

Tarabhadur Garbuja

24 May 2020

PSUK/NHSFunRaise-001

## **RECORD OF DECISIONS FROM PUN SAMAAJ UNITED KINGDOM – NATIONAL HEALTH SERVICES FUND RAISING AND INTERNAL AUDIT TEAM MEETING HELD VIA ZOOM ON 24 MAY 2020**

References:

- A. Constitutions of Pun Samaaj UK, 5<sup>th</sup> Edition dated 05 Jan 2019.
- B. Viber message, finance Help to NHS dated 03 May 2020.
- C. Zoom meeting hosted by Tara Garbuja dated 24 May 2020.
- D. PSUK FR&IAT Power Point Slide Pack dated 24 May 2020.

### **INTRODUCTION**

1. The Pun Samaaj UK NHS Fundraising and Internal Audit Team (PSUK NHS FR & IAT) was formed by the Secretariat Board within the Executive Committee Board of the PSUK on 22 May 2020 and published on Pun Samaaj Viber group. Although this team should have been formed way ahead of instigating the charity event, NHS fundraising, all members were very keen to take any matter forward positively.
2. With some considerations and a lot of communications with the Secretariat Board, mainly with the CM and GS of PSUK and the actual elected members on the following day, the zoom meeting was scheduled to be hosted by Mr Tarabhadur Garbuja on Sunday 23 May 2020.
3. The meeting was opened by the coordinator, Mrs Keshmaya Pun VCP PSUK at 1500 hours. As this was the very first meeting, a personal introduction kicked in followed by a brief power point presentation by Mr Tarabhadur Garbuja elaborating some of the points directed by the CM & GS PSUK. After the brief of each agenda all members contributed their views and concerns then this record of decisions has been summed up.

### **TEAM**

4. The PSUK NHS FR & IAT consists of the following members:
  - a. Coordinator - Mrs Keshmaya Pun, VCP PSUK representing the Secretariat Board.
  - b. Asst/Coordinator – Mr Takbahadur Tilija, 1SPSUK representing the Secretariat Board.
  - c. Member – Mr Rambahadur Tilija, 2SPSUK representing the Secretariat Board.
  - d. Member – Mr Khumbahadur Garbuja, ATPSUK representing the Secretariat Board.
  - e. Member – Mr Atiprasad Pun, FCM PSUK representing the Trustee (Advisers) Board.
  - f. Member – Mrs Namrata Paija, GSPLC representing the Ladies Committee.
  - g. Member – Mr Chandra Tilija, VCMPLYC representing the Youth Committee.
  - h. Member – Mr Bagbir Garbuja representing the PSUK members.
  - i. Member – Mr Tarabhadur Garbuja representing the PSUK members.

## AGENDA 1 – CAMPAIGNING

5. Campaigning is the key when we set up a charity event. A series of meetings, discussions and records of decisions are to take place during the early planning phase. Once all discussed, how effectively the advertising and marketing should take place is finalised. The following are a few from a huge list of methods:

- a. **Leaflets, Banners and Pop-Ups.** On top to what we best use the 'Word of Mouth' which is the cheapest options, these are slightly costly.
- b. **Cell Phones.** Each individual has cell phones with almost all with free internet and unlimited free minutes to talk. As the COVID-19 is restricting face to face meetings, calling be it warm or cold (be careful when you cold-call) calls is the better options to advertise and market the event.
- c. **Social Media.** The technological enhancement is making our lives to a degree more difficult but on the other hand it is helping us a lot if we use appropriately. Creating a search engine (World Wide Web – www) is quite expensive but there are other cheap options to use, i.e. Face book page, emails, blogs etc. Further more on using social media, Go-fund and Crowd-fund are other avenue to explore and exploit more too.
- d. **Radio Broadcast.** Although it is quite costly and a dying means of communicating/listening, this is quite a key method of advertising and marketing within the Nepalese communities if we carefully use the British Forces Broadcasting Services (BFBS) Gurkha Radio and or British Broadcasting Corporations (BBC) Nepal.
- e. **TV Broadcast.** Again although television broadcasting is costly but still many people are still watching TV. There are certain TV channels (ITV, Channel 4, South East etc) that are not that costly. Depending on the event and its cause plus the budget that is set aside for advertising, this is to be utilised.

