



# **FINANCIAL RISK ASSESSMENT AND** **CONTINUITY PLANNING TOOL** *(in the times of COVID-19 Pandemic)*

*This tool has been designed by Aria CFO Services for the COVID-19 Collaborative in partnership with Avkaash for free dissemination to NGOs in India.*

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*If you have any questions or need further advice, please see the contact information below.*

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*Financial risk assessment and continuity planning tool*

## Context and Objectives

COVID 19 is an unprecedented global crisis in the modern times that has affected each and every aspect of economy all over the world. The full impact of COVID 19 is still unknown and is likely to affect the coming 6 to 18 months and since it is not limited any sector or geography.



The Social Sector is as likely as any other sector to bear the brunt especially in two main aspects, programme sustainability during lockdown and social distancing situations and financial sustainability due to uncertainty of funding sources.

## About the Tool

The [Excel Tool](#) helps organisations (NGOs) assess the risk they may be exposed to and think through their financial position. It allows you to take into consideration the effect of COVID 19 on daily lives, work routines, programme operations and the way stakeholders like governments and donors think and operate.

The tool gives you risk information and recommends measures to deal with the risk for the sustainability of the organisation. It is a starting point for an NGO to begin thinking about what the COVID 19 situation means for them currently and in the future.

It is recommended that the NGO reflect on the risks assessed through this Tool and implement measures to deal with the risks. A basic guidance to develop an operations continuity plan is provided in the Tool itself. However, taking into consideration your NGOs specific situation and needs, for a detailed plan we at ARIA CFO Services will be happy to provide further consultation and advice. Please contact us at [ravib@ariaadvisory.in](mailto:ravib@ariaadvisory.in) or visit our website on [www.ariaadvisory.in](http://www.ariaadvisory.in)

**[TO GET THE EXCEL TOOL CLICK HERE](#)**

## Guidelines to using the tool

1. Respond to the questions in the "**Inputs**" sheet, based on the instructions provided. The "**Risk Assessment**" sheet will get populated on its own once you enter the data. No need to fill/enter anything in the "Risk assessment" sheet.
2. All numbers in the input sheet are in INR and try to enter complete figures. If you abbreviate numbers (in thousands, lakhs, crores, etc.), make sure all numbers are in the same format. Approximate is fine.
3. The "**Risk Assessment**" Sheet gives details on how to assess financial risks, the indicators which the tool considers and the level of risk and its implications.
4. Since this is a basic Tool it does not factor in the effect of different risks on each other. Further analysis will be needed for that.
5. The "**Operations Continuity Plan**" presents some options that can help NGOs to run a scenario by reducing costs and maximising income. Then based on the amounts saved/ earned, the sheet also details what that means for the organisation's cash flow. However, decisions are independent of each other further analysis will be needed to understand the effect of the decisions on each other. For e.g. you use social media for retail donations which will increase your income, but it will have some costs attached as well, this interrelation hasn't been factored into this tool. However, we are happy to help you with a deeper and comprehensive analysis.



In case you have any questions with regard to how the information is to be filled, write to [ravib@ariaadvisory.in](mailto:ravib@ariaadvisory.in) or [merhtejas@gmail.com](mailto:merhtejas@gmail.com).