

# Financial Risk and Contingency Planning Report

**Prepared By:**  
[Name / Department]

**Date:**  
[DD/MM/YYYY]

**Report Period:**  
[e.g., Q1 2024]

## 1. Executive Summary

This report provides an overview of the primary financial risks identified for [Project/Department/Organization], along with corresponding contingency plans to mitigate potential impacts.

## 2. Risk Identification

Risk Description	Likelihood	Potential Impact	Owner
Revenue shortfall due to market volatility	Medium	High	Finance Manager
Unexpected increase in operational costs	High	Medium	COO
Exchange rate fluctuations	Low	Medium	Finance Analyst

## 3. Risk Assessment

Each identified risk was analyzed for likelihood and potential financial impact. Key findings:

- Revenue shortfall poses the greatest threat to cash flow and requires close monitoring.
- Operational cost increases were observed in [departments/areas], calling for tighter controls.
- Foreign currency risks are low but should be reviewed monthly.

## 4. Contingency Plans & Mitigation Strategies

Risk	Mitigation/Contingency Plan
Revenue shortfall	Diversify revenue streams, reduce discretionary spend, initiate cost-saving measures.
Operational cost increases	Re-negotiate supplier contracts, implement spending review, prioritize critical projects.
Exchange rate fluctuations	Hedge currency exposure, limit foreign transactions where feasible.

## 5. Monitoring & Review Process

The following measures are in place to ensure ongoing monitoring and prompt response to financial risks:

- Monthly financial risk review meetings.
- Regular variance analysis against budget and forecasts.
- Quarterly update of contingency planning document.

## 6. Approval & Sign-Off

**Reviewed By:**  
[Name & Title]

**Date:**

[DD/MM/YYYY]

**Next Review:**

[DD/MM/YYYY]

### Important Notes

- This document should be reviewed and updated regularly.
- Clearly define risk owners and responsibilities for follow-up actions.
- Engage stakeholders across relevant departments for comprehensive risk identification.
- Contingency plans should be tested in practice where possible.
- This report is a living document and supports decision-making during financial uncertainty.