

St Hilda's Church Finance Risk Assessment

March 2022

Impact	High	Medium 2	High 0	Critical 0
	Medium	Low 2	Medium 0	High 0
	Low	Low 3	Low 0	Medium 0
		Low	Medium	High
Likelihood				

Ref	Date Added	Date Last Reviewed	Date Mitigated	Category	Risk	Mitigation	Comment on Mitigation Plan	Nett Impact	Likelihood	PIG Rating (C/H/M/L)
SH-19-001	01-Sep-19	01-Sep-19	01-Sep-19	Paying Invoices	Payments made erroneously	- Dual signatory on all cheques - Cheques can't be signed for own/ close relation expenses - Treasurer matches all cheques to invoices/ receipts received	All mitigations in place as at September 2019	L	L	L
SH-19-002	01-Sep-19	01-Sep-19	01-Sep-19	Weekly Collection	Collection misappropriated	- 2 people present when money counted, signed by 2 people	All mitigations in place as at September 2019	L	L	L
SH-19-003	01-Sep-19	01-Sep-19		Hall Bookings	Monies not banked	- Detailed record of payments received logged		M	L	L
SH-19-004	01-Sep-19	01-Sep-19		Events Income	Monies not banked	- Money counted and verified by 2 separate individuals post the event. Ideally on-site	Currently money counted by Treasurer post event. Going forward money to be counted after the event and recorded on pre-prepared summaries	H	L	M
SH-19-005	01-Sep-19	01-Sep-19	01-Sep-19	Weekly Banking	Monies not banked	2 members of the banking team present in counting and preparing banking records	Processes robust	M	L	L
SH-19-006	01-Sep-19	01-Sep-19	01-Sep-19	Petty Cash	Payments made erroneously	- Petty Cash payments kept to max £20 '- Log sheet maintained '- Treasurer periodically audits log sheet balance versus petty cash in tin '- Petty Cash locked in PO cupboard	All mitigations in place as at September 2019	L	L	L
SH-19-007	01-Sep-19	01-Sep-19	01-Sep-19	Bank Accounts	Monies misappropriated	- 2 Signatories required on all transactions '- 4 Signatories on account '- Bank Accounts reconciled and reported by Treasurer on monthly basis '- Annual accounts audited by Independent Auditor	All mitigations in place as at September 2019	H	L	M