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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			
ACTIONS ALREADY TAKEN TO REDUCE THE RISK :			
<ul style="list-style-type: none"> • 2 signatories required to authorise timesheets • Chair to sign bank statements at meetings • Financial regulations reviewed with SALC • Fidelity Guarantee Levels reviewed annually 			
HAZARD SEVERITY		LIKELIHOOD OF OCCURRENCE	
5 Very High		5 Very Likely	
4 High	X	4 Likely	X
3 Moderate		3 Quite Possible	
2 Slight		2 Possible	
1 Nil		1 Unlikely	
		X	
FURTHER ACTION REQUIRED :			
Review on-line banking facility yearly at risk assessment meeting Authorisation given to Clerk before carrying out online payment. All payments by BACs referenced on cashbook. Receipt of online payment to be attached to invoice. Online payments highlighted on bank statements.			
SIGNED *****		ORIGINATOR:	REVIEW DATE: January 2021
POSITION Chairman			DATE: 13/01/2020

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