Satterthwaite Parish Council
RISK ASSESSMENT

Start Date: 22/1/18 Review Date: Jan 2019

JOB: **Financial** -– Grant Nickson, Gary Thomason, Mhari Elkington Crabtree, Helen Bright, Dawn Yoxall

Date:

The Hazard	Location of the Hazard	What might happen	Who could be harmed?	Level of risk	Controls	Level of risk after controls	Monitoring
Incorrect payment of invoice Fraudulent activities by Clerk	Meeting	Incorrect amount on cheques. Incorrect names on cheques Fraud	Councillors Suppliers Clerk Parish	Med	• Invoices only passed for payment at a Parish Council Meeting after work has been approved. • 2 Signatures to be present on each cheque. • Update signatories if there are any changes in the council members • Invoices only passed for payment at a Parish Council Meeting after work has been approved. • 2 Signatures to be present on each cheque. • Update signatories if there are any changes in the council members	Low Low	Review accounts regularly throughout year Accounts to be signed off an audited annually.

Assessment by: Dawn Yoxall Date:

Approved by: Grant Nickson (Chair)