



## Stockbridge Parish Council Risk Assessment for Finance

No	Activity	Hazard	Risk	Control	Level	Additional Measures
1	Making payments	Incorrect or missing invoice	Unauthorised payment.	All payments to be made against matching invoice. Both invoice and payment to be signed by authorised signatories making payment	L	Policy to be reviewed each year
2	Receiving income	Unmatched income	Incorrect income.	All income to be matched to payment order or receipt order.	L	Policy to be reviewed each year
3	Attributing funds	Funds not matched to appropriate reserve	Council spends funds held to reserve	All income to be attributed to appropriate reserve or general funds and shown as such in accounts	L	Policy to be reviewed each year
4	Fraudulent payment	Unauthorised use of SPC funds	Incorrect use of SPC funds	Clerk to post payment which must then be authorised by 2 separate signatories before payment is made	L	Policy to be reviewed each year
5	Bank failure	Loss of SPC money	Lose money	Ensure no more than the Government assured sum is held with any one bank.	L	Policy to be reviewed each year
6	Petty cash	Misuse of petty cash	Loss of of funds	No petty cash to be held, clerk and councillors to pay and reclaim small sums as approved by council	L	Policy to be reviewed each year