

The Royal Air Forces Association Volunteer Programme

Cash Handling Policy for Volunteers

This policy is aimed at Fundraising Team Leaders and other fundraising volunteers who will handle donations as part of their role and will guide volunteers on how to handle money to ensure volunteers remain safe, stay legal and ensure they are protected from any allegations of impropriety.

This policy also applies to all volunteers handling cash at a collection as part of their role and all volunteers are expected to follow the instructions and advice given by their leader and in the instructions below.

For the purposes of the following policy, both Branch and Association volunteers will be referred to as 'volunteers'.

Statement of policy

Before collection

- Ensure collecting tins have an RAF Association wrap-around sticker on them to let the public know the charity to which they are donating.
- Collecting tins should have a tamper-proof seal placed over the top of the tin and the tin number sticker placed on the lower side section of the tin with the tin number marked on and the contact name and telephone number of the volunteer clearly written on.
- Buckets must have an RAF Association bucket sticker placed on the side to let the public know to whom they are donating.
- Bucket lid stickers must be filled out with the bucket number, volunteer details and charity details filled in.
- Bucket or tin numbers should be marked up on 'list of collectors' sheet.

Day of collection

- Team leaders should place lids on buckets and seal with plastic security ties.
- When buckets or tins are issued to collectors, the collectors name should be entered on the 'list of collectors' sheet against the relevant tin/bucket number.
- No collector should shake their tin or bucket or harass members of the public for donations.
- When tins or buckets are handed back in they should be checked off against the 'list of collectors' sheet.

After collection

- When carrying money around, volunteers should take care, always use a safe route and always be with another person.
- A secure location should be sought to count money (e.g. staff area of local business or local community building).
- The team leader and at least one other unrelated person should always be present when money is being handled and counted. This provides protection from any allegation of impropriety for all those who carry out the counting.
- Once counted and confirmed, fill out the receipt and have it signed by the team leader and one other unrelated volunteer. Pay the money into the bank on the next working day, or as soon as possible after the collection. If you cannot bank immediately then store it in a secure location out of general view.



How to count collection monies

- Open tins / buckets one at a time.
- Divide monies into denominations and stack into countable piles.
- Total up monies and write relevant amount on the list of collectors' sheet against each of your volunteers' names.
- Open next tin / bucket and repeat process.
- Bag up denominations into money bags, sealing any which contain the maximum fill amount for that bag.
- Once all cash has been bagged there may be denominations of coinage that do not fill the final cash bag to the required amount. Seal these bags as the others but make them identifiable for when visiting the bank.
- When all monies are counted, total up full amount and fill out bank paying-in slip (provided in fundraising team leader pack) with total value of each denomination.

How to pay in monies

- Take monies to the nearest branch of Lloyds Bank and hand the cash and bank paying-in slip to cashier. Hand over any cash bags which were not full separately to aid the cashier in processing the deposit.
- Put the reference on the transfer in the format – 'Vol Group – name'. e.g. *Vol group – Wrexham*
- Keep receipt safe for own records.
- Email wings@rafa.org.uk stating how much was banked and when. The Wings team will then trace the income into the Wings bank account and notify the team leader when it is received.
- For street collections, either scan in and email your 'list of collectors' sheet or post a copy to: Wings Appeal, RAF Association, 117 and a Half Loughborough Road, Leicester, LE4 5ND. It is important that we receive this information so that we can complete the returns to the councils in accordance with their regulations.

Personal Safety

- If any attempt is made by an individual or individuals to steal the collection money then personal safety is paramount and the collection money should be surrendered.
- At the earliest opportunity notify the police and then contact your manager to inform them of the incident.