

APPENDIX 3

CLOSEDOWN 2019/20 RISK REGISTER

Event (description of risk)	Existing Mitigation	Existing Assurances	Planned Mitigation (if any)	Score with Planned Mitigation			Contingency (should the Event actually occur)
			Action	Likelihood 1 Minor 2 Moderate 3 High	Impact 1 Minor 2 Moderate 3 High	Calculated Risk Severity	
External auditor will detect a material mis-statement in the accounts.	Regular review of GL transactions against budget, reconciliations, quality review of final account working papers, PBC owners designated	Senior officers review reconciliations and working papers. Checking systems throughout the year are in place. Tracey does a final review.	no further actions identified	1	2	2	Amend the financial statements and report to members
The correct accounting treatment has not been followed due to omission, error in interpretation	Updated procedures, up to date technical reference library, attendance at external briefings, learning & development framework	Internal audit reports. Final accounts working papers signed off by senior officer. Working papers are subject to second review by different senior officer.	QA on all working papers undertaken by expert.	1	2	2	Amend the GL entries and financial statements
Errors are made in year end procedure for closing financial system	Civica closedown timetable and documented procedures	Written procedure notes	Balance Sheet Review to December. Regular checking of control account balances over year end period to ensure no further movement after closing system	1	1	1	Restore Civica and re-process data with IT support
Team members do not comply or are unable to comply with the timetable	Final accounts closedown timetable that is clearer to follow and devolved responsibilities. Training delivered annually as part of closedown process	Flexi rules suspended, 1-2-1 meetings with PBC owners, support and learning, procedures built into working papers, code guidance	More support for officers in time management, improve communication over the closedown plan. Expectation that additional hours will be required to manage workload during this period	1	2	2	reprioritise work, bring in weekend working if necessary and external resources
Team members leave or are ill, together with in-experienced team members taking on new roles.	Procedure notes for main areas	Procedures built into working papers. Earlier preparation, so QA in January, flexible working	Work with PBC owners to identify issues. Mentor new officers and provide training where necessary to ensure all work areas have sufficient cover so that no one officer has the sole knowledge	1	2	2	reprioritise work, bring in overtime - external resources
Team members do not provide adequate working papers	standard template in place	Two senior officer signs off working papers. PBC owner reviews	All WP's include instructions. Officers responsible for checking against the Code. QA twice	1	2	2	Rework any deficient WPs

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There are issues with the asset register	Capital closedown procedure notes in place. Principal Accountant to receive in house and external training. Service Manager and Team Manager understand capital and year end requirements	Principal Accountant oversees the work area. Team Manager Review	Support to be provided to Corporate Principal Accountant if necessary. Capital closedown work to be reviewed by senior officer. New capital WP's templates set up	1	2	2	re-work asset figures and transactions
Not providing audit with correct information in a timely manner.	New protocol established including WP's to meet PBC requirements	Regular liaison with audit	Regular meeting with Audit Lead. Working Papers QA twice	1	1	1	
Ensuring all accounts are reconciled where there are system related imbalances	policies established including balance sheet recs	Monitored by senior officer and at monthly team meeting	no further actions identified	1	2	2	
Service managers do not comply with closedown timetable or provide adequate information.	Training and Briefings. Meetings with Key Stakeholders	No issues in prior years	regular liaison, no previous year issues	1	1	1	
Elected members do not return related party questionnaires	liaise with key members	Monitoring and reminders issued. Members who leave during year now complete a return as part of exit process	Engage the support of the Chair/Vice Chair of G&A. Early liaison with S151 and member services. Capture disclosures from any member/officer leaving during the year	1	1	1	
Material MisStatement due to Fraud	Systems of internal control including internal audit	Audit reports monitored by Senior managers and CMT	Regular budget and reconciliation monitoring, internal controls incl authorisations and separation of duties	1	1	1	Amend the financial statements
Subsidiaries/other companies do not provide the data needed for group accounting	Liason with key officers. Financial services control accounting	Minimal and no issues last year. Group accounts not material	Plan with external accounts when statement of accounts to be completed by and if they require auditing	1	2	2	

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Not issuing the Statement for publication by 31.5.2020	Prior years working towards earlier closedown, successfully achieved	Tighter timetable monitoring, ownership of tasks, any issues picked up on audit are amended.	Work closer with Auditor, agreement of estimates and process and PBC list, deal with issues as they come along. Appoint agency support and or additional working hours	1	2	2	Communicate with Auditor and Members as national publication for those authorities which do not achieve deadline - reputational risk
Brexit 2019/20	Liason with key officers, external valuers Wilks, Head and Eve and Pension Fund Administrators Lincolnshire County Council and Actuary. Financial Services control accounting.	Uncertainty remains around Brexit and the mid to longer term impact	Work closely with Auditor and External Valuers to agree the level of assurance and evidence required for Property valuations and amend the accounts should a material change in valuations occur post Brexit. Close the accounts using the Pension Estimate report and make the relevant accounting adjustments, then obtain an actual report in May to compare for material change. If a material change is deemed to of occurred the relevant accounting amendments will be made prior to the publication of the draft financial statements 31/05/2020	2	3	6	Additional funds to be set aside to mitigate financial risk of capital loss on sale of assets. Higher contributions to pension fund over the long term