



royal manchester  
children's hospital **charity**  
supporting excellence in treatment, care and research  
Registered charity number 1049274

## **GUIDANCE FOR VOLUNTEERS AND AUTHORISED FUNDRAISERS**

### **HANDLING CASH**

The most important thing to note when handling cash is that your personal safety is paramount: do not put yourself or others at unnecessary risk.

#### **Handling cash at events organised by a Friends of the Charity Committee**

- Always count the proceeds so that, where possible, a total can be publicly announced at the event.
- For reasons of security at least two people should be present at all times where cash is being handled, counted or transported.
- When counting cash use a private place – do not count cash in public view.
- The total must be agreed by all present and signed by both the person counting the cash and a witness.
- Bank the counted cash as soon as possible.
- Where it is not possible to bank the cash immediately we recommend that you make arrangements to store the cash in a sealed container in a secure place such as a safe.

#### **Volunteer collecting donations on behalf of the Charity**

When making the arrangements to attend the presentation ask the organisers whether the donation will be a cheque or cash. If you are given a choice always ask for a cheque as this is easier and more secure for you.

Always remember to take your Charity Volunteer ID badge and Charity receipt book.

#### **Receiving donations**

- When receiving cash always double check the amount you are being given.
- If you are being given a cheque please ensure that it is correctly dated, signed and made payable to Royal Manchester Children's Hospital Charity.
- Always issue an official receipt.
- Take the cash or cheque and a copy of the receipt to the Committee Treasurer who will make arrangements for the money to be banked in the Committee bank account. Alternatively, with the Treasurer's approval, you may arrange to bank the monies yourself. In these cases you must retain the giro slip or bank receipt to give to the Treasurer at a later date.
- If you are receiving a collection box or large volume of coins it is not recommended or feasible to count the money at the point of receipt. In this instance we recommend that you issue a holding receipt for **UNCOUNTED CASH** and forward an official receipt to the donor at a later date.

## **Running a stall at an event**

- Organise a cash float.
- Ensure that the float is kept separately to the cash handlers' personal money.
- Price the saleable items as sensibly as possible (e.g. round prices up to the nearest 50p) to minimise cash handling and the giving of change.
- Brief all committee members on prices
- Ensure that all committee members wear their Charity Volunteer ID badge.
- Keep cash out of public view.
- Make a note of the proceeds – minus the float – and pass to the Committee Treasurer for banking.

## **Materials to help you**

The Charity will provide all registered Friend of the Charity Committees with a receipt book. All committee members will be provided with a Charity Volunteer ID badge. Sealable cash bags are also available on request from the Community and Events Fundraising Officer.