



Salford Foundation Limited

Cash Handling Policy

1. Scope

This policy covers the roles and responsibilities arising from fundraising activities where cash handling is undertaken and has been developed to protect Salford Foundation from fraud, theft or embezzlement. The policy aims to protect partners, staff and volunteers from accusations of dishonesty or the temptation to commit fraud. It is intended to assure donors that their donations and gifts are used for the purpose for which they were given.

All Salford Foundation (SF) staff, trustees, partners and volunteers involved in cash handling have a responsibility to be aware and have a good working knowledge and understanding of the processes referred to in this policy.

Cash handling is applicable to a number of areas, examples include: appeals, fundraising events, ticket sales, refreshment sales, programme sales, raffles and trading.

2. Fundraising Enquiries

All prospective fundraising activities where cash handling will take place from partners, staff, volunteers or members of the public should contact support@salfordfoundation.org.uk or get in touch via the website form at www.salfordfoundation.org.uk.

3. Volunteer Cash Collections

It is important that all cash handling collections are made using tamper proof collection containers with the SF charity logo and registered charity number. Volunteers should give a receipt for each donation collected. However, if you use a sealed collection box, you do not need to be given a receipt.

Please give ample notice for the arrangement of collections to enable Salford Foundation to make the appropriate materials and guidance available.

If volunteer(s) are collecting money on behalf of SF they must be authorised to do so and wear a photo ID badge stating:

- collector's name, name and contact details of Salford Foundation
- the name of the organiser (if different to Salford Foundation)

Salford Foundation does not engage in house-to-house collections, street fundraising or telephone fundraising with 3rd party agencies. If you have been approached by a 3rd party claiming to fundraise for Salford Foundation, please contact support@salfordfoundation.org.uk.

4. Private Collections

If volunteers are carrying out cash collections on private land, such as in a shop or sports event, permission should be sought from the owner or individual who is responsible for the premises.

5. Event Cash Handling - Best Practice

When fundraising through the selling of goods at events, please follow these guidelines:

- Create a float, make a record of the floats value. Put the value in with the cash, in case someone else undertakes the end of event count
- A person you have nominated must sign for your float(s)
- Ensure all money from sales is put into the till immediately
- You must only give change from the till, never from your own money
- If you use money from a float for petty-cash spending, record this separately and keep any receipts
- Keep floats and money made from sales separate from personal money
- Bank the cash as quickly as possible, or give to the SF Foundation Finance Manager
- All expenditure has to be agreed in advance of an event.
- If you need to pay for materials for the event e.g. cake ingredients, materials or commercial posters etc. present receipts to the Salford Foundation Finance Manager and arrangement will be made to reimburse

6. Good Practice - Cash Handling

The safety and integrity of volunteer fundraisers is paramount. Please follow these guidelines when undertaking cash handling activities:

- At the end of the event two unrelated individuals should collect and count cash donations using suitable banking bags
- Sealed collection boxes should be left for SF or a bank official to check and count
- Count cash in a secure environment. Never leave cash unattended
- Do not leave anyone to carry money alone. If travelling by public transport, please carry bags that hide you are transporting charity funds (cover buckets and boxes. If volunteers are using a car, remember to store your collection materials out of sight
- Funds raised for Salford Foundation belong to the charity and, once collected, must be paid over or transferred to the charity in a timely manner. Try to pay your collected money to SF or bank as soon as possible. For night time events please use a bank night safe or safety deposit box.
- For personal safety Salford Foundation would urge Volunteers to hand over cash if they are ever challenged and report the incident to police and Salford Foundation within 24 hours.
- Arrange for an independent person to verify that the amount banked tallies with what was recorded on the income summary
- A volunteer who raises money from others for an organisation is a trustee of the funds raised. It is essential that they ensure the organisation receives all that money.

7. Transferring funds to the charity

For all cash/cheque donations the following information should be recorded: Donor title, first name and surname, address Inc. postcode, telephone no, email address, type of payment e.g. cash or cheque. For all general donations, please record as an "unrestricted donation". If the donor indicates that the donation is for a specific purpose or activity, this must be recorded.

Cheques should be made payable to Salford Foundation (this will assist in reclaiming Gift Aid). If money is collected over a long period, it is reasonable for SF to request transfers at reasonable intervals.

All cash donations for Salford Foundation should be presented or notified to: **Finance Manager, Salford Foundation, Foundation House, 3 Jo Street, Salford M5 4BD** support@salfordfoundation.org.uk

8. Expenses

Fundraising Volunteers must send SF the full amount from all collecting boxes without taking expenses or fees, unless this has been agreed in advance. Expenses, if agreed will be reimbursed separately to volunteers.

9. Fundraising Policy

To access detailed information regarding potential fundraising activities and processes, please refer to the Salford Foundation:

[Data Protection Privacy Notice](#)

[Fundraising Policy](#)

[Ethical Fundraising Policy](#)

Resources around good practice for cash handling are available at:

[Chartered Institute of Fundraising - Handling of cash and other donations](#)

[Fundraising Regulator - Processing Donations](#)

[NCVO - Controls on Financial Assets and Record Keeping](#)