

MSH UK, Nepal and Peru

Partnering approach

Updated – 4 May 2015

1. Liaison

The MSH UK Trustee Board will appoint one Trustee to liaise directly with the charity operating in country ('Liaison Trustee'). Partner organisations such as MSH Nepal and MSH Peru are independent entities with their own governance structure and funding sources that are independent of MSH UK.

The MSH UK Liaison Trustee role is intended to ensure effective communication between MSH UK and our partner organisation to assist in:

- setting specific in-country objectives
- raising funds to meet these objectives in the UK
- establish appropriate governance and reporting arrangements for donations made by MSH UK to partner organisations

2. Current Liaison Trustees

MSH Nepal – Lee Forsyth

MSH Peru – Kim Karmozyn

3. Financial management and reporting

Partner organisations are requested to work with MSH UK to achieve the following basic requirements for financial management and reporting:

- Maintain accurate and up to date books and records that show all income and expenditure, including that received from MSH UK.
- Collaborate to maintain accurate and up to date donor lists for UK sourced income collected through MSH UK.
- Identify and manage separately 'restricted funds' for significant individual appeals.
- Provide quarterly management accounts for review by MSH UK showing restricted funds clearly.
- Provide a section for MSH UK annual report to the Charity Commission that sets out how funds donated by MSH UK have been used in country.
- Summarise regulatory filings required in country for MSH UK so that MSH UK Trustees remain properly informed.

4. Policies

MSH UK has agreed operational standards that partner organisations are requested to follow and also to report on cases where the approach has not been followed by exception.

As of the date of this document, policies that apply are:

- MSH Child Protection Policy
- MSH Volunteer Recruitment Policy
- MSH Conflict of Interest Policy
- MSH Investment Policy
- MSH Complaints Policy
- MSH Risk Management Policy
- MSH Restricted Funds Policy