

Financial Risk Assessment : 2. Banking and Investments					Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard	Like - lihood	Impact	Rating	Risk Control Measures	
1	Incorrect or illegal procedure	2	4	8	Banking arrangements reviewed on a regular basis by P&R Committee.	
					Bank accounts operated within fixed limits. e.g. BACS payments.	
					No permitted transfer to, from or between accounts or withdrawals without approval of Council.	
					Codes and passwords changed when officer responsible for specific tasks changes.	
					Bank account details & passcodes kept on system with restricted access to Town Clerk & Office Administration Manager. There are also hard copies stored in locked cupboard, key with Office Administration Manager	
2	Poor performance of investments	3	3	9	Investments managed by professional investment manager/company.	
					Regular reports of investments to P&R Committee.	
					Investment Strategy agreed and reviewed by P&R annually.	
3	Investment dividends misappropriated or lost	1	3	3	Dividend vouchers reconciled with investment statements.	
					Dividend vouchers stored securely.	
	<b>Reviewed by:</b>				<b>Date:</b>	
	<b>Town Clerk Approval:</b>				<b>Date:</b>	