

The Goodwill Revolution: Cash Collection Boxes Procedure

Our Commitment

To uphold our commitment to transparency and accountability, The Goodwill Revolution has established this strict procedure for the management and handling of cash collection boxes. This process ensures the security of funds and maintains the public's trust in our organisation.

3.1.3: Placement and Security

- All collection boxes must be clearly branded with The Goodwill Revolution's logo and contact information.
- They should be placed in secure, visible locations with the permission of the property owner.
- Each box must be sealed with a unique, numbered tamper-evident seal before being put into use. The seal number must be recorded.
- Staff and volunteers placing the boxes must verify that they are securely attached or placed to prevent theft or tampering.

3.1.4: Collection

- Collection boxes must be collected by at least **two authorised individuals** at all times.
- Before the box is removed from its location, the unique seal number should be checked and recorded again to confirm it is still intact.
- If a seal is broken or tampered with, the box should be immediately secured, and the incident must be reported to a manager.

3.1.5 - 3.1.7: Counting and Reconciliation

- All collection boxes must be opened and counted in a secure location.
- The counting process must be performed by at least **two authorised individuals** who are present for the entire process.
- Before counting, the box's unique seal should be broken in the presence of both counters.
- The counted total must be recorded on a "Cash Box Count Sheet" that includes:
 - The unique seal number.
 - The location of the collection box.
 - The date of collection and counting.
 - The final amount counted.
 - The printed names and signatures of both individuals who performed the count.

Registered address:
38 Chawn Hill
Stourbridge
West Midlands
DY9 7JB

The Goodwill Revolution CIC
Company number: 15778524

Bank Deposit

- All cash from collection boxes must be placed in a sealed bank deposit bag along with the signed count sheet.
- The designated finance staff must pay this cash into the bank **without delay**.

This procedure helps to guarantee that every donation is handled securely and accurately, protecting both our organisation and our donors.

Signed:



Louise Wells

Director

Date: 15th August 2025