



FINANCIAL RISK ASSESSMENT

FULL COUNCIL MEETING

REPORT 11/26

20 APRIL 2026

The purpose of this Report is to ask Members to review the Financial Risk Management arrangements currently in place and, after making any amendments, to adopt it.

No. DETAILS

1) BACKGROUND

- a) Although the last Financial Risk Assessment was last undertaken in December 2025, it is advised that this happens earlier in the Financial Year. Therefore, Members are asked to review and approve the schedule, subject to any amendments or additions, noting that there has not been any significant change in operational circumstances since December.
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2) MANAGEMENT OF FINANCIAL RISK

- a) A risk assessment schedule, based on the one agreed in December 2025, is attached to this report.
 - b) The schedule reflects current practice by the administrative staff team
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3) RECOMMENDATION

Members are recommended to:

Review and approve this schedule, subject to any amendments or additions to it.



VENTNOR TOWN COUNCIL

FINANCIAL RISK ASSESSMENT

2026/27

TOPIC	IDENTIFIED RISK	RISK LEVEL	MANAGEMENT OF RISK	STAFF ACTION	INTERNAL AUDIT CHECKS
Precept	Not submitted	Low	VTC Meeting Resolution	Forward Plan	Annually
	Not received	Low	Report receipt to VTC meeting	Forward Plan	Annually
	Adequacy	Medium	Bi-Monthly review of budget to actual	Report to each VTC meeting	Annually
Charges: Allotments	Invoices not issued	Low	Issue annually	Diarised date	Annually
	Payment not received	Low	Entry to purchase ledger	Check purchase ledger	Annually
	Payment not banked	Low	Credit control procedure	Check bank statement	Annually
Rental: Putting Green	Invoice not issued	Low	Issue annually	Diarised date	Annually
	Payments not received	Low	Entry to purchase ledger	Check purchase ledger	Annually
Grants: loWC	Claims made	Medium	Claims processed	Checked by Clerk monthly	Annually
	Receipt on due date	Medium	Report receipt to VTC	Monthly finance report to VTC	Annually
Grants: other	Claims made	Medium	Claims processed	Checked by Clerk monthly	Annually
	Receipt on due date	Medium	Report receipt to VTC	Monthly finance report to VTC	Annually
Salaries	Wrong salaries paid	Low	As per contract/appointment letter	Checked by Clerk monthly	Annually
	Wrong hours paid	Medium	Check time sheet/contract	Checked by Clerk monthly	Annually
	Wrong deductions	Medium	Check to PAYE calculations	Checked by Clerk monthly	Annually
	False employee	Low	Check to salary records	Checked by Clerk monthly	Annually
Purchases	Goods not supplied	Medium	Order system	Check purchase orders weekly	Annually
	Wrong goods supplied	Medium	Check to purchase order	Confirm to purchase order	Annually
	Invoice wrongly calculated	Low	Check arithmetic	Checked by Clerk	Annually
	Incorrect payment made	Low	Check to invoice	Checked by Clerk	Annually
Councillors' Allowances	Not applicable	Low	VTC makes no provision for Councillors' expenses		
Grant Payments	Not applicable	Low	VTC makes no provision for grant distribution		
VAT Recoverable	VAT analysis	Medium	Identify VAT element of cash book items	Verified by Clerk	Annually

VAT Recoverable (Cont'd)	Charged on sales	Medium	Assess all sales receipts	Verified by Clerk	Annually
	Charges on purchases	Medium	Assess all purchase payment	Verified by Clerk	Annually
Reserves – general	Adequacy	Medium	Assess as part of annual budget process	Advised by Clerk	Annually
Reserves – earmarked	Identified	Medium	List within final accounts	Advised by Clerk	Annually
Assets	Loss, damage	Medium	Annual inspection	Clerk to check	Annually
	Risks to third party	Medium	Review insurance provisions	Clerk to check	Annually
	Maintenance	High	Maintenance agreements & schedules	Establish Maintenance Schedules	Annually
Asset: Salisbury Gardens	Loss, damage	High	Annual inspection	Clerk to check	Annually
	Risks to third party	High	Review insurance provisions	Clerk to check	Annually
	Maintenance	High	Maintenance agreements & schedules	Check maintenance agreements	Annually
Staff	Long-term sickness	Medium	Ensure sufficient budget/reserves	Arrange cover	Annually
	Fraud by staff	Low	Fidelity insurance in place	Annual insurance check	Annually
Insurance claim(s)	Third party claims	Medium	Appropriate insurance cover	Annual insurance check	Annually
Cash	Loss through theft/dishonesty	Low	Restricted access to cash/bank account	Annual insurance check	Annually
Borrowing	Ability to make repayments	Low	Provided for in annual budgeting	Regular checks by Clerk	Annually
Financial records	Inadequate records	Low	Regular checks by Clerk + internal audit	Monthly routine	Annually
Minutes	Accurate and legal	Low	Approved at following meeting	Maintain signed copies	Annually
Members' interests	Conflict of interest	Medium	Update Register of Interests	Members to advise	Annually
Election costs	IoWC Invoice received	Low	Check against agreed costs	Clerk to confirm	Annually
	IoWC invoice paid	Low	Check purchase ledger	Routine payment process	Annually