

**BEER PARISH COUNCIL**  
**ANNUAL BUSINESS RISK ASSESSMENT**  
**IN CONJUNCTION WITH THE**  
**GOVERNANCE AND ACCOUNTABILITY IN LOCAL COUNCILS IN**  
**ENGLAND PRACTITIONERS GUIDE (UPDATED 2008)**  
**PREPARED BY THE RESPONSIBLE FINANCIAL OFFICER (RFO)**  
**December 2024 – Updated March 2025 – Reviewed December 2025**

**BEER PARISH COUNCIL – FINANCIAL RISK**

<b>TOPIC</b>	<b>RISK IDENTIFIED</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Management of Risk</b>	<b>Status</b>
	<b>1. Financial</b>				

Invoices & payments	Incorrect amounts shown on cheque, made payable to wrong party or blank cheque. Incorrect amount paid by bank transfer. Payments made late.	<b>L</b>	<b>M</b>	Two signatures required on cheques. Bank transfer payments made by RFO/Clerk, authorised by Councillor. Invoices to be checked against payments. Signatories sign schedule of payments and check each invoice against the schedule. Each invoice is initialled by a signatory	Review Dec 2026
Budgets	Insufficient funds are available to meet financial demands	<b>L</b>	<b>H</b>	Alpha software receipts and payments updated monthly by RFO and bank reconciliation carried out. Monthly bank rec reported to Full Council (FC).	Review Dec 2026
Internal Control	Financial Regulations are not being adhered to leading to a possible breakdown in the financial control of the Council	<b>L</b>	<b>H</b>	RFO takes responsibility for production of monthly bank rec, interim accounts in July & Nov and end of year accounts and budget forecasts. All finance reports presented to FC.	Review Dec 2026
Bank Reconciliation	Financial Report does not reconcile with bank statement	<b>L</b>	<b>L</b>	Alpha receipts and payments updated by RFO on a monthly basis and reconciled with bank statements.	Review Dec 2026

PAYE/ NI	Late or non payments resulting in possible interest charges being imposed	<b>L</b>	<b>M</b>	<p>Payroll outsourced. Payroll print outs/payments checked by RFO, authorised by Council each month as part of payments listing presented to Full Council monthly in advance of payment. RFO makes salary payments by bank transfer, authorised by a full signatory Councillor.</p> <p>RFO raises quarterly payments for HMRC, authorised by Full Council on payments listing (the qtrly payment report is sent to the RFO from the Councils payroll provider).</p>	Review Dec 2026
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Council control over payments	Council loses control over authorisation of payments	<b>L</b>	<b>H</b>	Authority for payment is made in line with the Financial Regulations Policy agreed by Council.	Review Dec 2026
Petty Cash	Record of petty cash maintained	<b>L</b>	<b>M</b>	Council does not hold Petty Cash, any items purchased by the RO or Council members is paid by card and a VAT receipt claimed, the amount is claimed back via the RFO and all are reported to Full Council under the list of payments.	Review Dec 2026

Unauthorised expenditure	Councillor commits council to an expenditure not authorised by council or RFO	<b>L</b>	<b>H</b>	All payments must be authorised by Full Council or an officer under conditions laid down in the Council's Financial Regulations. No individual Councillor has authority to commit or authorise expenditure of the council's funds.	Review Dec 2026
Lost financial data	Financial data is lost due to software or hardware failure	<b>L</b>	<b>H</b>	System is backed up to the Cloud.	Review Dec 2026
Insurance	Failure to renew insurance or keep cover up to date	<b>L</b>	<b>H</b>	Insurance policy is reviewed annually at FC to ensure adequate cover is maintained. Reminders are sent by the insurance company.	Review Dec 2026

	<b>2. Health and Safety</b>				
Risk Assessment	Failure to carry out suitable and sufficient risk assessment and ensure that corrective actions are dealt with within agreed timeframes	<b>M</b>	<b>H</b>	Annual review of Risk Management documents/procedures by F&GP. Weekly visual checks and annual ROSPA inspection for Ash Hill. All fixed assets reviewed at least annually.	Review Dec 2026
Equipment	Equipment not in correct working order	<b>M</b>	<b>M</b>	All equipment (small hand tools or office equipment) used and maintained by trained personnel. PAT testing annually and 5 year fixed electrical checks are carried out to ensure all electrical equipment is safe to use.	Review Dec 2026

Fire Procedures	Failure to maintain fire regulations and procedures resulting in possible injury or death to persons, or damage to property	L	H	Council depot comprises 2 small rooms each with one exit. No undue risk identified. PAT Testing and fixed electrical programme in place to minimise risk in electrical fires.	Review Dec 2026
First Aid	Lack of provision of basic first aid equipment and qualified First Aiders	L	H	Adequate first aid equipment is provided and checked on a regular basis.	Review Dec 2026
Site Visits	Danger of councillors or officers being injured whilst visiting site	M	H	If a Councillor considers that a site visit is outside normal activities, a Risk Assessment should be carried out.	Review Dec 2026
	<b>3. Legal</b>				
Liabile claim from correspondence	As a result of correspondence, a member of the public makes a claim for damages against the council	L	H	Letters will only be written by officers who are insured against such issues. All communication are to be sent via the Clerk.	Review Dec 2026
Council acts in an Ultra Vires way	Council makes an unlawful decision or one in which they had no power to do so	L	H	Clerk to ensure, as far as possible, that legislation permits action. Where there is reasonable doubt no action is to be taken until professional advice is provided in writing.	Review Dec 2026
Contracts and Best Value Principles	Council fails to follow procedures contained in Financial Regulations.	L	M	Negotiations for new, or the renewal of contracts, are always carried out in accordance with the Financial Regulations.	Review Dec 2026

Section 137 LGA 1972 payments	Section 137 payments are subject to a maximum amount per elector which cannot be exceeded	<b>L</b>	<b>H</b>	RFO to ensure that the Section 137 limit is not exceeded	Review Dec 2026
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