

Financial Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee	
Ref No.	Hazard	Like-likelihood	Impact	Rating	Risk Control Measures	
					1	Failure to maintain an effective payments system via cheque, electronic transfer & credit card
	Cheque Payments:					
	Electronic Payments:					
	Debit Card	2	4	8	<p>3 x Thame Town Council debit cards, 1 each for RFO, Clerk & Events Manager, only these Officers can approve debit card expenditure in advance. Purchase Order to be raised for each transaction and supplied with relating order/VAT invoice for processing with payments which are signed by a Manager & two Councillors. Accountant will cross check bank account and post to cashbook monthly.</p>	
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, inputting invoices via electronic payments as well as credit card and direct debit transactions.	
				The RFO/OAM 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.	
				Bank accounts operated within agreed 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	<p>All DD mandates signed off by Clerk/RFO and two Members.</p> <p>Limited use of direct debits and any new ones must be authorised by Clerk/RFO before setting up.</p> <p>Direct debit payments monitored on a monthly basis by RFO & Accountant.</p>	
4	Improper use of debit card	1	3	3	<p>A separate bank account limited to £1000 is specifically linked to the debit card for all payments to be made.</p> <p>Use of the debit card is restricted to the RFO, Clerk & Events Manager .</p> <p>Each debit card is kept securely in locked office drawer.</p> <p>The debit card is only to be used as a means of making payments for online purchases which cannot be invoiced in arrears.</p> <p>Debit Card payments are monitored on a monthly basis by RFO & Accountant.</p>	
5	Not achieving value for money	3	2	6	<p>Process for obtaining quotes determined in Financial Regulations.</p> <p>All contracts and tenders marked on value for money=price/weighted score.</p> <p>Large contracts registered on contracts schedule and delegated to specified officers for regular management and monitoring.</p> <p>Contracts in excess of £25,000 must be considered in accordance with the Procurement Guidelines 2015.</p> <p>Procurement procedure has been established for additional surety.</p> <p>Contracts may now be published on the local authority Contract Finder website for transparency purposes.</p>	
6	Inadequate budget provision	3	4	12	<p>Any unexpected expense to be met from reserves or virement only after Council approval.</p> <p>Adequacy of finances to repay loans reviewed as part of budgetary process.</p>	
	Reviewed by: Karen Slater					
	Town Clerk Approval:				Date:	