



Cash handling guidance for volunteers

Each year our supporters and volunteers raise **£5 million** through fundraising events, which makes a huge difference to the children and young people we help. As part of your fundraising activities you will most likely handle cash. This could include collecting, counting, storing, transporting, banking and recording cash. It's important to follow our guidance when handling cash, to ensure the safety of our volunteers and to protect the money you raise to help children who are unsafe, unloved and unable to cope.

Our guidelines

- All cash handling must be carried out in a safe and secure environment.
- Cash should be collected, counted, transported, banked and recorded by two unrelated individuals.
- All cash received should be stored securely (ideally locked) until banked.
- Cash should be bagged and banked in suitable bags, and transported in bags that help disguise the cash (such as a shopper or carrier bag).
- Ideally cash and cheques should be counted and banked the same day they are collected, or at least within two working days.
- Children under 16 **MUST NOT** be left with any responsibility for handling money and/or responsibility for counting collected money.

Counting and storing cash

- At events there should always be two unrelated volunteers present to take care of finances. They should count the money together and once money is counted it should be agreed by signature by both parties. Once the money is securely stored, one volunteer may leave the room.
- Collection boxes must be opened and counted by the volunteer who organised the collection and one other responsible person.
- You should organise in advance a secure place to be used for the finance/counting area that is away from any public area. If this is not possible at events, the monies should be kept separate from any other activity happening at the event.
- Unsecured cash must **NEVER** be left unattended.
- If you take cash home with you after a collection then please make sure it is stored within a locked cupboard, as it will not be insured against loss.

Banking money safely

Please take time to consider how you are going to pay your money in before you collect, and bear in mind the health and safety guidance. **Please do not place yourself at risk.** If you are in any doubt, you can contact supporter care for advice by email at supportercare@childrenssociety.org.uk or phone **0300 303 7000** (Mon–Fri, 9am–5pm).

- Cash should be banked as soon as is practical, and ideally within two working days.
- Cash not banked immediately **must** be placed in a safe or other secure location, such as a locked drawer, safe, cupboard or filing cabinet.
- Cash should be bagged by denomination and banked in suitable bags, cash bags are available for free from banks and post offices.
- Cash should be transported in bags that help disguise the cash (such as a shopper or carrier bag).
- You **must** complete one of our fundraising giros and take this along with your donations when paying in.

Cash limit	Minimum number of people that MUST accompany the money in transit
Up to £1,500	1 person
Up to £3,000	2 persons
For values over £3,000	Please make multiple journeys or use more people to transport smaller values of funds to the bank.
For values over £5,000	For one-off large volumes of cash we can organise the use of a security transport company. Please contact supporter care for advice on the number or email above.

Public collections

You can find all the information you need to plan your collection in our collections guide.

Staying legal: If you're holding an event in a public place, you must get permission first, either from the local authority or the property

owner. You can find more detailed guidance on applying for collection permits in the permit application guide available on our website, but if anything else crops up that you don't know the answer to, just email us at supportercare@childrenssociety.org.uk or phone **0300 303 7000**.

Keeping yourself safe: Your safety is our primary concern. If you are ever in the unfortunate position of being challenged whilst 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 your fundraising manager.

Physical demand: Buckets and collection tins can become very heavy once full, so think about how you might split the load between you and your helpers. If you're doing a house-to-house or street collection, it's also important to think about how long you're able to comfortably walk and stand for.

Personal security: 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. If travelling to or from your collection by public transport, remember to carry bags big enough to conceal your collection buckets and tins. If you are using a car, remember to store your collection materials out of sight.

Insurance

We can only provide insurance for funds up to £1,500. When handling cash collections above £1,500 then please split the funds between yourself and another collector or event organiser to ensure that your cash is insured. If you are anticipating your collection or event will raise above £5,000 in cash or are concerned about cash security, please contact us for further guidance.