

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"> • Previous frauds if < 5 years • Current opinion rating less than 'Substantial' • Last audit review > 3 years ago (date _____) • High staff turnover • New system(s) operating • High degree of devolution • Complex system(s) operating • Critical reports from outside bodies etc. 	<ul style="list-style-type: none"> • Direct requests for help • Potential for embarrassment • Specific problem areas • Control weaknesses • Assets at risk • Significant cash income (eg: > £10K p.a.) 	<ul style="list-style-type: none"> • Political sensitivity of activity • Large no. of sub-systems, interlinked or dependent systems • Effect on Authority's welfare • Unwelcome disclosure • Impact on service • Impact on other depts.
<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		5	8	4
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