

Financial Risk Assessment for: 7. Payroll and Allowances				Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Loss of payroll data on PC due to system failure	2	4	8	Data backed up on a daily and weekly basis. Weekly back up tape kept off site. Hard copy of employee financial records stored securely. Third Party payroll provider contracted. Payroll provider able to retrieve previous data from records. Access by Officers into electronic monthly payroll is password protected to ensure employee details cannot be hacked and meet Data Protection regulations.
2	Over or under payment of salary	2	2	4	Timesheets checked before submitting monthly schedule to payroll provider. Payroll checked before authorising payment. Final payroll data checked by the relevant Officer and cross checked by accountant. Trust in the honesty and integrity of staff. Under payments paid as soon as possible including the 'bonus run' if required. All salaries paid directly into staff bank account by BACS. Upper limit set on BACS payments to payroll provider.
3	Wrong PAYE and pension contributions	2	3	6	Payroll data checked by the accountant. Council notified of any discrepancies by relevant organisation and amendments made.
4	Misappropriation or theft	1	3	3	All expenditure cross checked with budget estimates and reconciled with bank statements.
5	Wrong pay level according to grade of employee	1	2	2	Annual salary and grade for each employee agreed by Personnel Committee.
6	Member over or under paid allowance	1	1	1	Payment schedule produced. Payment due cross checked by the relevant Officer before submitting to payroll provider. Payment report checked by the relevant Officer.
<b>Reviewed by:</b>				<b>Date:</b>	
<b>Town Clerk Approval:</b>				<b>Date:</b>	