

Financial Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Likelihood	Impact	Rating	
1	Failure to maintain an effective payments system	1	3	3	RFO responsible for control of expenditure and operates sound budgetary control for all expenditure.
					Expenditure within estimated budgets controlled by the Town Clerk & Chief Executive/RFO.
					Purchase orders raised for items of expenditure and matched with invoice for payment. Council transition to computerized order system (Rialtas software) to be complete by 30 June 2025.
					All purchase orders coded to correct budget allocation and checked by office placing the order, the Admin. Support Assistant & Town Clerk/ Chief Executive before payment of invoice.
					All payments supported by an invoice/voucher – all details are checked input on accounting system and payment generated.
					The relevant Officer's signature to show final approval for payment.
					All payments (via a payments schedule) are approved by the PGF Committee
	Cheque Payments:				All cheques raised must be authorised by the relevant Officer and countersigned by RFO before Town Clerk/ Chief Executive/Members sign the cheque per signing limits.
	For payments over £5k all cheques and relevant invoices must be signed by two authorised Members and cheque number endorsed on cheque run summary. Electronic payments in excess of £5K must be authorized by two Members.				
2	Incorrect payment	1	2	2	Invoices must be signed by the Officer receiving the goods as true and correct.
					Admin. Support Assistant cross checks purchase orders and invoices before raising cheque for payment or inputting invoices via electronic payments.
					RFO to ensure all expenditure within legal powers. NB the Council has attained the General Power of Competence.
3	Improper use of direct debit/ unauthorized payments made from bank account.	1	2	2	All DD mandates signed off by Town Clerk & Chief Executive.
					Limited use of direct debits and any new ones must be authorised by Town Clerk & Chief Executive/RFO prior to setting up.
					All bank accounts monitored by RFO and in his absence Admin. Support Assistant on a daily basis so that any improper transactions can be addressed. Direct debit payments monitored weekly by RFO.

4	Not achieving value for money	2	2	4	<p>All purchases of goods and services must be made in accordance with the Council's Procurement Policy, the Financial Regulations and Standing Orders.</p> <p>Procurement thresholds are set, usually annually, by central government in accordance with the Public Contracts Regulations 2015. This is monitored by the RFO and any necessary changes made to the above documents.</p> <p>All contracts and tenders marked on value for money=price/weighted score, taking into account all the objectives set out in the Procurement Policy including sustainability and use of local contractors where possible.</p> <p>Contracts registered on contracts schedule and delegated to specified officers for regular management and monitoring.</p>
5	Inadequate budget provision	2	1	2	<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>
					Budgets to be thoroughly scrutinised at each meeting of the Council's Committees to ensure that budget risks are identified and addressed. Annual budget set at adequate level to cover the Council's requirements.
	Reviewed by Town Clerk/ Chief Executive:			Date:	
	Approval by PGF Committee, signed by Chair:			Date:	