

The James Foundation - Register of Risks, Issues and Opportunities

Last reviewed: 23 Apr 24

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	Risk	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 £30K reserve Develop 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, interactions and contacts	Board	↔
6	Risk	Insufficient volunteers	Insufficient people willing to donate their time to support the charity	Operational	4	1	4	Low	Treat	Nurture, develop and praise existing volunteers. Appoint Ambassadors. Identify potential future volunteers through events, interactions 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 gauge satisfaction and identify any 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, completed to the correct quality Adhere to guidance published by the Funding Regulator	Treasurer	↔
10	Risk	Technological exposure	Electronic systems play a key role in delivering our services, but are at risk of compromise through hacking or malware. Our charitable appeal is at risk of being impersonated on social media platforms, with the potential for misdirection of donations intended for Luna’s Fund.	Reputational	4	3	12	Medium	Treat	Maintain a culture of robust cyber security and keep abreast of emerging threats and scams	CEO	↔
11	Issue	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	↔
12	Issue	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 Utilise opportunities for discounts, including advanced bookings Invest surplus funds to earn interest to minimise erosion of worth	Board	↔
13	Opportunity	External funding	Access to resources through grants or matched funding	Financial	4	3	12	Medium	Treat	Monitor grant and matched funding opportunities and develop bids	Treasurer	↔