

Appendix A: Risk Control for COMA £10k Pre-feasibility Funding Contract  
10 December 2015

<b>Type of arrangement – partnership, external funding, work for third party</b>			
External Funding - £10,000.00			
<b>Risk Assessment against Constitution control measures and responsibilities</b>			
<b>Key Controls</b>			
5.07 (a-e)	Informal Partnership established with key community organisations for the Community Ownership and Management of Assets (COMA) process.	Low risk: GBC takes full responsibility for the grant and expenditure reflecting the needs of the local Partnership.	Control: Reporting procedures of expenditure through Groundwork UK Terms and Conditions of grant and COMA process.
5.17 (a)	Contract agreement identifies key conditions and outlines agreement as to how the funding is spent in Grant Offer Letter.	Low Risk: GBC takes full responsibility for accounting the grant reflecting the needs of the local Partnership.	Control:
5.17 (b)	Fits with Key Priorities of Place; People; Performance	No Risk	
5.17 (c)	No Match Funding required.	No Risk	
<b>Responsibilities of Chief Financial Officer</b>			
5.08 – 5.07	As above		
5.18	Funding allocated to budget code within Community Centres.	Low Risk: Funding incorrectly coded to wrong budget.	Control: Relevant Finance Officer aware of incoming funding and new budget codes to be established.
5.19	No Match Funding required.	No Risk	
5.20	As allocated to specific budget code normal audit requirements will be fulfilled as per financial regulations.	See 5.18 above.	
<b>Responsibilities of Corporate Directors</b>			
5.21	Responsibilities to budget holder (Community Centre Manager) to ensure requested paperwork is returned to Groundwork UK by specified date.	No Risk	

5.22	Community Centre Manager will ensure delivery on time and expenditure incurred and recorded appropriately.	No Risk	Control: Community Centre Manager to monitor expenditure on budget code <b>4375.R5640.3111</b> 'Projects & Activities – COMA Programme'
<b>Authorised Signature, Name and Post Holder</b>			
<b>Date</b>			