



Policy: Cash

The Charity has **contactless donations and online donations in place**. We strongly encourage use of these services **to avoid cash processing**. Which is both time consuming, requiring Coronavirus protocols, and ties up two Volunteers time.

However it is likely Cash Processing will remain part of many Charities due to the popularity of donating loose Change. Thus we must retain policy.

CASH MUST BE LEFT IN IT'S COLLECTION CONTAINER FOR 48 HOURS (THE TIME IT TAKES FOR THE CORONAVIRUS TO DEACTIVATE ON METALS) BEFORE PROCESSING.

1. COLLECTING

- 1.1. No cash collection will take place without consent from the Charity.
- 1.2. Cash must only be collected in marked and sealed boxes provided by the Charity.
- 1.3. Funds must not be held **more than 2 days** before processing begins.
 - 1.3.1. When Coronavirus is a risk **4 days are allowed** (2 for quarantine, 2 to process).

2. COUNTING

- 2.1. Cash should be counted, banked and recorded by two unrelated individuals.
- 2.2. Cash counting machines, made available by the Charity, should be used to remove human error if possible.
- 2.3. Cash should only be placed in bags provided by the Charities bank.
- 2.4. After counting a final check should be made by two people then cash placed into unique security sealed bags while they are together.
- 2.5. Amounts must be entered into the provided form to be transferred to the Charities records.
- 2.6. A copy of this form will be given to the Volunteer.
- 2.7. While cash remains **under seal** a single person can transport it to the bank.

3. BANKING

- 3.1. Cash should **only** be Transported in containers and bags provided by the Charity.
- 3.2. Cash must never be left unattended at an event.
- 3.3. Cash should be stored in a secure (ideally locked) place until processed.

4. LARGE DONATIONS

- 4.1. Donations **over £50** require a receipt to be given, if possible.
- 4.2. If a donor has done this in secret; that will not need receipted.

5. FAILURE TO RETURN

- 5.1. Volunteers must allow other Volunteers to pick up the boxes and process them should a Volunteer become indisposed.
- 5.2. If a Volunteer keeps cash **after an event** in Charity boxes and ceases communication the Charity **will report this as a theft.**