

## City and County of Swansea - Risk Assessment Sheet - Internal Audit Section

Estab./Site/System: \_\_\_\_\_ File Ref: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Tick each factor that applies and score 1 point (except A) - maximum 5 points per category**

A. Materiality		B. Control Environment / Vulnerability	C. Management Concerns	D Sensitivity
Value of funds that pass through the system and/or direct expenditure <u>plus</u> income = £ _____		<ul style="list-style-type: none"> <li>• Previous frauds if &lt; 5 years</li> <li>• Current opinion rating less than 'Substantial'</li> <li>• Last audit review &gt; 3 years ago (date _____)</li> <li>• High staff turnover</li> <li>• New system(s) operating</li> <li>• High degree of devolution</li> <li>• Complex system(s) operating</li> <li>• Critical reports from outside bodies etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct requests for help</li> <li>• Potential for embarrassment</li> <li>• Specific problem areas</li> <li>• Control weaknesses</li> <li>• Assets at risk</li> <li>• Significant cash income (eg: &gt; £10K p.a.)</li> </ul>	<ul style="list-style-type: none"> <li>• Political sensitivity of activity</li> <li>• Large no. of sub-systems, interlinked or dependent systems</li> <li>• Effect on Authority's welfare</li> <li>• Unwelcome disclosure</li> <li>• Impact on service</li> <li>• Impact on other depts.</li> </ul>
<u>Annual Value (£)</u>	<u>Score</u>			
• < 1,000	0			
• 1,000 - 10,000	1			
• 10,001 - 100,000	2			
• 100,001 - 1m	3			
• 1m - 5m	4			
• > 5m	5			
Total Score (max 5)				
Weighting		8	4	3
Weighted Scores				
Total WS =risk index		Low=0-19;Med./Low=20to 25;Med. Low – 4 yrs, Med/Low – 3 to 4 yrs,	=26 to 40; Med./High=41to 49 Med –3yrs, Med/High – 2 to 3 yrs,	High=50 and above High 1 to 2 yrs