



Emergency Share Out Guide

Overview

Due to the COVID-19 pandemic, some savings groups may choose to conduct an emergency share out so they are able to have access to the savings they have accumulated in their incomplete group cycle. This guide is designed to be a simple step by step guide for group leaders to use in case they find themselves conducting an emergency group share out and lack the experience, support, or confidence to do it successfully on their own. It can be distributed to groups physically, sent via whatsapp, or dictated over the phone if that is the only option available.

Remember: wherever possible, the share out calculations should be done in the presence of all members for transparency. If all members cannot come to the meeting, try to gather as many members as possible in a secure and safe place. Group leaders/members should contact absent members following the meeting to deliver their portion and be prepared to explain the process that was followed.

Emergency Share Out Calculation Steps

1. Make sure all the group's money is with you. As much as possible, all loans and payments must be completed by this time.
 - a. *If any members cannot repay their loans, the group should decide what to do based on their policies or via a group vote.*
 - b. *In emergency situations, groups could consider loan forgiveness for members, using the emergency/social fund to help cover loans that can't be repaid, or asking group members to pay back their outstanding/unrepayable loans in the next cycle.*
2. Once all the money has been collected for the share out, count the money in the group fund. This is the total amount of money that is available for the members and includes the savings, fees/interest, loan repayments, and the social fund (if groups decide to add it to the group fund for sharing out).
3. If possible, the group Secretary and Treasurer should count the number of shares saved by the entire group by adding all the shares saved by the members as recorded in their passbooks.
4. Next the group Secretary and Treasurer will divide the **total group fund** by the **total shares in the group** to calculate the **new value of a share**. This value may be more or less than the original share value, depending on the status of the group and its loan portfolio. If the new share value ends in a decimal, take only the whole numbers and do not round up. For example, if the calculated new value of share is 160.999, the new value is 160 and NOT 161.

$$\text{Total Group Fund} / \text{Total Shares Saved} = \text{New Value of Share}$$

**Note: If the group did not give out loans and did straight savings, a new value of a share does not need to be calculated. Use the original value of the share.*

5. After determining the new value of the shares, the group Secretary and Treasurer will now calculate how much each member will receive. Take the total shares saved by each member and multiply it by the new value of a share. For example, if Faith saved 100 shares and the new value of a share is 160 coins, multiply 100 by 160 coins, which is 16,000 coins. 16,000 coins is the amount Faith will take home.
6. To make sure your calculation is correct, add up all of the amount to be given out to each member. The sum of the amounts for each member should be equal or less than the total group fund. There may be a small amount of money left over. The group can decide what to do with the leftover amount.