How to handle fundraising cash

Fire Fighters Charity

Thank you for choosing to support us with your fundraising. Here's everything you need to know when handling cash fundraising income for us.

1. **Let us know about your event** – you can register for our main events like the Car Wash via our website. Alternatively contact our Supporter Care Team.
2. **Make arrangements for the safe handling of cash and banking in advance of your event:**
   - Ensure appropriate and secure materials are available for the collection of cash
   - Determine who is responsible for cash received during the event
   - Make arrangements for the secure counting and storage of cash
   - Agree in advance who will bank the money and how.
3. **Use cashless donations options wherever possible** – this can include scan to donate or contactless payment machines. Contact our Supporter Care Team for more information.
4. **Collect cash in a sealed collection bucket or goblet** – seals should not be broken till the cash is counted. To request materials, or be directed to your local stock, contact our Supporter Care Team.
5. **If your event is a joint event make the income split clear to anyone donating** – this should not be amended after the event.
6. **Count fundraising income in a secure location with two people** – a double signature form to record and sign for the amount raised is available in the cash handling section of our online fundraising guide. Keep a copy of this form for your records.
7. **Bank income at the earliest possible opportunity** – wherever possible this should be within three days of the event. We operate a system of paying in books and post office banking cards. For more information about how to bank your money, scan or click here.
8. **Complete a Monies Return Form** – after banking your money we strongly recommend you complete a monies return form. This form helps our team to correctly allocate your income and ensure you receive an appropriate thank you for your hard work.

Turn over for steps 9–12...

9. **If there is a delay in banking, store the cash securely** – ideally this should be in a locked safe. If a safe is not available, we recommend storing in a locked cash box or in a locked draw or locker. The key and the cash box should be kept separately. Wherever possible cash should not be taken into private homes. If it does need to be taken into private homes, it should be stored as securely as possible and out of sight of windows. Fundraising income should not be stored in personal, Fire Station or Fire and Rescue Service bank accounts.

10. **Stay Safe** – Wherever possible count cash out of view of members of the public and as far away from entrances, exits and public areas as possible. Bank regularly to keep the amount being banked at any one time to a minimum. We recommend that cash is taken to the bank by two people during daylight hours.

    Always keep cash concealed. If possible, travel via private vehicle rather than on foot or public transport. If using a taxi make sure you use a registered firm.

    If approached by someone seeking to steal the cash do not put up a fight. Hand over the cash and make a report to the police at the earliest opportunity.

    Any incident involving Charity funds should also be reported to our Customer Care Team on customercare@firefighterscharity.org.uk or 01256 366566.

11. **Unless attending your event, or you specifically request support, our team will not collect fundraising income to bank** – if collecting fundraising income they will ask to see your double signature form and recount the amount with you.

    Before taking the income our employee will give you a signed and dated receipt with any differences recorded. We will ask that you also sign the receipt and that you retain it for your records.

    You should receive an official thank you from our central team for any income collected by one of our employees.

12. **Our Team may follow up on income yet to be banked** – this is to help keep you and us safe, as well as ensuring that you get a proper thank you for your hard work.

If you have any concerns about Charity fundraising income please contact our Supporter Care Team on 01256 366566 or supportercare@firefighterscharity.org.uk

More information about fundraising Best Practice is available in the Fundraising Regulator's Code of Fundraising Practice: www.fundraisingregulator.org.uk/code

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