

MBG - Sending Money Overseas Policy

Purpose: The purpose of this policy is to ensure that MBG provides all reasonable assurance that money sent overseas is used for the purpose for which it was provided. One of the key reasons for this is to comply with current counter-terrorism and anti-money laundering regulations.

1. The Trustees must agree the projects to support and have written records (email trail or minutes) of agreements. The scope of the projects must naturally fall within MBG's strategic objectives and articles of association.
2. Two crucial criteria for agreeing funding as an appropriate good cause are that it is a legitimate cause and that the money will be used for the purpose intended.
3. The approach to MBG grant making is published in its Annual Report and is part of the financial update given at the AGM where members can question and discuss the grant making strategy.

The list below shows other ways, besides seeing the accounts, in which the Trustees can reassure themselves and the charity members that the criteria above are met. This list is not intended to be exclusive.

- The cause is known to an MBG member, who maintains a regular contact.
- There is an email trail or specific contract / MOU for funds being agreed and then allocated. The written records will show what funds are to be used for and specifically what funds are being transferred and so whom.
- The cause is regularly visited by an MBG member, who reports back – MBG aims for a once a year on the ground assessment of projects by Trustees or MBG volunteers.
- For a UK charity MBG will complete appropriate due diligence including checking the charitable status of the organisation using the Charity Commission register and submission of accounts. Non-UK charities are assessed through personal visits from Trustees and regular contact thereafter.
- When moving funds electronically any new account requires confirmation of the account – a photo / scan / copy of a bank statement, cheque book or similar to link the account to the charity.
- Money is transferred via standard international banking systems though some cash payments may be taken in group trips – see below.
- Evidence is received of funds being spent; this can include:
 - Project reports and updates
 - Physical onsite visit
 - Photographs show how the money was spent
 - Budget spread sheets
 - Certificates for courses
 - Spending invoices / receipts
- A report of funds spent is published in the charity Annual Report and provided in a digital or physical form to all members and is published on the MBG website.

Making physical cash payments to charities in The Gambia:

The Gambia is still largely a cash-based economy. While there are increased risks in making grant payments in cash this can also have some advantages in that it avoids transfer fees and exchange can happen in the village

supporting local people rather than going to an international organisation. The following good practices need to be adhered to:

- When moving cash for grants this needs to be recorded in writing and be transparent to all Trustees – in practice this means sending emails the via info@mbg.org email address that all trustees have access to and conformation both from MBG and the receiving charity that funds are being moved in this way and / or funds moved in cash are recorded in the reports from the grant receiver, again available to all trustees.
- Personal safety is essential.
 - Money may only be carried by responsible adults with a specific role including trustees, senior volunteers (past trustees / multi trip volunteers) trip or group leaders or support leaders.
 - While most MBG trips are more than one person, if someone is travelling alone MBG will not allow them to carry grant funds.
 - Senior people on the trip must know who is carrying charity money, how much and where it is. Cash needs to be on the designated person, not in hold luggage. It needs to be in a secure location like a money belt or inside a trouser/clothing money pouch. Money should not be drawn attention to and must not be left unattended in a bag or vehicle.
- The maximum cash MBG will move in a single trip is £5,000.
- Cash needs to be immediately put into a secure location at the lodge where volunteers are staying and passed to the recipient charity representative at the earliest opportunity. That means the same night as arrival or the following day. It is not always possible to do this and in these unusual cases cash must remain in the secure location until the agreement meeting.
- The amount of cash taken needs to be recorded by MBG – this is shown through bank statements when taking cash from the charity accounts.
- A receipt must be provided to MBG and retained by MBG of the cash being handed to the charity in The Gambia. Cash must be handed over in front of more than one person in the receiving charity (for example for TARUD this will usually be the charity Director and charity accountant or secretary who holds the receipt book). Other responsible people on the MBG trip must be informed that the cash has been successfully handed over if they were not present at the time.
- As with all MBG grants, evidence needs to be provided by the charity as to the use of funds; usually MBG trustees or volunteers will physically visit projects / areas of fund spending.

Carrying emergency cash when in The Gambia:

People travelling to The Gambia in an official or leadership position from MBG may take emergency funds with them. MBG will expect this if there is a group going with an MBG volunteer leader or Trustee. If an MBG person is in The Gambia as part of a third party provided trip then normal practice is to follow the procedures of that provider and so not to take emergency funds in addition to those taken by the 3rd party trip leaders.

Emergency funds are just that, for emergencies only, for example:

- Medical cash costs if someone is taken ill
- Cash to get back to accommodation if stranded for example if a vehicle breaks down
- Cash needed to replace a lost formal document

The Trustees will agree if funds should be replaced by the individual using them when back in the UK after the emergency and record that decision (e.g. by email).

- Emergency cash is usually £250 up to £400 for larger groups over 10 people.

- Emergency cash must be carried only by responsible adults with a specific role including trustees, senior volunteers (past trustees / multi trip volunteers) trip or group leaders or support leaders. These people all need to know who is carrying what amount and where they are keeping it.
- It is usual for around half of emergency funds to be kept on the designated person / people and half kept in a secure location back at the group / individual accommodation. All emergency funds would be taken if the whole group were moving location, for example taking a trip up country.
- Where emergency funds are used a receipt of their use should be secured (most situations will allow this) and the use recorded with other responsible people in the group and must be reported to the charity Trustees when back in the UK.
- Unused funds are returned to MBG and paid back into the charity account (MBG does not hold petty cash), the payment back in acting as a record of this.

This Policy version agreed by MBG Trustees: 28-04-2021