

**ONLINE BANK RISK ASSESSMENT – OTLEY PARISH COUNCIL
2025-2026**

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Banking/Financial Risk Assessment		LOCATION : RFO/Clerk	
OPERATIONS COVERED BY THIS ASSESSMENT Online Banking			
MAXIMUM NO. OF PEOPLE EXPOSED : Mainly Clerk, occasionally Finance Committee FREQUENCY & DURATION OF EXPOSURE : Regularly			
HAZARDS: Overpayment of salary Irregular movement of funds within account. Debit Card to be stored in locked container.			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK : <ul style="list-style-type: none"> • 2 signatories required to authorise time sheets • Chair and Vice Chair to sign bank statements at meetings • Financial regulations reviewed with SALC • Fidelity Guarantee Levels reviewed annually • Councillors provided with copy of Bank Reconciliation at each meeting and regularly presented with the cash book spreadsheet to ensure it matches with bank balances. 			
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	
5	Very High	5	Very Likely
4	High X	4	Likely
3	Moderate	3	Quite Possible
2	Slight	2	Possible
1	Nil	1	Unlikely X
FURTHER ACTION REQUIRED : Review on-line banking facility yearly. Authorisation given to Clerk before initiating BACS payment which then requires online authorisation by Chairman. Authorisation given at a meeting by a Proposer and a Seconder. Debit Card may be used for purchases under £100 or for larger sums if previously agreed and minuted at a full Council meeting. All payments by BACs or Debit Card referenced on Cash Book. Receipt of BACS payment to be attached to invoice.			
SIGNED		ORIGINATOR:	REVIEW DATE: March 2026
POSITION Chairman Mr A Ling			DATE: 17/3/25