

EVC Uganda Risk Register- Updated 27.4.2018

Risk	Method of Prevention	Who Responsible	Action if Risk Occurs
Insufficient funding	Cautious and realistic funding plan/projections. Identify most promising potential income streams.	Fundraising Committee	Cutback on areas of expenditure. Act to raise funds required from most likely sources. Approach a major donor.
Poor financial management	Finance Reports at every Board Meeting. Robust challenging by Board on figures where required. Annual audited accounts. Quarterly spot checks on financials.	Treasurer / Finance Com / Board	Qualified independent finance person given remit to recommend corrective action.
Misappropriation of funds	Rigorous scrutiny of financials at every Board Meeting. Quarterly spot checks on financials. Segregation of duties within the finance team for payment processes.	Treasurer / Finance Com / Board	Immediate corrective action to be taken by the Board.

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Risks to EVC`s reputation	All EVC printed material to be approved. Website content material to be approved.	Chairman / Website Content Manager / Media Mgr	Immediate corrective action to be taken by the Board.
Harm to a volunteer	Insurance in place covering accidents to volunteers. Health and Safety Policy in place.	Chairman	Carry out risk assessment to ensure as far as possible that such harm does not recur.
Loss of key Board Members	Succession plan in place to cover such losses.	Chairman	Advertise for replacement with REACH, CVS or network for replacement.
Loss of IT expertise	Designate another person to provide such cover, with training if necessary.	Website Manager	Use expertise of designated replacement.
Inappropriate use of EVC website	Website content to be managed/moderated.	Website Content Manager	Website Content Manager to rectify this.
Abuse of sponsored children	Child Protection Policy in place and a designated Child Protection Officer.	Child Protection Officer / EVC Board	Take action outlined in the Child Protection Policy.

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Inappropriate use of restricted funds	Restricted funds used only for their agreed purpose.	Treasurer / Finance Com / Board	Treasurer and Board to take immediate corrective action.
Neglect of donors	A planned programme in place of support to donors.	Chairman / Finance Com	Review & update program of support to donors / take corrective action.
Disconnect between Ugandan and UK supporters	A planned programme in place for good and regular communication between UK / Ugandan supporters.	Chairman / Board	Understand what has gone wrong and take corrective action.
EVC loses direction/ fails in its objectives	Strong Business Plan in place with clear targets to achieve.	Chairman / Board	New Chairman and new Board in place.
No key worker in Uganda to liaise with EVC UK	Identify people who may be suitable to take this role on and conduct recruitment plan when necessary.	Chairman / V Chair / Project Director	Put in place recruitment plan.

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Outbreak of war in Uganda	Have contingency plans in place. Seek advice: Project Director, Bishop of Masaka, Other Ugandan NGO's DFEd & EVC Ugandan based bank. Then take appropriate action.	Chairman / V Chair / Project Director	Action contingency plans as outlined.
Insufficient Volunteers to take EVC forward	Programme of quality support to volunteers. Identify and recruit to posts that will need filling.	Chairman / V Chair	Recruit from local CVS, REACH, DO It, local community.
Protecting personal data	EVC Privacy Policy Systems in place to protect personal data.	EVC Board	Understand how breach of security has occurred and take action to correct this.