



COVID 19 FINANCIAL RISK ASSESSMENT 2020

1. Introduction

1.1 The Clerk has conducted this financial risk assessment in light of the recent outbreak of Covid 19 virus.

Service Area	Risk	Recommendation to Manage Risk	Action
Finance/Payments	Failure to make payments due to- Bank closures	Change in banking arrangements to Unity Trust Bank. Each Parish Council have a duty of care to ensure staff and suppliers are paid on time.	Arrangements as per adopted Financial Regulations Annual Finance Risk Assessment
	Isolation – staff being in high risk category/general risk of infection.		Online banking would prevent contamination
	Cross contamination from paperwork.	Handwashing before and after handling paperwork. Clerk to place paperwork on doorstep and remain no less than 2 meters away from other persons. All persons in contact with paperwork to thoroughly wash hands before and after contact. Online banking would prevent the need for handling paperwork.	
	Risk of receiving Fixed Penalty fine for making unnecessary travel.	Move to online banking	Online banking move completed June 2020
Bank and Banking	Inadequate checks Bank mistakes	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once a month when the statement arrives, any problems/irregularities are dealt with immediately by informing the bank and awaiting their correction. Monitor the bank statements monthly.	

Service Area	Risk	Recommendation to Manage Risk	Action
Online Banking	<p>Loss Charges Loss of signatories</p> <p>Safety of access</p> <p>Bank charges due to late payments of salary (2 signatories omitting to login and make the payment)</p>	<p>Council would choose replacements but the Bank takes time to implement changes, this mostly happens after an AGM/election.</p> <p>As is required by Standing Orders: the clerk will access internet banking sites directly and not via a search engine. A sealed dated envelope is held by the Chairman containing the password and PIN. This may only be opened in the presence of 2 other Councillors and then reported to full Council. Any transactions to be carried out electronically must be agreed by Full Council in advance.</p> <p>Parish Council responsible for reimbursing late payment charges.</p>	
	Loss through dishonesty	<p>The Council has Financial Regulations which set out the requirements.</p> <p>There is no petty cash or float.</p> <p>The Clerk provides a payment schedule for approval at each full council meeting.</p> <p>Finances/Accounts audited by the Internal Auditor annually.</p> <p>Unity Trust Bank, online banking only allows the Clerk to be administrator and therefore unable to access any funds.</p> <p>2 authorised councillors act as signatories to approve payments once they have satisfied themselves and the Council of the authenticity of each payment (via full council meeting). The 2 authorised councillors can view the account online at any time. No one councillor or the Clerk can move or withdraw any funds without prior approval of the Council and 2nd signatory.</p>	
Precept	Inadequate monitoring of performance	Continue to regularly consider budget monitoring report (monthly).	

Service Area	Risk	Recommendation to Manage Risk	Action
		Internal Auditor to carry out annually checks. Clerk provides a quarterly finance report showing current spend/over/under spend, forwarded to all councillors prior to and at full council meeting.	
	Illegal expenditure	Continue to ensure that all expenditure is within legal parameters. Parish Clerk to guide councillors on governance of appropriate expenditure.	Council to approve all expenditure or otherwise advised through financial regulations.
Minutes.	Ensure the minutes are accurate and legal.	Reviewed at following council meeting and approved.	PC to ensure minutes are concise, legible and that they record proceedings accurately.
Transparency Code	Ensure compliance of the Transparency Code.	PC to ensure that the following publications are available to the public in various forms:- All items of expenditure over £100 End of year accounts Annual Return Annual governance statement Internal audit report List of councillors responsibilities Names of councillors Location of public land and building assets Minutes, agenda and papers of formal meetings (Minutes should be displayed within 4 weeks following the meeting)	PC to ensure that the processes are put in place and regularly monitored.

Review period: Annual

Due for Review: May 2021