

## 1. Purpose and Scope

- 1.1 The purpose of this document is to outline the process of handling cash at Events and transferring said cash to the fundraising data team for processing
- 1.2 The scope of this document applies to employees in the fundraising events team and data team handling cash.

## 2. Responsibilities

- 2.1 Each Manager has responsibility and authority to ensure this guideline is applied where applicable and may delegate tasks to qualified personnel as needed

## 3. Guideline

Cash handling guideline at events & base visits.

To better ensure the proper handling of cash/cheques/EFT's/credit card transactions during events and base visits.

Collection:

- Encourage the use of cashless methods of payment debit cards, credit cards – ALBERT
- Ensure adequate secure containers or waist bags (bum bags) are available. Each container or waist bag (bum bag) should be numbered and accounted for at the end of each event/base visit/fundraising event.
- Ensure those handling cash are wearing a CareFlight branded form of clothing or an identification tag.
- Where possible, ensure money is handled by two people who are unrelated.

Secure cash container or waist bag (bum bag) – issued by event co-ordinator

- Keep a standard amount of start-up change/currency in each container or waist bag (bum bag).
- The cash summary form (ref: [FR-611](#)) should be kept on file and completed at the end of event, base visit, or fundraising activity.
- Requires the individual checking out the cash container to sign or initial the summary form indicating his/her agreement with the start-up amount.
- No commingling of personal money with donations
- Never utilise cash collections for last minute purchases the day of an event.
- Refrain from making change unless a patron has made a purchase / donation.
- Each event's collections should be documented via cash summary form (ref: [FR-611](#))
  - The completed cash summary form should be remitted to the Fundraising data team ([as noted on form number](#)) (ref: [FR-611](#)) along with the physical cash/cheques/EFT/credit card collections, immediately following the event.

- OR in the event the funds have been deposited direct to the fundraising account (as noted on the cash summary form (ref: [FR-611](#))) a copy of the form along with the bank deposit slip should be remitted to the Fundraising database by email
- Accept cheques made out to CareFlight only and ensure the name and contact phone number are captured on the reverse of the cheque should there be a need to contact the individual.
- Limit the number of people having access to the container or waist bag (bum bag) at any event to no more than two (2).

For events with ticket income:

- Use pre-numbered tickets.
- Document all volunteers who were issued tickets and which numbers.
- Reconcile tickets sold to cash received.

For events taking place over several days:

- Collect funds daily and securely store in:
  - fundraising safe until the event is finalised and funds transferred to the Fundraising data team or banked to the CareFlight Fundraising account.
  - motel room safe which cannot easily be moved if event is not local.
  - In the instance where the previous two points are not available, ensure the funds are stored safely and securely.

Counting funds at the end of the event/base visit/fundraising activity

- Two (2) volunteers or employees [preferably the two (2) allocated in charge of the container or waist bag (bum bag)] should independently count the funds upon return to the office. The two (2) counts should be compared to make sure the collections are counted properly and the summary form signed.
- Ensure this is performed in a secure environment, out of public view or open area.
- Ensure this location is never left unattended during the counting time.
- If this is not possible, place the funds as well as the cash summary form in the fundraising safe for counting and processing.

Where Money Tins or Collection Cups/Buckets are involved:

- Follow the Money Tin procedure (ref: [FR-024](#))

Adopting these controls will better ensure the safe and appropriate handling of cash at fundraising events and activities.

### 3 Document Change History

Version	Date	Summary of Changes
1	06/12/2017	Initial Publication of Document
2	15/01/2018	Minor amendments and change of procedure to guideline.

**END OF DOCUMENT**