



Memorandum of Understanding

Between
REACH Siem Reap Ltd. (Australia) and
REACH Siem Reap (Cambodia)

This Memorandum of Understanding (MOU) sets out the terms and understanding between REACH Siem Reap Ltd. (Australia) and REACH Siem Reap (Cambodia) to send ongoing fundraising from Australia to Cambodia to carry out wholesome poverty alleviation projects within Siem Reap, Cambodia.

Background

REACH Siem Reap Ltd. (Australia) is an Australian Public Company Limited by Guarantee with the central goal of managing all aspects of fundraising, processing of funds, and promotion of Reach Siem Reap (Cambodia). REACH Siem Reap (Cambodia) is a locally registered Cambodian Non-Governmental Organisation (NGO), with the mission of breaking the cycle of widespread poverty for children and families that are suffering in Siem Reap, Cambodia.

Purpose

This MOU will enable Reach Siem Reap Ltd. (Australia) to fundraise and collect donations within Australia and to regularly disburse such funds to local partner NGO REACH Siem Reap (Cambodia). REACH Siem Reap (Cambodia) is then obliged to use such funding to carry out poverty alleviation.

Board of Directors & Governance

For a period of two (2) years from the effective date of this updated MOU, REACH Siem Reap Ltd. (Australia) has the authority to govern the REACH Siem Reap (Cambodia) entity. This governance is intended to provide oversight and support while the Cambodian entity strengthens its Board of Directors and overall organizational capacity. During this 2-year period, the Australian Board of Directors commits to actively supporting strategic decision-making and planning to aid in the development of the Cambodian board. This support may include, but is not limited to:

- Investing in training and professional development opportunities for the local board members;
- Collaborating on long-term strategic planning for the organization
- Supporting the long-term strategy of the founder obtaining Cambodian (dual) citizenship to facilitate a future transition where Emily Williamson can assume the role of Executive Director of the organisation.

This governance includes, but is not limited to, oversight and final decision-making authority regarding:

- Budget approval and financial planning;

'Alongside Cambodian families, in their fight against poverty.'

Local Cambodian NGO #8021
Thlok Andoung Village, Sla Kram Commune, Siem Reap City, 17259, Kingdom Of Cambodia



- Approval of the organisation's 5-year strategic plan, policies, and procedures (to be submitted by REACH Cambodia by the end of 2025); The 5 year plan is to be approved by REACH Siem Reap Ltd, within 30 days of being provided for review
- Salary determination for senior staff. To ensure fair pay for the leadership team and key personnel, the Australian Board of Directors commits to conducting salary surveys and voting on fair wages and benefits for these positions. These considerations will be incorporated into the next 5-year strategic plan to promote the long-term sustainability of the organisation.
- The Board of Directors of REACH Siem Reap Ltd. (Australia) consists of Craig Shearn, Mark Lyndon, and one (1) additional member to be appointed. Emily Williamson has resigned from the Board of Directors of REACH Siem Reap Ltd. (Australia) effective April 28th, 2025.
- The Board of Directors of REACH Siem Reap (Cambodia) is responsible for the running of REACH in Cambodia and should comprise members with appropriate skill sets for the organisation's growth. The Board currently consists of Emily Williamson, Kosal Chea, Kimlin Sut, and Reaksa Phally. Moving forward, the Board should include a local member with a financial background who will fulfill the role of Treasurer, replacing one of the existing members. Moreover, it is recommended that Kimlin Sut resigns, and is replaced by a qualified secretary to support with recording meeting minutes, maintaining records, handling correspondence, and ensuring that the organisation complies with legal and procedural requirements. The Cambodian entity should carry out necessary efforts to ensure these changes to the board structure are implemented within this MoU period.

Reporting

REACH Siem Reap (Cambodia) will be responsible for providing REACH Siem Reap Ltd. (Australia) with quarterly financial reports on all expenditure, as well as an annual Audited Financial Report.

REACH Siem Reap Ltd. (Australia) to forward funds to REACH Siem Reap (Cambodia) once a specific request for funds, in writing has been received from REACH Siem Reap (Cambodia). Funds can be retained in Bank accounts of REACH Siem Reap (Cambodia) if it's considered by The Board to be financially beneficial to do so.

Funding:

This MoU does not ensure a commitment of set funds from REACH Siem Reap (Australia) to the Cambodian NGO each year, but rather a commitment that the Australian charity will:

- Send 100% of all funds donated in aid of the Cambodian project to REACH Siem Reap (Cambodia), with the exception of restricted funds or funds agreed as required for fundraising efforts within Australia.
- Forward funds to Cambodia once a specific request for funds from REACH Siem Reap (Cambodia) has been received.
- If any special requests for available funds are made, they will be forwarded in an acceptable time frame (within 5 working days).
- The Australian Board of Directors reserves the right to withhold funds if the Cambodian entity's expenditure deviates from the approved budget by more than 10%. Any expenditure exceeding the approved budget by more than 10% requires prior written approval from the Australian Board of Directors.



Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from REACH Siem Reap Ltd. (Australia) and REACH Siem Reap (Cambodia).

This MOU shall become effective upon signature by the authorized officials from REACH Siem Reap Ltd. (Australia) and REACH Siem Reap (Cambodia) and will remain in effect until modified or terminated by mutual consent. In the absence of mutual agreement by the authorized officials from REACH Siem Reap Ltd. (Australia) and REACH Siem Reap (Cambodia), this MOU shall end on July 1st, 2027.

This arrangement will be reviewed & addressed prior to July 1st, 2027, to ensure REACH Siem Reap (Cambodia) – Board is equipped from a skillset point of view, to manage & run the REACH Organisation moving forward.

Contact Information - REACH Siem Reap Ltd.

Partner name: REACH Siem Reap Ltd.
(Australia)
Partner representative: Mark Lyndon
Position: Director / Treasurer
Address: 3 Mabel Street, Camberwell 3124,
Australia
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E-mail: accounts@reachsiemreap.org

Date: 5/5/2025

Signature: *Craig Shearn*

Partner name: REACH Siem Reap Ltd.
(Australia)
Partner representative: Craig Shearn
Position: Director / Chairperson
Address: 57 St David Street, Fitzroy, Vic, 3065
Telephone: +61 418 596 388
E-mail: craig@reachsiemreap.org

Date: 05/05/20

Signature:

Signature: *Mark Lyndon*

Mark Lyndon (May 5, 2025 19:47 GMT+10)

Email: mlyndon44@gmail.com

Partner name: REACH Siem Reap Organisation
Partner representative: Emily Williamson
Position: Founder & Program Director
Address: Treang Village, Sangkat Sla Kram,
Siem Reap City, Siem Reap Province
Telephone: 010 835 074
E-mail: emily@reachsiemreap.org
Date: 04/05/2025

Signature:



Partner name: REACH Siem Reap Organisation
Partner representative: Chea Kosal
Position: School Director
Address: : Banteay Chas Village, Sangkat Sla
Kram, Siem Reap City, Siem Reap Province
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Date: 04/05/2025

Signature:

[Handwritten signature]







2025 - 2027_MOU

Final Audit Report

2025-05-05

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