

Merton Mencap

**Anti Money Laundering
Policy and Procedure**

April 2014



Merton Mencap

Anti Money Laundering POLICY & PROCEDURE

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted: 16 September 2009

Reviewed: 28 June 2011

Reviewed: 29 April 2014

Merton Mencap

ANTI-MONEY LAUNDERING POLICY & PROCEDURE

POLICY

This policy is necessary in order to comply with money laundering regulations and should be read within the context of wider finance and accounting procedures, confidentiality and data protection policies and procedures.

Merton Mencap is committed to ensuring appropriate safeguards are in place to avoid the charity being used for money laundering purposes.

In accordance with our normal accounting and record-keeping procedures, all incoming funds are required to be supported by documentation evidencing their source. We receive money from various sources and every reasonable effort is made to verify those sources.

PROCEDURE

All members of staff responsible for monitoring incoming funds will check the documentation associated with each item and verify the source of the funds. Any anomaly in the documentation, or any unexpected amounts or payers, will be reported immediately to the Chief Executive who will investigate the item/s. A report will be sent to the Trustee Board about anything which appears in Merton Mencap's bank accounts, however, fleetingly, if it is not expected, or there is any concern about its source or documentation.

If the Trustees suspect money laundering, they will report this to the bank and the appropriate police authorities.

The Chair or the Treasurer, as the case may be, will direct what steps are to be taken to ensure the charity's compliance with all relevant money laundering regulations.