## AGENDA 1 - RECOMMENDATIONS

6. After a series of discussions, the team has come up with the following recommendations:
  - a. A further request is made to the ECBPSUK that the BFBS Gurkha Radio could be used to advert and market this event.
  - b. A further request is made to the ECBPSUK that the Pun Samaaj UK's Face Book Page could be better utilise to advert and market this event.
  - c. An IT (Information Technology) literate individual (s) is to be identified as early as possible in planning phase so he/she will be utilising the social media better by advising the PSUK and blogging him/herself.
  - d. A better synopsis of the event is to be spread across our community through the emails although this means is dying down, there are many who are communicating using this means.
  - e. The synopsis of the event could be published in our Pun Samaaj web site (www) so outreaching is greatly achieved.

## AGENDA 2 – FUNDRAISING

7. Fundraising is critical to the success of the event and it is the most difficult action as well. However once better advertising and marketing have taken place then this could be very easy. Again

many meetings and discussions are to take place during the early planning phase. The identified and discussed effective methods of fundraising should be finalised and implemented. The list given below is not exhaustive but may give a handrail for fundraising:

- a. **Social Media.** An effective synopsis of the event again could be published on our Pun Samaaj web site and Face book page. In addition this could be further communicated through the members' email addresses.
- b. **Tin Collection.** Although this is very much a traditional way of fundraising, it could be the most effective however due to most member of PSUK are working member, our senior citizens could be utilise after this restricted situation impacted by the pandemic corona virus.
- c. **Packaging Bags in Superstores.** As with the above method, tin collection; this involves manpower and certain local rules and regulations are to be adhered too. While the environment campaign is restricting the use of plastic bags, this method could be explore in greater details after this pandemic situation.
- d. **Tuck-Shops.** Setting up tuck-shops selling our Nepalese or Puns' traditional foods, certain drinks and Puns' traditional/cultural dresses (clothing) could be another way of fundraising. Obviously this requires quite a bit of planning and execution including manpower and resources however this method could attract the donors.
- e. **Film/Drama/Dance.** These methods have been in use for quite a sometime and yet again these prove to be another good method of attracting donors. However showing films, dramas and dances have some legal and legislative requirements to fulfil.
- f. **Arduous Activity.** Either by an individual or as an organisation, an event that is quite an attractive or eye catching to the donors could be organised. The very recent examples that we have seen as individuals completed/doing are Mr Nirmal Purja's '14/7 - Project Possible' and Mr Chandra Tilija's '7/7 Run'. Our Samaaj could quite easily set up a 5 km park run focusing on health or quiz night/day focusing on well being and general awareness too.
- g. **Outreaching.** Be it by individually or organisationally, we could communicate not only with the members within our community but with other wider communities for further fundraising. This is obviously classed as an integration project that makes our Samaaj well explained and understood by the wider audiences.

## AGENDA 2 - RECOMMENDATIONS

8. After a series of discussions, the team has come up with the following recommendations:
  - a. A further request is made to ECBPSUK that all Area Presidents and Area Representatives are kindly requested and encouraged that they could utilise their phone calls, text messages and words of mouth to those members of our PSUK who have not yet made any contribution to this event.
  - b. It is decided that all member of this team would personally utilise their phone calls, text messages and words of mouth not only to those members of our PSUK who lives local to themselves and who have not yet made any contribution to this event.

## AGENDA 3 - AUDIT

9. **Background.** By hearing the word 'Audit' all personnel raise their concerns negatively but this is one of many key areas that any charitable organisation should invest an interest into positively. Although this is a minute activity compared to many events handling money in millions if not trillions,

transparency is the critical for which a light audit may take place at the end of the fundraising part. The PSUK is also a charity registered organisation that has a Trustee Board to not only to exercise their power to control the Samaaj in overall but to make sure that the PSUK is following all laws and regulations. The PSUK Fund account has a general purpose fund that is flexible to be used for general causes and a restricted fund which are firstly the membership fees and secondly the other specific funds; i.e. Koromana, Karpakeli Temple, Puns Museum, NHS Fund etc.

