

Impact Rating

LIKELIHOOD	IMPACT		
Highly Likely (3)			
Possible (2)			
Unlikely (1)			
	Negligible (1)	Moderate (2)	Severe (3)

Risk assessment form

Activity: General Finance

Assessment date: 27 Feb 2026

Review date: Feb 2027

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Theft - Threat to personal safety.	Employees / Volunteers	- Cash temporarily stored in office in residential dwelling e.g. after an event - Minimal amounts of cash stored/banked asap.		3	
Theft - Accusation of theft	Employees / Volunteers	- If cash payment is made: - Funds banked promptly - Insurance against loss/theft - Cash to be counted in company of one other (e.g. 2 cllrs or cllr + RFO) - Financial Regulations stipulate no cash float and cash to be banked intact.		1	
Embezzlement	Parish Council and Community in General	- Financial Regulations/Standing Orders to minimise ability of individuals to embezzle funds. - Three step cheque signing procedure (RFO raises payments 2 cllrs authorise) - Only current cllrs are to be authorised signatories (online or cheques) - Insurance	Current arrangement allows for only one additional signatory due to Clerk turnover. Re-consider this once staff situation stabilised.		
Malpractice by Finance Officer	Parish Council and Community in General	- Qualified Clerk - Annual audit - Internal scrutineer to carry out quarterly checks.	Internal Controls have not been implemented until Feb 2026, review and ensure fit for purpose.	3	

Assessor's signature:

Signed off by:

Date:

Date: