

Financial Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee	
Ref No.	Hazard				Risk Control Measures	
		Like-lihood	Impact	Rating		
1	Failure to maintain an effective payments system	2	4	8	Sound budgetary control employed for all expenditure.	
					Anticipated costs adequately provided for in budgetary process.	
					Expenditure within estimated budgets controlled by the Clerk/RFO.	
					Purchase orders raised for items of expenditure and matched with invoice for payment.	
					Purchase orders recorded in file in numerical order.	
					All purchase orders coded to correct budget allocation and checked by Accountant before payment of invoice.	
					The relevant Officer's signature to show final approval for payment.	
					All cheques raised must be authorised by the relevant Officer before Members sign the cheque.	
					All cheques and relevant invoices must be signed by two authorised Members and cheque number endorsed on cheque run summary.	
					Implementation of Internet payments is being considered, with appropriate risk control.	
2	Incorrect payment	2	3	6	Invoices must be signed by the Officer receiving the goods as true and correct.	
					Accountant cross checks purchase orders and invoices before raising cheque for payment.	
					Bank accounts operated within fixed limits for BACS payments e.g. salaries.	
					Clerk/RFO to ensure all expenditure within legal powers.	
3	Improper use of direct debit	2	3	6	All DD mandates signed off by Clerk/RFO and two Members.	
					Limited use of direct debits and any new ones must be authorised by Clerk/RFO before setting up.	
					Direct debit payments monitored on a monthly basis by accountant.	
4	Improper use of debit card	1	3	3	A separate bank account limited to £1000 is specifically linked to the debit card for all payments to be made.	
					Use of the debit card is restricted to the Clerk /RFO and in his absence the delegated Proper Officer.	
					The debit card is held securely in the Clerk's office.	
					The debit card is only to be used as a means of making payments for web purchases which cannot be invoiced in arrears.	
					Every purchase made is recorded onto the debit card payment spreadsheet and bank statements are monitored to ensure all payments are correct by the Accountant.	
5	Not achieving value for money	3	2	6	Process for obtaining quotes determined in Financial Regulations.	
					All contracts and tenders marked on value for money=price/weighted score.	
					Contracts registered on contracts schedule and delegated to specified officers for regular management and monitoring.	

					Contracts in excess of £25,000 must be considered in accordance with the Procurement Guidelines 2015.	
					Contracts may now be published on the local authority Contract Finder website for transparency purposes.	
6	Inadequate budget provision	3	4	12	Any unexpected expense to be met from reserves or virement only after Council approval.	
					Adequacy of finances to repay loans reviewed as part of budgetary process.	
	Reviewed by:				Date:	
	Town Clerk Approval:				Date:	