

Nedging with Naughton Parish Council

Electronic Payment Risk Assessment

Subject	Risk(s) identified	High, Medium or Low	Management/control of risk	Review assess revise
Electronic payments	Incorrect payment or electronic amount made No monitor on actual electronic payment Payments made without council approval		Checking of amount before final submission for payment. <i>This depends on what system your bank uses</i> All BACS payments are approved by council prior to the payment being made. A record of every electronic payment is signed off by two councillors at a council meeting, and the clerk will print off every electronic payment confirmation and attach it to the corresponding invoice for audit purposes.	Review Annually

Reviewed 11/07/23

Reviewed 09/07/24, Reviewed 15/07/25, 14/07/26