

## Specimen Risk Register

Risk Category	Risk Description	Pre Mitigation Assessment			Actions Taken to Mitigate	Owner of Actions	Post - Mitigation Assessment			Owner of risk
		Impact	Probability	Composite			Impact	Probability	Composite	
Strategic	Board of Trustees do not have the right skill set to direct the charity	5	3	20	Extend Network to attract wider range of Trustees	Executive Director	4	2	12	Executive Director
					Induction process for new Trustees and regular Charity Commission updates	Ops Manager				
					Skills audit later this year	Executive Director				
					1-1 Meetings between ED and Chair	Executive Director				
Operational	Purchase Ledger Fraud - fraudulent invoices presented for payment or bank details changed	4	4	20	Training of Finance Team	Finance Manager	3	2	9	Finance Manager
					Regular Fraud updates for Finance team and budget holders	Finance Manager				
					All payments involve minimum of 3 people	Finance Manager				

### Specimen Scoring (with thanks to Sayer Vincent)

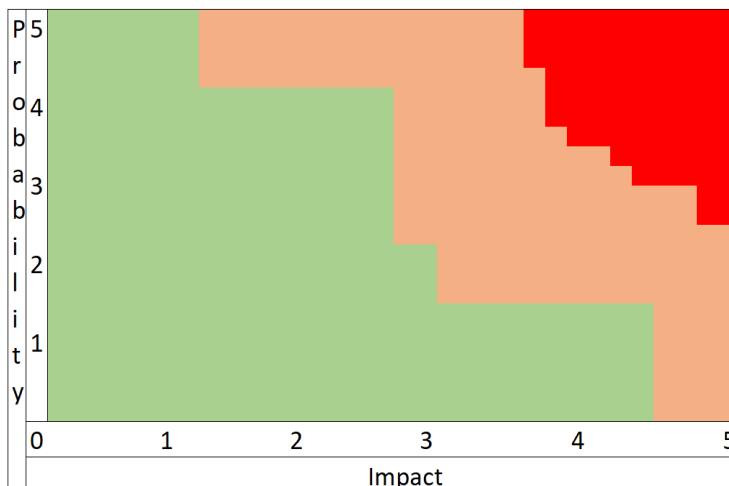
#### Impact

1. Insignificant – little or no impact on the charity and its operations
2. Fairly Serious – some impact which can be managed although requires time and resources
3. Serious – would cause problems and definitely will take up time and resources to resolve
4. Very serious – could hinder achievement of strategic objectives and /or would take up considerable time and resources
5. Major Disaster – seriously undermine the standing and position of the organisation including with regulators.

#### Probability

1. Very Unlikely – both in short and in longer term
2. Unlikely – extremely unlikely in short term; possible in the longer term
3. Possible – not very likely in the immediate future; greater possibility in the longer term
4. Likely – possible in current year/ near future; Probable in longer term
5. Highly Likely – probable in current year/ near future; highly probable in longer term

#### Example of Heat Map



Show where risks congregate

Can also show how risks have moved since last report