

Luna's Fund

Cash Handling Policy



1. Statement of policy

Luna's Fund recognises, values and relies upon the generosity of its donors and fundraisers. It is therefore important to ensure that all the funds directed to the charity go towards delivering the benefits to our service users. The bulk of funds raised are donated electronically, which is our preferred option, but some funding is received in the form of cash and cheques and these funds need to be afforded the appropriate protections.

2. Physical protections

a. safes

- a safe should be used to store cash wherever possible and in all cases where the value is above £100.
- lower amounts of cash can be secured in a locked container for as short a period as possible.
- safes should only be opened with two people present.
- only authorised Luna's Fund staff will have access to the key and/or combination of the safe.

b. collection boxes/buckets

- the Treasurer will keep a record of who holds each collection box/bucket.
- Luna's Fund tamper seals will only be held by authorised Luna's Fund officials.
- only official Luna's Fund collection boxes/buckets will be used by the charity, and these must be signed over to those who volunteer to collect funds on our behalf. At the point of handover, they must have an intact Luna's Fund seal to identify any subsequent tampering. If the collection box is in situ for a long period, the person in control must take suitable precautions to prevent theft and check regularly to ensure it remains in place and that the seal remains intact. Once it starts to fill, the person in control should make contact to have it swapped for a replacement collection box.
- only authorised Luna's Fund staff should collect the collection boxes/buckets and those in control must check the identity of the person collecting it, who will sign it back to the charity, checking the tamper seal. If the seal is not intact on collection, the person collecting it should ask for an explanation from the person handing it back and this should be reported to the Treasurer.
- once in the custody of Luna's Fund, the unopened box/bucket should be treated as cash and placed in a safe or lockable container for secure storage. The contents should be counted as soon as is practicably possible, with the box/bucket only being opened with two people present. The total should be reported to the Treasurer and arrangements should be made to transfer the cash and accompanying receipt form to the Treasurer at the earliest possible opportunity.

c. sponsorship/donations

- if possible ask the fundraiser/donor to make a bank transfer of the equivalent amount to Luna's Fund, due to the additional administrative effort and risks that arise from handling cash
- we understand that this may not always be possible, therefore, where cash is passed to an authorised person acting on behalf of Luna's Fund (normally a Trustee), they should complete a Cash Record Sheet (with a witness) and notify the Treasurer.

3. Personal safety

- two people should be present whenever cash is transported.
- no person should place themselves in harm's way when handling cash, and should use their personal judgement if a challenging situation arises.

4. Accounting and audit trail

- use the Luna's Fund cash record sheet.
- it is important to us that we track the source of all income, so we can pass on thanks from Luna's Fund and take the correct accounting action, so please include that on the record sheet.
- notify the Treasurer of amount once completed, and advise who is acting as custodian if it is to be stored and transferred later (a photograph of the cash record sheet is preferred).
- pass cash and record sheet to the Treasurer or authorised Luna's Fund Trustee and obtain receipt.
- when cash is handed to the next person, the person accepting the cash should count the cash before accepting it and keep the signed copy of the cash record with the cash.
- bank deposit slips should match the cash record sheets.

5. Suitability of persons handling cash

- once transferred to Luna's Fund, cash should only be handled by Trustees and suitable volunteers.
- all those handling cash should have read and adhere to this policy.

Annex:

A. Cash record sheet.

Luna's Fund – Cash Record Sheet

Part A

Source (e.g. collection pot):
_____Date: _____
_____Time of receipt/counting:

Cash breakdown:

									Total
Coins	1p	2p	5p	10p	20p	50p	£1	£2	
Qty									
Value									
Notes	£5	£10	£20	£50					
Qty									
Value									
Cheques (value)									
Qty									
Value									
Credit card (value)									
Qty									
Value									
Grand total									

Persons managing cash:

	Print name:	Signature:
Person 1 (custodian)		
Person 2 (witness)		

Part B

Handover to Treasurer or authorised Luna's Fund Trustee and obtain receipt:

Date: _____

Receipt number:

	Print name/position:	Signature:
Received by:		