10. **Purpose.** Some of the purposes/aims of auditing are as follows:

- a. To protect the PSUK's assets that may be tangible (cash at bank, cash in hand and capital property – Madal/Segu to Samaaj ties, computers, projectors and sound systems) and intangible assets (goodwill, brand recognitions, intellectual properties – patent/trademarks/copyright and relations in wider communities).
- b. To identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud. These have been very rare to PSUK that do not mean will never happen hence no matter what an audit of 5 minutes scan could be is important.
- c. To ensure that financial reporting is robust and of sufficient quality. The PSUK's Trustees' Annual Report (TAR) is prepared every year. This report includes a clear, concise and transparent lay down of financial activities within the year. An internal audit helps formulate this report better.
- d. To ensure that all Trustees comply with charity laws and regulations with regards to finance of the organisation, PSUK. A recognised Trustees Board has been created/elected and are conducting meeting so often to not only identify pitfalls on financial activities and account but complying the legal requirements.

11. **Frauds.** By definition, fraud is a wrongful or criminal deception intended to result in financial or personal gain. No matter how simple mistakes or wrong doing is, the zero tolerance must be implemented and followed. The following are some examples of frauds that might have taken place but unrecognised/ignored, may now or will happen for which we all should be aware and stop there and then if we see any:

- a. Income related frauds.
- b. Expenditure related frauds.
- c. Property & Investment frauds.
- d. Procurement frauds.
- e. Fraudulent fundraising in the name of charity's name (Pun Samaaj).
- f. Fraudulent invoicing.
- g. Gift aid frauds.
- h. Advance fee frauds.

12. No system of controls, however elaborate, can guarantee that a charity will be totally protected against loss, waste, bribery, theft or frauds, or mistakes or mismanaged conflict of interests. Having sufficiently rigorous controls does provide protection for the charity's assets and is the best defence for the trustees against the charges of failing to protect the organisational assets. Executive management and the charity's staff and volunteers are responsibilities for ensuring that the controls put in place by the trustees are implemented. There should be a culture of control embedded

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in the operations of the organisation; this culture is created by the trustees and senior management, who should lead by example in adhering to the charity's internal financial controls and good practices.

### **AGENDA 3 - RECOMMENDATIONS**

13. The following are our team's recommendations:
  - a. At least 2 people must be involved in handling and recording money.
  - b. Cash collected is recorded on RV (Receipt Invoice) and must be banked immediately.
  - c. Records are maintained for each collection; details of identity gross receipts or taking and costs incurred.
  - d. An internal audit can be established for which only and if only should the ECB PSUK wish so, the host is volunteer to cooperate, run and produce a report for the future use as a template.

### **AGENDA 4 - REVIEWING**

14. The last but not least is the reviewing of the event in overall. This should take place straight after the auditing of the event to identify what are the good things that are completed and when went wrong. The lessons learnt including the recommendations are included in the post exercise/event report (PXR). Again the host is volunteering to write a final report should the ECB PSUK wish so.

### **SUMMARY**

15. After a lengthy meeting and many discussions, the team emphasised to campaign more and better individually by calling through their mobile phones and using words of mouth to maximise our effort to fundraising for NHS provided we are following the right steps regarding the prevention of frauds then the team also has recommended the followings in general:
  - a. PSUK will explore more into utilising the technology more by establishing virtual meeting. This is the way ahead. While the world was and is moving into digital age, this COVID-19 pandemic situation is forcing us to utilise the technology more and better.
  - b. PSUK will try to understand better and educate its members on personal insurance, charity and it's fundraising so to convince whether the legacy methods of donations are correct, viable and important for them.
  - c. PSUK will make one or more chosen charitable organisation as its standing charities so the yearly event may take place, i.e. the NHS could be one that we raise some money every year by doing one of the methods that are explained earlier.
  - d. PSUK will understand more and make its members aware on tax claim, gift aid and donor retention, grant making etc in the future.
  - e. PSUK is and will try to make a better environment for the Pun Youths so they feel welcomed to participate and contribute to the Samaaj.

(Original Signed)  
Tarabhadur Garbuja  
Meeting Host  
For Coordinator  
PSUK NHS FR & IAT