

Risk Assessment Halstead Town Council Financial transactions - Controls to eliminate risk to staff or mishandling

HAZARD	WHO MIGHT BE HARMED?	EXISTING CONTROLS	WHO
INCOME RECEIVED Cash Handling Emptying car park machines and taking cash to bank	Staff by the car park machines or bank	• Cash boxes from car park machines removed by 2 members of staff, and then transferred by vehicle to the office for counting. • Cash counted by car park staff in upstairs room, checked by receptionist or town clerk and totals entered onto paying-in book • Cash stored in safe overnight • Cash loaded into suitcase for payment into bank • Two members of staff take cash to bank in Sudbury by car, twice per month • Cash paid into bank at different times each day • Income posted on Rialtas	Car park attendants Town Clerk Bookkeeper
Cash or cheques received	Receptionist/ Administration officer/Town clerk	▪ If received in person, numbered receipt given to customer ▪ Cash or cheque entered on Cash sheet by receptionist ▪ Cash placed in cash box and stored in safe overnight • Cheques and cash banked with car park cash • Income posted on Rialtas	Receptionist/ Administration officer/ Town Clerk Bookkeeper
Credit or debit card transactions	Receptionist/ Administration officer/Town clerk	▪ Listed on separate cash sheet ▪ Income posted on Rialtas	Receptionist/ Administration officer/ Town Clerk Bookkeeper
Direct debit credits.	Bookkeeper	▪ Income posted on Rialtas	Bookkeeper
PAYMENTS MADE Cheques	Clerk	▪ Monthly BACS payments ▪ Remittance advice automatically produced ▪ Payments authorised at monthly Council meeting ▪ Online banking – clerk posts payments which are then authorised by councillor signatory ▪ Almost all payments made by direct transfers ▪ No member of staff can sign cheques or make online payments alone	Bookkeeper Clerk Signatories
Salaries	Clerk	▪ Payroll package used to produce a monthly summary of net pay, tax/NI and pension payment ▪ Amounts telephoned through to Barclays Payflow	Clerk
Card payments	Clerk	▪ Clerk uses debit card linked to Clerk's account to make online purchases. These are included on the monthly payments list to be approved	Clerk
Direct debits	Council	▪ Authorised annually by council and only to statutory bodies	
All transactions	General public	▪ All staff handle all information in accordance with GDPR regulations and details of cards are destroyed once used. No payment details are stored in the office.	Clerk

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Revised SG September 2024

read and understood signature DateReview September 2025

