CHARITY COMMISSION
FOR ENGLAND AND WALES

Holding, moving and receiving funds safely in the UK and internationally

Checklist of issues for trustees to consider when using other charities or NGOs to transfer funds outside of the UK

Basic information:

- name and address of the other charity or NGO ('partner')
- website
- main contact details
- legal status of organisation/registration number as applicable
- governing document
- partner's objects and activities
- bank details/sort code/account name and number of partner

Assurance issues to be considered by charity:

- why is such a transfer through a partner necessary: what other means have been considered and is this the most effective way of moving funds?
- have relevant due diligence checks been done - advice may be found in **Tool 8: Know your partner in Chapter 2** of this Toolkit
- is the partner complying with other legal requirements - see **E4** for advice
- does the partner have the legal power to hold and transfer funds in this way?
- are there any other risk management issues to be considered by the trustees?

Key elements of any agreement between the charity and the partner:

- key details of the charity and its partner (as above)
- details of proposed holding and transfer of funds by partner
- agreement on when and how funds are to be released to final destination for the charitable objectives
- evidence of receipt of funds by partner - copy documentation
- evidence of transfer to intended destination once it happens - copy documentation
- declaration by the partner that the funds have been held and transferred in accordance with the agreement