

# Transaction Risk Self-Assessment Worksheet



Every day, finance teams move millions of dollars through wires, closings, and high-value disbursements.

But even with strong internal controls, gaps can creep in—whether from human error, outdated processes, or fraudsters exploiting weak points.

This worksheet is designed to help you quickly evaluate your team’s exposure. Download, mark up, and share with your team.

Your score will reveal whether your risk posture is low, moderate, high, or critical—and give you a clear starting point for improving transaction security.

## 1. IDENTITY & ACCESS CONTROLS

We verify the identity of <b>all transaction participants</b> before funds move.	<input type="checkbox"/>
Multi-factor authentication is required for all staff initiating or approving payments.	<input type="checkbox"/>
Access to transaction systems is <b>role-based</b> (not “all access”).	<input type="checkbox"/>
We regularly review and revoke access for departed or inactive users.	<input type="checkbox"/>
<b>Section Score</b>	_____

## 2. BANK & PAYMENT VERIFICATION

Bank account ownership is validated before disbursements.	<input type="checkbox"/>
We use <b>out-of-band verification</b> (e.g., call-backs, micro-deposits) for new or changed account details.	<input type="checkbox"/>
Wire instructions are never accepted by email alone.	<input type="checkbox"/>
High-value transfers require <b>dual approval</b> .	<input type="checkbox"/>
<b>Section Score</b>	_____

## 3. TRANSACTION PROCESS & CONTROLS

Transactions follow a <b>documented checklist</b> (no ad-hoc steps).	<input type="checkbox"/>
Large or multi-party closings are managed in a secure platform rather than email/spreadsheets.	<input type="checkbox"/>
Every transaction has a clear <b>audit trail</b> (who approved, when, and how).	<input type="checkbox"/>
We separate duties between initiation, approval, and reconciliation.	<input type="checkbox"/>
<b>Section Score</b>	_____

# Transaction Risk Self-Assessment Worksheet



## 4. FRAUD AWARENESS & TRAINING

Employees are trained on <b>phishing, spoofed emails, and social engineering</b> .	<input type="checkbox"/>
We conduct periodic internal tests (e.g., simulated fraud attempts).	<input type="checkbox"/>
Staff know the <b>escalation process</b> if suspicious activity is detected.	<input type="checkbox"/>
Our team reviews fraud incidents or near-misses and updates policies.	<input type="checkbox"/>
<b>Section Score</b>	_____

## 5. INSURANCE & RISK TRANSFER

We have a cyber or crime insurance policy that covers wire fraud.	<input type="checkbox"/>
We understand the <b>limits and exclusions</b> of that policy.	<input type="checkbox"/>
We use <b>transaction-level insurance</b> or other protections for high-value payments.	<input type="checkbox"/>
We have a process to notify carriers quickly if a loss occurs.	<input type="checkbox"/>
<b>Section Score</b>	_____

## SCORING GUIDE

Tally your score for each section to determine your current exposure.

<b>0-6 points</b>	Critical exposure. Immediate action required.
<b>7-11 points</b>	High exposure. Significant weaknesses exist.
<b>12-16 points</b>	Moderate exposure. Some gaps to address.
<b>17-20 points</b>	Low exposure. Strong controls in place.

**Secure Your Money in Motion**

Streamline closings and payments with unmatched security and full control.

[LEARN MORE AT BASEFUND.IO](https://basefund.io)