

**ICKLINGHAM PARISH COUNCIL**  
 Electronic Payments Risk Register

Subject	Risk(s) identified	High, Medium or Low	Management/control of risk	Review assess revise
Electronic payments	<p>Incorrect payment or electronic amount made</p> <p>No monitor on actual electronic payment</p> <p>Payments made without council approval</p>	<p><b>M</b></p> <p><b>H</b></p> <p><b>M</b></p>	<p>Checking of amount before final submission for payment.</p> <p><i>This depends on what system your bank uses</i></p> <p>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.</p> <p>Monthly bank reconciliations against bank statements and cash book.</p>	<p>Clerk to investigate other banks which have the dual authorisation facility available</p> <p><b>Review Annually</b></p>