

**BRIXHAM TOWN COUNCIL
FINANCIAL RISK ASSESSMENT**

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Property	Cover for the Town Hall is £3,182,700 for the current year and reviewed annually.
	Loss of Rent	Cover is £54,000 for the current year and reviewed annually.
Payroll	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss or employ temporary cover.
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue with requirement for 3 signatories for cheques. Payments to be made through internet banking require two staff members to authorise payments. Both in accordance with the Council's Internal Financial Procedures.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement through SAGE.
	Agency advice	Continue with membership of SLCC, South West Councils and DALC.
Precept	Annual precept not the result of proper detailed consideration.	Continue to present draft budget to an autumn meeting as well as a public consultation.
	Inadequate monitoring of performance.	Continue to regularly consider budget monitoring report (monthly).

Service Area	Risk	Recommendation
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and/or on compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts in accordance with the Council's Financial Regulations.
	Non-compliance with statutory deadlines for the completion / approval / submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor.
	Insufficient Reserves	Ensure that adequate reserves are kept in accordance with the Council's Reserves Policy.
Contracts	Ensure continued value for money coupled with continuity of work.	Approve the practice of seeking tenders where appropriate. Tenders to be opened by the Clerk and reported to next available council meeting.
Assets	Loss of Assets	Ensure that the building remains secure by ensuring that annual maintenance contracts for alarms, access controls, fire alarms etc are maintained.