

Kings Bromley Parish Council

Financial Risk Assessment and Management 2025

Step 1: Risk Identification	Step 2: Risk Assessment		Step 3: Risk Management				
List of Possible Risks	Likelihood H/M/L	Impact H/M/L	What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale	Person Responsible	Reviewed Level of Risk
Precept – Adequacy Not submitted Not paid by District Council.	Low	High	Quarterly budget updates made. These form basis of precept bid after sign off by the council. Clerk monitors that monies are received from the District	Existing procedures are adequate.	Quarterly and annually	Clerk	Low
Grants Receivable. Claims procedure Receipt of grant when due.	Medium	High	Clerk will inform council of grants that may be available. Cllrs. will decide individually if an application should be made and will bring this to a full meeting for discussion.	Existing procedures are adequate.	As grant information is received	Clerk then all Cllrs.	Low
Bank and banking. Inadequate checks Bank mistakes Loss Charges Loss of funds	Low	High	The council has financial regulations which set out the banking procedure and regular conciliation of accounts (quarterly). Cheques require two signatures from four Cllrs. No errors have been made by the bank. Cash flow is monitored	Financial regulations are updated periodically. Bank statements monitored monthly.	Monthly	Clerk and Cllr. Responsible for financial monitoring.	Medium

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Salaries Wrong salary paid Wrong hours paid Wrong deduction of tax made							

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Salaries							

Wrong salary paid Wrong hours paid Wrong deduction of tax made							
Salaries Wrong salary paid Wrong hours paid Wrong deduction of tax made	medium	High	Salary rate assessed annually by Cllrs. Clerk uses outside service to make payments and assessment of tax due. Tax payments made to HMRC monthly. Clerk has contract of employment and job description.	Existing appointment and payment system is adequate.	Monthly	Clerk and appointed Accountant.	Low
Annual Return Submit within time limits	Medium	Medium	Clerk completes return at every year end and submits to internal auditor in April. Return is signed off by council in May and sent to external auditor (if necessary) by July.	Existing procedures are adequate.	Annually	Clerk and appointed internal auditor.	Low
Election costs Risk of cost from an election	High	High	When scheduled election is due and amount will be set aside to cover costs based on an estimate provided by the District. Mid tern elections made be required and an amount needs to be set aside for this in case an election is	Existing procedures need to be reviewed.	Annually	Clerk and representative s of the District	Low

			called.				
VAT VAT analysis Claimed within time limits	Low	High	All Vat qualifying items are listed in the accounts. Claim is made annually in April. Payment is monitored.	Existing procedures are adequate.	Annually	Clerk	Low
Assets Loss, damage etc Risk to third party property or individuals	Low	Medium	List retained. Annual inspections made. Asset register maintained and updated. Annual review of insurance made.	Existing procedures need to be reviewed.	Annually	Clerk	Low
Insurance Adequacy Cost Compliance	Low	High	Annual review made	Existing procedures are adequate.	Annually	Clerk	Low

Date to be reviewed	April 2025
Person responsible for review	Clerk