

Cash Handling Policy

Scope

This policy provides guidance to staff and volunteers involved in handling cash, either from events, collecting tins (such as door-to-door or static collections in shops), or in other ways. It is important that you follow these guidelines, to ensure the safety of those involved and to protect the money. Handling cash includes collecting, counting, storing, transporting, banking and recording cash.

Applicability

This policy applies to all Trustees, volunteers and employees of Axminster Hospital League of Friends. Its requirements should be reflected in other policies and procedures, agreements and contracts, as necessary.

Key Points

- All cash handling must be carried out in a safe and secure environment.
- Cash should be collected, counted, transported, banked, and recorded by two individuals.
- All cash received should be stored securely and returned as soon as possible to the Treasurer/ Chair/ Manager until banked.
- Cash should be bagged and banked in suitable bags and transported in a way that helps disguise the cash (such as a shopper or carrier bag).
- Children under 16 must not be left with any responsibility for handling money and/or responsibility for counting collected money.
- If returning uncounted cash, collection tins/buckets and seals must be intact.
- If the cash being collected counts as a personal donation from a UK taxpayer, include any instructions on collecting the required Gift Aid declarations to ensure tis additional funding can be claimed.

Banking Cash

- All cash received should be stored securely (ideally locked) until banked.
- All cash and cheques received should be counted and banked by the Treasurer/Chair/Manager as soon as possible.

Overnight Storage

- If at all possible, bank the money immediately, or hand it in to our charity. However, we recognise that this is not always possible. If you are collecting for an extended period, or when banking facilities are not open, you will need to safely store the collection bucket/tin overnight. In these instances, it may be unavoidable that you are left alone with the cash.
- We advise you to:
 - Store the money out of sight and in a safe place within your home or office.
 - Ideally, in a home safe, but in a locked drawer or similar, if at all possible.
 - Ensure that the seals on any tins/buckets have not been tampered with before moving the money from your safe place.

Safety

- Once your collection is over, please ensure that at least two of you will be available to deal with the money collected – as far as possible no one should be left to carry money by themselves.
- Do not make it obvious you have cash. Carry it in a shopping or some other kind of bag and, if travelling by car, store it out of sight.
- Your safety is our highest priority. If you are ever in the unfortunate position of being challenged while handling cash, we ask that you hand over the cash without resisting and report any theft or loss to the police within 24 hours of the incident, as well as informing our fundraising team.
- Buckets and collection tins can become very heavy once full, so think about how you might split the load between volunteers.
- The loss of large amounts of cash may not be covered under our insurance. If you have large amounts of petty cash, split the cash between yourself and another collector/event organiser.

Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees	Feb 2024	Initial draft approved	Annually

Regulatory Guidance

Fundraising Regulator – [Cash Collections](#).

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Charity Commission - [Charities: holding, moving and receiving funds safely.](#)

Charity Commission - [Internal financial controls for charities.](#)

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