	Frequency of Internal Auditor checks (months)
Income					
Precept	Not submitted	L	Full OPC minute - Clerk to follow up	Diary	24
	Not paid by SSDC	L	Check & report to Council	Diary	24
Grants	Claims Procedure	L	Clerk to check quarterly		12
	Receipt of grant	M	Check & report to Council	Diary	12
Expenditure					
Salaries	Wrong salary paid	M	Check to minutes	Member verify	12
	Wrong pay rate	M	Check to contract	Member verify	12
	Wrong deductions NI	L	Check to PAYE calcs	Member verify	12
	Wrong deductions tax	L	Check to PAYE calcs	Member verify	12
Direct Costs and Overhead	Goods not supplied to OBPC	M	Order system	Approval check	12
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12
Expenses	Cheque payable to wrong party	M	Signatory initials etc	Member verify	6
	Cheque payable is excessive	M	Signatory initials etc	Member verify	6
Cllrs expenses	Cllr overpaid	L	Minutes	Clerk verify	6
Grants & support	Power to pay	M	Minute power	Member verify	12
	Agreement of Council to pay	L	Minute	Member verify	12
	Conditions agreed	L	Use reasonable condition	Clerk verify	12
	Follow up verification	M	Clerk check and consider budget	Clerk verify	12
Election Costs	Invoice at agreed rate	M	Clerk check and consider budget	Clerk verify	whenever
VAT	VAT not claimed	M	Clerk to check and claim when more than £300 is due	Clerk verify	12
Reserves - General	Adequacy	L	Consider at Budget setting	Clerk opinion Plan	24
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and at final accounts	Clerk opinion	12
	Earmarked or Contingent Liability	L	Review Minutes	Clerk/member view	12
Assets	Loss/Damage etc.	M	Annual inspection		24
Staff	Loss of Clerk	M	Hours, health, stress, training mangt. Long term sickness, early departure	Council	24
			Fidelity Guarantee Value,		12
			Insurance Company conditions,		24
			2 signatories are required for each transaction		6
Staff	Fraud by Clerk	L	Bank statements to be verified	Council	1