

Financial Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee	
Ref No.	Hazard	Like-lihood	Impact	Rating	Risk Control Measures	
1	Failure to maintain an effective payments system <b>via cheques and electronically</b>	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.	
	<b>Cheque Payments:</b>				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.	
	<b>Electronic Payments:</b>				<b>The Council's Accountant will be given restricted access to the bank accounts and will be registered as a 'Delegate User' limiting him access only to prepare invoices ready to be processed for payment electronically via the bank card and card reader within the electronic multi-pay facility.</b>	
					<b>The Accountant will access the Council's electronic bank account using the bank card and card reader within the multi-pay facility under faster payments. Individual invoice information i.e. name of company, invoice number, bank account details, invoice total will then be inputted up to a total of 25 payments within one single bulk payment. The electronic payment schedule showing all invoice details will then be printed. This will mirror the Omega payment list and will confirm payments due to be made electronically.</b>	
					<b>The Office Administration Officer will be given restricted access to the electronic bank accounts and will be registered as a 'Delegate User' limiting her access to view payment details only within the multi-pay electronic facility once the invoices have been processed by the Accountant. She will check that invoice details and bank details inputted are correct against the Omega payment list and the electronic payment schedule.</b>	
					<b>Two Councillors will check all invoices against the Omega payment list and the electronic payment schedule, approving, signing and authorising each individual payment.</b>	
					<b>The Clerk and the Office Administration Manager will have full rights to the Council's electronic bank accounts and will be registered as a 'Full Access delegate' which will allow authorisation of electronic invoice payments via the card and card reader. The bulk payment via the faster electronic payment process will only be activated once two councillors have authorised the invoices for payment.</b>	
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 <b>or inputting invoices via electronic payments.</b>	
					<b>The Office Administration Officer will check that the Accountant has input all invoice and bank details correctly into the multi-pay electronic facility before an invoice is authorised for payment.</b>	
					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.	
	<b>Reviewed by:</b>			<b>Date:</b>		
	<b>Town Clerk Approval:</b>			<b>Date:</b>		