

The Goodwill Revolution: Cash Donations Procedure

Our Commitment

To ensure transparency, security, and accountability, The Goodwill Revolution has established a clear procedure for receiving and processing all cash donations. This procedure applies to all staff and volunteers who handle cash on behalf of the organisation.

3.1.2: Receiving and Recording Cash

All cash donations, regardless of the amount, must be handled according to the following steps:

1. **Immediate Acknowledgment:** When a cash donation is received, the staff member or volunteer must immediately thank the donor and provide a receipt if one is requested or if the donation is substantial.
2. **Record Keeping:**
 - For all cash donations, a record must be made at the time of collection.
 - This record must include the **date**, the **amount** of the donation, and the **fundraising activity** or event it is from (e.g., "Street Collection," "Annual event," or "Direct Donation").
 - If the donor provides their name and contact details and requests to receive an acknowledgement, this information must also be recorded securely.
3. **Secure Handling:**
 - All cash should be placed in a secure, sealed container (such as a tamper-evident bag or a lockable box) as soon as it is received.
 - The container must be clearly labelled with the date and the name of the fundraising activity.
 - Cash should never be left unattended or kept in a personal bag or wallet.
4. **Submission to the Office:**
 - The sealed container of cash, along with the detailed record sheet, must be submitted to the designated finance or office staff at the earliest opportunity (if appropriate).
 - A transfer record should be signed by both the person submitting the cash and the person receiving it, verifying the transfer (if appropriate).
5. **Bank Deposit:**
 - The designated finance staff must pay the cash into the bank **without delay**.
6. **Reconciliation:**
 - a. Once the cash is submitted, the finance team will count the funds and reconcile them against the record sheet.



- b. Any discrepancies must be investigated and reported.

Following this procedure ensures that every donation is accounted for and that we maintain the trust of our donors.

Signed:

Louise Wells

Director

Date: 15th August 2025

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