

Bidborough Parish Council – Financial Risk Assessment

Subject	Risk(s) Identified	High, Medium, or Low	Management/Control of Risk	Actions Required
Precept	Inadequate Precept	L	To determine the precept required, the Clerk/RFO examines the current financial year's accounts together with the projected year end accounts, and considers all expenditure and income required for the next financial year based on the Council's approved priorities and decisions. He then presents this to Council at a properly convened Meeting to enable the Council to make an informed decision. The Clerk then submits the Precept form to Tunbridge Wells Borough Council for processing and payment.	The procedures in place are adequate and are reviewed annually.
Financial Regulations	Failure to adopt Financial Regulations based on NALC model	L	Financial Regulations based on NALC model have been adopted by the Council. These are reviewed annually by the Clerk/RFO and Council.	Financial Regulations based on NALC model have been adopted by the Council. All changes to the NALC Model are considered by the Council.
Standing Orders	Failure to adopt Standing Orders based on NALC model	L	Standing Orders based on NALC model have been adopted by the Council. These are reviewed annually by the Clerk/RFO and Council.	Standing Orders based on NALC model have been adopted by the Council. All changes to the NALC Model are considered by the Council.

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Payment System	Incorrect payments and potential of theft and fraudulent payments	L	<p>All payments, even those made between meetings which are made in accord with the Council's Financial Regulations or through a power delegated by the Council, are reported to the Council in a payment schedule. The Council approves the Payment Schedule and all payments that are made.</p> <p>Most payments are made by Bank transfer and are made in accordance with the payment schedule approved by the Council. All of the payments are made by the Clerk, acting as the Service Administrator, processing all approved payments through the Bank Account and authorising the payments which is then confirmed and authorised for payment by a Member of the Council who is an authorised signatory. In addition, all payments made by the Council are reconciled between the accounting software, the Bank Statements and the Payment Schedules by a different Member of the Council who is not an authorised signatory on the Bank Account.</p> <p>On those occasions when a cheque is issued two members of the Council must sign every cheque. Signatories check each cheque against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council.</p>	Approved System minimizes risk to the Council.
Financial/Account Records	Inadequate Records	L	The Council has a Finance Software package which is reconciled to the Bank Statements on a monthly basis to ensure and that all funds are accounted for. The Clerk/RFO ensures that this system is kept up to date.	Ensuring that the system is updated regularly to provide the Council with all the requires reports
Cash	Loss through theft and dishonesty	L	The Council holds no petty cash	N/A
Debit Card	Incorrect use	L	The Council has no Debit Card	N/A

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Financial Reporting	Council and Clerk/RFO not provided with information to make informed decisions	L	<p>All payments are presented at Parish Council meetings at the appropriate item on the agenda.</p> <p>Each quarter, the Clerk/RFO will circulate a Financial Report to Council, outlining all Council income and expenditure received during that period against the appropriate budget head.</p> <p>The Clerk/RFO ensures that all VAT returns are made in a timely manner but generally each quarter.</p>	The Council will receive quarterly reports on income and expenditure
Audits	Annual Audit is not completed within the set deadline. Annual Audit is not advertised	L	The Clerk/RFO prepares the year end accounts statement and Annual Governance and Accountability Return for the Internal Auditor to review. The AGAR is then submitted to the Council in time to be forwarded to the External Auditor before the deadline date at the end of June. The Clerk ensures the annual audit and conclusion of audit notices are displayed on the Council notice board and website at the prescribed time and for the agreed period of time.	The procedures in place are adequate
Salaries	Salary and expenses paid incorrectly and/or there are incorrect NI & Tax deductions and pension contributions	L	<p>The Parish Council only employs one person, the Clerk. The Salary is set out in the agreed and signed Contract of Employment and all payments are made in accord with that contract. Any overtime to be worked is agreed with the Chairman of the Council. The Clerk's salary should be reviewed on an annual basis.</p> <p>To ensure accuracy of salary and tax/NI payments/ contributions, a payroll company is employed to undertake all payroll and pension duties/tasks.</p> <p>All salary payments and payments to HMRC are set out in the Payment Schedule.</p>	The procedures in place are adequate.
Physical Assets	Loss or damage.	L	An Asset Register is maintained to clearly identify all Council assets.	The Asset Register has been set up to the standard required by the Internal Auditor.

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Financial Assets	All income including rental income not paid or received	L	The Clerk/RFO is to ensure that all rent income and expenditure, is paid in a timely manner and recorded within the budget.	All rent payments and income are reviewed annually.
	Adequacy of Reserves	L	Considered by Council annually at budget setting time.	Reviewed annually.
Insurance	Inadequate cover	L	The Council reviews annually its insurance cover for all areas prior to the renewal of the Council's insurance policy	The procedure in place is adequate as cover reviewed annually

Reviewed and Adopted at the Parish Council Meeting on: 24 November 2025