

Luna's Fund - Risk Register

Last reviewed: 25 Jan 23

Serial	Type	Title	Description	Category	Consequence	Likelihood	Risk score	Action	Mitigation outline	Owner	Movement	
1	Risk	Fraud	Misappropriation of charity funds/assets	Financial	5	1	5	Low	Tolerate	Finance policy and audits in place	Treasurer	↔
2	Risk	Theft	Unauthorised use of charity funds/assets	Financial	5	1	5	Low	Tolerate	Finance policy, cash management policy and audits in place	Treasurer	↔
3	Issue	COVID-19 and other transmissible infections	Cessation of fundraising activities	Operational	3	2	6	Low	Tolerate	Develop plans for future fundraising within prevailing constraints	Board	↔
4	Risk	Insufficient funds	Insufficient funds to support those in need	Strategic	4	1	4	Low	Treat	Maintain a long-term plan of fundraising activities	Board	↔
5	Risk	Insufficient Trustees	Insufficient people with the right skills to provide strategic direction for the charity	Strategic	5	1	5	Low	Tolerate	Nurture and develop existing Trustees. Identify potential future Trustees through events and contacts	Board	↔
6	Risk	Insufficient volunteers	Insufficient people willing to donate their time to support the charity	Operational	4	1	4	Low	Tolerate	Nurture, develop and praise existing volunteers. Identify potential future volunteers through events and contacts. Maintain strong reputation and publicise charity widely. Advertise for volunteers with relevant experience	Board	↔
7	Risk	Beneficiary satisfaction	Beneficiary unhappy with service	Reputational	3	1	3	Low	Treat	Invite feedback from each beneficiary to identify areas for improvement	CEO	↔
8	Risk	Cancellation of booking	Beneficiary unable to attend getaway	Financial	3	2	6	Low	Treat	Contact beneficiaries before the agreed cancellation period to confirm attendance. Auction any accommodation bookings that cannot be used	CEO	↔
9	Risk	Non-compliance	Operating outside of regulatory compliance framework	Reputational	4	1	4	Low	Treat	Keep up-to-date with Charity Commission regulations and meet all submission deadlines Adhere to guidance published by the Funding Regulator	Treasurer	↔
10	Risk	Cost of living crisis	Reduction in disposable income of donors and sponsors	Operational	3	3	9	Medium	Treat	Monitor monthly income and event fundraising and plan accordingly	Board	↔
11	Risk	Cost of living crisis	Increase in cost of providing support and services	Operational	3	3	9	Medium	Treat	Build in to expenditure forecasts and plan accordingly	Board	↔