



Cash Handling Policy

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Cash Handling Policy

1. Policy 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, service users 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 staff, trustees, partners, service users 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: fundraising appeals and collections, fundraising events, ticket sales, refreshment sales, programme sales, raffles and trading activities.

2. Fundraising Enquiries

All prospective fundraising activities where cash handling will take place from partners, staff, volunteers, service users or members of the public should contact the Business Development and Fundraising Team tel: 0161 787 8500 or fundraising@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 (buckets, boxes or cannisters) with the Salford Foundation charity logo and registered charity number. Fundraisers or 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.

If fundraisers or volunteer(s) are collecting money on behalf of Salford Foundation, 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 fundraising@salfordfoundation.org.uk

4. Event Cash Handling – Best Practice

When fundraising or trading 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 Salford Foundation Finance Manager
- All budget and eligible expenditure must 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

5. 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 must collect and count cash donations using suitable banking bags
- Sealed collection boxes should be left for Salford Foundation staff 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 Salford Foundation ideally within 1 week 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 immediately and to 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.

6. Transferring funds to the charity

For all cash/cheque donations the following information should be recorded:
Donor title, first name and surname, full address including house number, street name, postcode, telephone number, email address, type of payment e.g. cash or

cheque and the amount. 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.

All cash donations for Salford Foundation should be presented or notified to: The **Financial Manager, Salford Foundation, Foundation House, 3 Jo Street, Salford, M5 4BD** fundraise@salfordfoundation.org.uk Direct BACS Transfers can also be made to Salford Foundation bank account, please contact to request BACS details via the same email address.

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

7. Expenses

Fundraising Volunteers must send Salford Foundation the full amount from all collecting boxes without taking any personal expenses or fees. Any expenses agreed and incurred will be reimbursed separately to fundraisers and volunteers using an Expenses Claim Form.

8. Related Fundraising/Other Policies

This policy relates to other fundraising policies and General Data Protection Regulations (GDPR) including the following:

- Data Protection Privacy Notice
- Ethical Fundraising Policy
- Fundraising Policy

To access further information regarding these policies, please refer to the Salford Foundation website: <https://www.salfordfoundation.org.uk/>

9. Useful Information

Further 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](#)