

**SALTNEY TOWN COUNCIL
RISK ASSESSMENT 2017/18**

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure; Challenge by local elector; Investigation by External Auditor Public interest report	H	L	Accurate recording of the minutes submitted to the next meeting for approval
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular update of database and bank reconciliation. Quarterly reports to Council Appointment of Internal Auditor
Loss of cash through theft or Dishonesty	Council unable to provide services and to meet expenses Damage to reputation of the Council	H	L	Fidelity Guarantee Insurance Internal controls to prevent and detect fraud Budgetary Controls Regular bank reconciliations
Requirements under employment law and I R regulations not being met	Liability for unpaid tax Inland Revenue fine Legal Action by employee	H	L	Monthly returns to I R. Staff contracts
Inadequate Precept	Council unable to provide all its intended services and programme. Council runs out of funds	H	L	Establish Annual budget and monitor throughout the year

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Poor management of funds	Bank charges/loss of interest	L	L	Budgetary control
Requirements for VAT not being met.	Entitlement to reclaim vat for a period being lost	L	L	Annual returns submitted
Complaint that Contract is not fairly awarded	Investigation by External Auditor, with increased fees, public interest report.	H	L	Standing Orders and Financial Regulations in place dealing with awards of contracts
Incurring ‘ultra vires’ expenditure	Local elector challenge, Audit investigation, public interest report	H	L	
Damage to footway lighting Columns	Cost of replacement Column Lack of service to the public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed.
Damage to Play Equipment	Cost of replacement Reduced range of equipment	M	L	Most damage is below excess insurance cover
Damage to Notice Boards	Cost of replacement Loss of communication with public	L	H	Most damage is below excess insurance cover
Damage to CCTV Cameras	Cost of replacement Increase in ASB	H	L	Regular checks by Police Town Clerk and Members

Tracey Brown, Town Clerk, 2017