

Risks:	Actions to minimise risk (as stated in NALC revised Financial Regs):
Premature payment of invoices.	All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
Unauthorised payment.	Instructions for each payment to be signed by two authorised bank signatories, copies to be retained and payments to be reported to council. Evidence to be retained. Internal Control is undertaken, in the form of reconciliation of bank statements and accounts at each full Parish Council meeting
Failure to make payment.	Following authorisation by the Parish Council, the RFO shall give instruction online that a payment shall be made and keep records of all authorised payments and when the payment was made.
Mis-use of pin or password.	No employee or councillor shall disclose any PIN or password, to any person not authorised by the council.
Loss of pin or password.	A note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.
Risk of internet fraud.	The council will ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for council banking work.
Embezzlement.	The Parish Council has Fidelity insurance.