

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Can the council fulfil its statutory duties?	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings. 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, the total of which is resolved to be the precept amount to be requested from Swindon Borough District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received	Current process is adequate
Financial and Banking Records	Inadequate Records Financial irregularities	L L	Regular comparison against Bank Records Automated accounts system All payments are required to be approved by the entire Council and then ratified at the next Council meeting. Payments, either by cheque or direct bank transfer, require 'dual authorisation' from the RFO and one other Council member.	Existing Procedures Adequate
Reporting and Auditing	Unknown Expenses Annual Auditing	L L	Financial Information is on each meeting's Agenda An internal Audit is carried out prior to each Annual Return	Existing adequate Review required
Annual Return	Accurately and submitted within timeframe	L	Completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair	Adequate Code of Conduct is Adhered to

Members interests	Conflict of interests Register of members interests	L	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequate for Purpose. Value for money	M	Reviewed Annually	Assess
Data Protection	Security and compliance	M		Review
Freedom of Information	Compliance	L	Documents available to download from website, contact details of Clerk easily obtainable for any further documents	Existing Adequate