

'In aid of' collections: cash handling and payment policy

Fundraising collections are a great way of raising money for WAY Widowed and Young, and we simply couldn't do this without the support of volunteers. The safety and wellbeing of volunteers when receiving, carrying, and counting cash from collections or supporters is our main priority. The guidelines below will also help to make sure that WAY Widowed and Young is fulfilling its obligations as a registered charity, so that we can continue to raise and collect money in this way in the future.

Remember, if you have any questions you can contact the Operations team at WAY Widowed and Young who will be able to assist you. You can reach them by;

Email: enquiries@widowedandyoung.org.uk

Phone: 0300 201 0051

The basics;

- All cash handling must be carried out in a safe and secure environment.
- Cash should be collected, counted, transported, banked, and recorded by two unrelated individuals who are not family members, partners or housemates. This does not have to be someone who attended the collection.
- All cash received should be stored securely (ideally locked) until banked.
- Cash should be bagged and banked in suitable bags and transported in a way that helps disguise the cash (such as a shopper or carrier bag).
- Ideally, cash and cheques should be counted and banked the same day they are collected, or at least within two working days.
- Children under 18 must not be left with any responsibility for handling money and/or responsibility for counting collected money.
- If returning uncounted cash to WAY Widowed and Young collection tins/buckets and seals must be intact.

What if I need to store the money overnight?

- If you are collecting for us for an extended period, or when banking facilities are not open, you will need to safely store the collection bucket/tin overnight. In these instances, it may be unavoidable that you are left alone with the cash. We advise you to:
 - Store the money in a safe place within your home or office.
 - Ensure that the seals have not been tampered with before moving the money from your safe place.
 - If you feel they have been tampered with, please let one of the WAY Widowed and Young Operations team know and we will advise you on what to do next

Keeping yourself safe

- If you are ever in the unfortunate position of being challenged while handling cash, we ask that you hand over the cash without resisting and report any theft or loss to the police within 24 hours of the incident, as well as informing Operations team at WAY Widowed and Young.
- Buckets and collection tins can become very heavy once full, so think about how you might split the load between volunteers.

- Once your collection is over, please ensure that at least two of you will be available to deal with the money collected – as far as possible no one should be left to carry money by themselves.
- If travelling to or from your collection by public transport, remember to carry bags big enough to conceal your collection buckets and tins. If you are using a car, remember to store your collection materials out of sight.

[Making your payment](#)

After you have collected money, you can empty the tins/buckets and deposit cash and cheques directly into the WAY Widowed and Young's [CAF Bank account](#) at any Post Office branch, as well as over the counter at HSBC or RBS branches using the details and reference as below;

Account name: WAY Widowed and Young

Sorting Code: 40-52-40

Account Number: 00030007

Please quote your reference: WAY, plus your name, so the team know it's you.

Please note; [Guidance from the Fundraising Regulator and the Charity Commission](#), advises that the banking charitable funds into a personal account is not considered best practice due to risks regarding transparency, accountability, and tax.