

The Friends of the Calcutta Cathedral Relief Service: Risk Register

The trustees of the Friends of the Calcutta Cathedral Relief Service ("Friends of CRS") have identified a number of risks, any of which could ultimately lead to the charity ceasing operations.

The charity has identified the following key risks to its operation. This risk register will be reviewed regularly at meetings of the trustees and updated as required.

Risk	Assessment	Mitigating actions
Governance: Good governance is essential for all charities and the Trustees recognise that it is necessary to ensure that Friends of CRS has appropriate Trustees, practices and policies are in place to ensure the good governance of the charity.	Low	<p>The charity will seek to retain at least five trustees, but will also only appoint trustees who identify with the aims and objectives of the charity, and who can offer appropriate skills and experience.</p> <p>A policy framework has been developed and will be regularly reviewed, and amended and augmented as necessary. The general governance of the charity will also be kept under regular review by the Trustees.</p>
Funds: The charity is dependent on donations and investment income for most of its funding. Minimal funds are needed for the operating costs of the charity as the principal purpose is to raise funds for CRS in Kolkata, and so the main driver is to provide consistent funding for that purpose.	Low	<p>The charity has a policy of maintaining a minimum of £1,000 on general fund for operating expenses.</p> <p>The charity is aware of the need to be active in seeking additional sources of funding for maintenance of its support for CRS, and regularly reviews potential sources.</p>

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<p>Safeguarding the Use of Charitable Funds:</p> <p>A substantial amount of the funding received by the charity is earmarked for a specific purpose and is therefore classified as “restricted funds”. There is also a duty on the trustees to ensure that money paid to CRS or other recipients are used for the objects of the charity.</p> <p>There is a duty on the trustees to guard against money laundering and thus to be satisfied as to the source of funds received.</p>	Medium	<p>Procedures are in place to identify and record restricted funds. CRS are required to account for expenditure of restricted funds to show that they have been used for the intended purpose.</p> <p>Funds sent to CRS are paid against a requisition stating the purpose for which the funds are to be used.</p> <p>CRS provides regular accounting information.</p> <p>The sources of funds are scrutinised to ensure their reliability</p>
<p>Safeguarding and safety:</p> <p>The trustees may from time to time, in their capacity as trustees, have contact with children and vulnerable adults.</p>	Low	<p>In most cases, trustees having such contact will be acting in another capacity, or in a dual capacity, in which case they are governed by safeguarding policies and procedures for that other capacity. There is a safeguarding statement for the trustees acting qua trustees.</p>
<p>Data Protection</p> <p>The charity holds personal data about individuals, in particular donors and others who have shown interest in, or supported the work of the charity. The trustees are under a duty to protect that data.</p>	Medium	<p>The charity has a Data Protection Policy</p>

Adopted: 22nd March 2019

Reviewed and approved 4th June 2025