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# Procedure for Handling Cash Donations Policy

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Policy reference:  
All/

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Version

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## POLICY & PROCEDURE: Introduction, Responsibilities and Process

Date originally issued	September 2011
Date of this review	February 2016/April 2016
Date of next review	February 2017
Lead for this Policy	National Director
Has Consultation included Service User Group?	NO
Reviewed by	Mark Savage Finance Dept
Ratified by ESMT/Board on:	Date: April 2016

## RELATED / RELEVANT POLICIES AND KEY DOCUMENTS

This policy should be read in conjunction with:

- Positive Risk Management
- Risk Register
- Code of Conduct
- Handbook

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## **Procedure for the Handling of Cash Donations**

### **Introduction**

The need to handle cash arises throughout fundraising and occurs in appeals, events, raffles, tin collections etc.

These procedures:

- Protect the Charity from fraud and theft
- Protect staff or volunteers from accusations of dishonesty
- Assure donors that their donations/gifts are used for the purpose for which they were given

Collections in a public place will require a license e.g. High street, shopping centre, door to door collections etc. If collecting in a private location, permission must be sought from the owner/manager, ideally in writing from Finance Department.

It is your responsibility to be mindful of your personal security when distributing tins and banking takings.

Ideally sealed tins should be given to head office for counting and banking by finance. Where this is not possible then the banking procedures below should be followed.

### **Procedures**

#### General

- i. Cash received should be collected, counted and recorded by two individuals. Cash should be counted in a secure environment and held in a secure place until it is possible to bank it within 72 hrs period.
- ii. Deductions **MUST NOT** be made from cash received.
- iii. Any expenses (where agreed) must be claimed from the charity on a claims form and not deducted from the cash received.
- iv. Collection tin seal stickers are provide by xxxx on request, on first use and after all subsequent banking the tin must be sealed for security and the prevention tampering.
- v. If collection tins are left at a location they should be collected, emptied and banked every 2-3 months (as appropriate) as agreed with the Finance Department and a new sealed tin provided. A receipt and a thank you letter for the money should be given to the owner/manager of the location from where the tin is collected.

## **Banking**

- i. Cash ought to be banked immediately using bank paying-in slips (paying in slips will be issued by finance to Service Department fundraiser who will then issue a slip to each collector).
- ii. If there are substantial sums involved cash should be banked in stages during an event and by two individuals.
- iii. When a collection tin is opened by the said two persons, the cash should be counted immediately, and banked within 72 hrs.
- iv. The receipt/counterfoil from the bank should be sent to the Service Department fundraiser.
- v. Service Department fundraiser to email [mark.savage@asdi.ie](mailto:mark.savage@asdi.ie) with paying in slip number, amount, date and branch paid in.

## **Volunteers / Collectors**

Collectors must be over 18.

Collectors must never put undue pressure on people from whom they are collecting.

Collectors should adhere to Code of Conduct / Volunteer Policy of on Autism Disorder Spectrum Initiatives.

Wherever possible the competence and integrity of volunteer cash handlers should be verified. A Garda Vetting check should be made and a reference should be sought in the event the person fundraising for ASDI is in contact with vulnerable adults.

## **Donors**

If a donor wishes to give a cheque then this must be made payable to Autism Spectrum Disorder Initiatives, not to a named individual.

Donors should be discouraged from sending cash donations through the post.

**Revision Status**

<b>Rev Date</b>	<b>Details of Changes</b>	<b>Sections Changed</b>	<b>Author</b>	<b>Date</b>
May 2016	Procedure for The Handling Cash Donations	Introduction	AMcD	May 2016
May 2016	Procedures	(i),(ii),(iii),(v)	AMcD	May 2016
May 2016	Banking	(ii),(iii)	AMcD	May 2016
May 2016	Volunteers/ Collectors		AMcD	May 2016
May 2016	Donors		AMcD	May 2016