PULHAM MARKET PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK POLICY

Purpose of the Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:-

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept is an agenda item at the December Council meeting. At the precept meeting the Council receives a budget update report, including actual position and projected position to the end of the year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedure adequate
	Requirements not submitted to SNDC	L	The precept is then set on the basis of the budget. This figure is submitted by the Clerk in writing to South Norfolk District Council by mid-January or as directed by SNDC	Existing procedure adequate
	Amount not received	L	The Clerk informs Council when the monies are received (approx May and October)	Existing procedure adequate

Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirement. Ensure that Clerk is CiLCA qualified to ensure competency to carry out the role of Responsible Finance Officer	Existing procedure adequate. Clerk is CiLCA qualified.
	Financial irregularities	L	Internal and external audit checks.	Existing procedure adequate.
Bank & banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, payments and reconciliation of accounts. All payments require two signatories and monthly accounts are presented to Council for approval.	Existing procedure adequate Review the Fin Regs when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
	Bank Mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts, these are dealt with immediately by informing the bank and awaiting their corrections.	
	Charges	L	The Council's Community account incurs monthly account fee charges which are budgeted for and listed in the cash book	
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each council meeting. This statement includes, bank reconciliation, budget update and a breakdown of receipts and payments.	Existing communication procedure adequate
Direct Costs	Goods not supplied but billed.	L	The Council has Financial Regulations which set out the requirements for ordering and paying for services.	Existing procedure adequate. Review Financial Regulations when required or at a min annually.
	Incorrect invoicing	L	Clerk checks the invoice to match purchase order on receipt.	No need to review, on-going.

	Bank transfer requests or cheque incorrect.	L	Two stage authorisation for each payment method. Which are checked against the invoice before payment is made.	See Financial Regulations and statement of internal control.
Grants and support payable	Power to pay and Authorisation to pay	L	All such expenditure goes through the required Council process for approval, minuted and listed accordingly if a payment is made using S137 power of expenditure.	Existing procedure adequate. Parish Council request an S137 rules if required.
Grants receivable	Receipt of grant	L	The Parish Council doesn't currently receive any regular grants. One-off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Best Value & accountability	Work awarded incorrectly.	L	Normal Parish Council practice would be to seek, if possible three quotations for any substantial work required to be undertaken or for goods	Existing procedure adequate Include when reviewing the Financial Regs.
	Overspend on services	M	Budgets are monitored closely by Clerk and reported at each Council meeting. If expenditure looks to exceed budget Clerk would report to Council for a decision to proceed and to identify additional funds.	
Clerk	Fraud	L	The requirements of insurance policy to be adhered to for fidelity.	Existing procedure adequate.
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Be CiLCA qualified within one year of appointment.	Membership of NALC.
	Clerk leaves	M	Consider succession planning should the clerk leave employment either unexpectedly or by resignation	Liaise with NALC to engage locum cover in the short-term until an appointment can be made.
Election costs	Risk of an election cost	L	Risk is higher in election year. During this year clerk to obtain an estimate of the cost from SNDC for a full election and an uncontested election, to enable budget to be allocated as appropriate from reserves. There are	Existing procedure adequate.

			no measures which can be adopted to minimise the risk of having a contested election.	Include in financial statement when setting precept.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed annually if less than £100 or when required in the event of higher amounts. Clerk to monitor VAT on an ongoing basis.	Existing procedure adequate.
Annual Return	Submit within the time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the external auditor within time limit.	Existing procedure adequate.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers liability, Public Liability and Fidelity guarantee are a statutory requirement	Existing procedure adequate. Review provision and compliance annually.
	Cost	L		
	Compliance	L		
	Fidelity guarantee	M		
Freedom of Information Act (FOI)	Policy	M	The Council has adopted the model publication scheme for Local Councils. The Council is committed to populating this page with the required information. There have been no requests for information to date but the Council is aware that requests may require additional hours of work. The Council is able to request a fee if the work will take over 15 hours, however, the request can be re-submitted, broken down int sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under FOI

This policy is to be approved at the meeting of Pulham Market Parish Council on the 9th February 2026 and will be due for renewal in February 2027.