

## The Goodwill Revolution: Cheque Donations Procedure

### Our Commitment

To ensure the security and traceability of all donations, this procedure outlines the correct way for staff and volunteers to handle and process cheques received by The Goodwill Revolution. Following these steps helps us protect our funds and maintain the trust of our donors.

### 3.4: Receiving and Recording Cheques

When a cheque is received, the following steps must be taken to ensure it is handled securely and correctly.

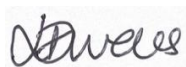
1. **Restrictively Endorse Immediately:** As soon as a cheque is received, it must be restrictively endorsed. This means writing "A/C Payee Only" on the back of the cheque. This simple action prevents the cheque from being cashed by anyone other than The Goodwill Revolution's bank account.
2. **Make a Copy:** Make a copy of the front and back of the cheque. This copy will serve as a record in case the original is lost or stolen.
3. **Record Details:**
  - Immediately record the donation details, including the **date**, the **donor's name**, and the **amount**.
  - If the cheque is for a specific purpose or campaign, make a note of this.

#### 3.4.1: Banking and Reconciliation

To minimise the risk of fraud and to ensure donations are put to work as quickly as possible, cheques must be paid into our bank account without delay.

- All cheques, along with the corresponding record, must be passed to the designated finance or office staff.
- The finance team will then ensure that all cheques are paid into The Goodwill Revolution's bank account **without delay**.
- The donation will be reconciled against the records to ensure accuracy.

Signed:



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

The Goodwill Revolution CIC  
Company number: 15778524



Louise Wells

Director

Date: 15<sup>th</sup> August 2025

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