Limited Attendance Shareout Procedure
Shareout procedure—normal conditions:

**SOCIAL FUND**
- Decide use of remaining Social Fund

**MAIN FUND**
- Maximize cash to the extent possible before shareout (full repayment of loans, liquidation of assets)
- Reduce member savings as needed to offset debts (loans, fines, Social Fund outstanding loans or Social Fund late contributions)
- Calculate the shareout multiplier
- Calculate each member’s share
- Divide available cash and give members money
- Establish a list of outstanding debts if full repayment was not possible

**IF NOT ALL LOANS ARE REPAYED**
- Do a partial shareout on the basis of available cash

Limited attendance shareout procedure (limits on members present, or fragile individuals cannot attend nor send representatives from their household)

**PRIOR TO THE SHAREOUT MEETING**
- The Chairperson gets ideas from members by phone on how to use the SF balance, OR
- Members share their suggestions for the use of SF with those who will attend the shareout meeting
- Members with outstanding debts to the group (loans, fines, Social Fund outstanding loans or Social Fund late contributions) ensure their funds are sent to the group
- The group liquidates its assets

**AT THE SHAREOUT MEETING**
- The Management Committee (Chairperson, Secretary, Treasurer, Money Counter, three Keyholders) and at least three ordinary members must be present
- The members present decide on the use of the SF balance, taking into account the ideas gathered before the meeting
- Use the 5.1 shareout form that shows final and adjusted (reduced) savings balances
▶ **Calculate individual shares** on the basis of available cash, and calculate the sum of shares to ensure the available cash is sufficient

▶ **Members present sign the shareout form** to acknowledge the cash received (or any amount still due to the group)

▶ **Members who formally represent other members receive their money** and sign on their behalf (including for any debt owed)
  - As desired, the money for non-attending members can be put in sealed and signed envelopes

▶ **If members can rotate attendance in the same sitting, the C-S-T-MC must stay** to validate the payouts and signatures

▶ After all members (or their representatives) have received their money and signed the shareout form, the **Management Committee signs the form** and a picture of the form is taken to disseminate to members.

▶ Any remaining **cash is counted, recorded and locked in the cashbox**