

EVENT FINANCIAL RISK ASSESSMENT

Use this as a template for an event. Delete those risks that do not apply and add additional risks. In the action box note what is being done for the control measure and who is doing this.

Risk	Risk rating	Control measure needed	Action
1 People do not know about the event	5	1.1 Produce a flyer/booking form - colourful, eye-catching, clear, has cost, closing date, where to send bookings to 1.2 Send the flyer out via executive, Div C, Dist C, email, post. Publicise on our website. Bulletin.	
2 Venue is not suitable and booking payment is lost	3	2.1 Check that then venue is suitable before signing a booking form and sending payment.	
3 Event having to be cancelled due to bad weather	3	3.1 Have alternative wet weather plans	
4 Event makes a loss (or profit!) [The County will cover a loss if the event and budgets have been approved and a profit is transferred into the County Events Fund]	4	4.1 Get approval that the event will be supported from County Executive (maybe Guiders/District/Division). Prepare budgets at the planning stage of the event and submit to the County Treasurer and County Executive for approval. 4.2 Calculate number or participants needed to break even. 4.3 Set date to start contacting Guiders/Dist C, Div C to chase up numbers if insufficient numbers booked in, (And who will do this and how). 4.4 Set cut off date to cancel event if insufficient numbers booked in. 4.5 Ensure non-returnable deposits are paid by participants	

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5 Signed contracts with and payments to providers of services/activities/equipment/venue cannot be cancelled and money is lost.	5	5.1 Check when the last day of signing for the service is. 5.2 Check what the cancellation policy is (eg lose xx% of money paid, have to pay a fee) 5.3 Check how services have to be paid for - deposit by when and how much and balance by when. 5.4 Consider event financial insurance.	
6 Having to pay for services before money has been received from all participants	2	6.1 Check with the County Treasurer that there are suitable funds in the County bank account to make payment.	
7 People providing services/activities/equipment or taking part in the running of the event do not turn up	5	7.1 Have a signed contract for those being paid to provide services/activities/equipment. 7.2 Have a signed agreement to participate for volunteers.	
8 Income and expenses are not recorded properly and cash is lost.	4	8.1 Get approval for the event treasurer from the County Treasurer or County Executive. 8.2 Make sure the treasurer has a system for recording income and expenditure. 8.3 All cheques are to be recorded and then sent to the County Treasurer. 8.4 All cash is to be recorded and dealt with as directed by the County Treasurer. 8.5 Provide a receipt for all monies received from participants. 8.6 There must be a valid receipt/invoice for all expenses before they are paid for. 8.7 The County events accounts must be checked by the County Treasurer.	

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Risk rating in terms of potential damage:
1 = Insignificant, 2 = Minor, 3 = Significant, 4 = Serious, 5 = Major or catastrophic