



CRANN CASH/DONATION HANDLING POLICY AND PROCEDURES

Policy Statement: The procedures set out in this policy assure donors that their donations are used for the purpose that they were given, protect the charity from fraud and theft, protect the staff and volunteers from accusations of dishonesty and. CRANN as a charity has key principles governing the handling of money including the following:

- All cash/cheques/postal orders/drafts/credit card/gift donations etc must be recorded at the point of entry and be traceable through the charity’s bank account.
- All cash is banked and acknowledged at the earliest opportunity

General Procedures:

- Cash received is to be collected, counted and recorded by 2 people, staff or registered volunteers
- Cash should be counted and stored in a secure environment until it is possible to lodge it.
- Income summaries are to be made on completion of counting
- Deductions should not be made from cash received. Expenses must be claimed using the official expenses policy and forms
- A receipt is to be given to the donor noting the amount received the donor details, the source and the purpose of the donation if relevant. If the total amount is not known the receipt should note ‘not yet counted’.
- Acknowledgements are (in so far as possible) to be issued to third party donors, e.g. coffee mornings, quizzes etc. that are held in aid of CRANN, as thanks and confirmation of their donation to the charity
- Records are to be made for every donation including those made for a specific purpose to ensure donors wishes are respected, e.g. a donation specifically to the Playground or Service
- If the specific purpose of a donation cannot be met, the charity must look for clarification from the donor and if necessary return the donation
- CRANN will adhere to this policy as best practice but at times it may not be practical or cost effective and so a decision can be made as to the level of donations above which an acknowledgment to the donor is practical.
- Cash handlers must use the appropriate banking bags for counting/bagging up money.
- Credit card details are not retained
- Postal donations are to be recorded at point of entry, signed by 2 individuals where possible.

Crann Centre, Classis Road, Ovens, Ballincollig, Co Cork P31 TX39 T: 021 428 9267 |W: www.cranncentre.ie. CRANN CENTRE LTD. is a company limited by guarantee and not having a share capital. CRO No. 630347. Registered office: Classis Road, Ovens, Ballincollig, Co. Cork, P31 TX39. Registered Charity No. CHY 22096. RCN: 20151928.

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Banking:

- Where possible, money should be lodged immediately. Safe facilities are to be used for large amounts held overnight or outside working hours. Lodgement docketts are to be retained
- Cash is never left unattended or in an unattended or unsafe environment.
- Complete reconciliation between cash lodgement slips and income summaries.

Petty Cash Floats:

- Where a petty cash float is to be used on an ongoing basis, all cash spent must be accounted for on written docketts.
- Occasional cash floats, where possible, are to be drawn on the day they are required and signed for by the nominated responsible person. A sensible amount of money should be used and any expenditure from the float accounted for on written docketts.
- Floats and donations received are to be kept separate from the cash handler's personal money
- The float should not be left unattended at any time

Cash Handling and Events:

- CRANN endeavours to sell any tickets prior to an event to help reduce the need for cash collection on the day of the event
- CRANN endeavours to make pricing for any tickets or goods for sale sensible round figures in order to minimise cash handling. All tickets will be pre numbered and sales/takings recorded
- One individual will be nominated for overall responsibility for cash handling at the event
- CRANN will make appropriate plans for managing cash which reduces risk and increases accountability

Relations with Stakeholders:

- Donors should be encouraged to use the electronic means provided via our tap to donate function or our website to make donations or if donating physically, a cheque should be encouraged over cash through the postal system

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- Cheques should be made payable to The Crann Centre Ltd
- Donations should be posted to the charity office; Classis Road, Ovens, Ballincollig, Co. Cork, P31 TX39 and not sent to the fundraisers home

Fundraising in aid of CRANN:

- Anyone considering fundraising on behalf charity, CRANN, should let the charity know in advance in order for us to provide some assistance and support. If an event is only known after completion, the donor should be encouraged to inform us prior to any further events.
- It is the responsibility of the event organiser to ensure they have adequate insurance cover for the event.

Relations with Volunteers:

- All volunteer cash handlers should be given clear instructions prior to events and activities for Crann
- All volunteer cash handlers must have appropriate documentation from CRANN giving them authorisation, e.g., letter of authorisation/ CRANN ID card.
- Volunteer cash handlers should be accompanied by a member of CRANN staff where possible
- Where children are collecting money (for example, sponsored swims, bag-packing etc.) they should be accompanied at all times by an adult, The relevant documentation (sponsorship cards) in regard to pledged monies should be available for inspection.
- It is illegal for children under the age of 14 years to take part in cash collections , (Street and House to House Collections Act 1962, as amended)
- CRANN will endeavour to ensure that appropriate insurance cover is in place and that the cash handlers understand and follow the conditions of that cover

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