

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 via cheque, electronic transfer & credit card	2	4	8	<p>Sound budgetary control employed for all expenditure.</p> <p>Anticipated costs adequately provided for in budgetary process.</p> <p>Expenditure within estimated budgets controlled by the RFO.</p> <p>Purchase orders raised for items of expenditure and matched with invoice for payment.</p> <p>Purchase orders recorded in file in numerical order.</p> <p>All purchase orders coded to correct budget allocation and checked by relevant Manager and then RFO/Accountant before payment of invoice.</p> <p>The relevant Officer's signature & RFO signature to show final approval for payment.</p> <p>Cheque Payments: All cheques raised must be authorised by the relevant Officer before 2 Members sign the cheque.</p> <p>All cheques and relevant invoices must be signed by two authorised Members and cheque number endorsed on cheque run summary.</p> <p>Electronic Payments: The RFO & Accountant have full access to the bank accounts. The Accountant will be registered as a 'Delegate User' limiting them 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.</p> <p>The RFO & 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 max of £250k per transaction. 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 or paid instantly by electronic transfer.</p> <p>The RFO will be given access to the electronic bank accounts and will be registered as a 'Delegate User' giving them access to view payment details only within the multi-pay electronic facility once the invoices have been processed by the RFO or Accountant. They will check that invoice details and bank details inputted are correct against the Omega payment list and the electronic payment schedule.</p> <p>The Office Admin Officer, RFO & two Councillors will check all invoices against the Omega payment list and the electronic payment schedule, approving, signing and authorising each individual payment.</p> <p>The Clerk and the RFO 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.</p>	
	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	<p>Invoices must be signed by the Officer receiving the goods as true and correct.</p>	

					<p>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.</p> <p>The RFO 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.</p> <p>Bank accounts operated within agreed limits for BACS payments e.g. salaries.</p> <p>Clerk/RFO to ensure all expenditure within legal powers.</p>	
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 & Community Services 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 £40,000 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:	