

## **Cash Collection Procedures**

To ensure transparency, security, and responsible management of all donated funds, we follow best practice standards as recommended by the Charity Commission. If you're supporting us by helping with cash collections, here's what you need to know:

### **Box Management**

Each collection tin or bucket is assigned a unique ID number. This number is logged when it is issued and returned to maintain full accountability.

### **Security Seals**

If you have requested a collection tin or bucket from Oxfam, you will also receive a seal. All collection tins or buckets must be sealed before use to protect the integrity of the donations from your support.

### **In-Person Counting**

Once your event is over, all cash donations must be counted in the presence of the fundraiser and at least two people should be involved in counting and recording donations to ensure accuracy and prevent errors.

Cash should be counted after the event and once again before sending to Oxfam. Please ensure all cash is banked as quickly as possible, with no expenses deducted beforehand. Once the money is received by Oxfam, you will receive a receipt confirming the total amount.

### **Event Records**

We keep clear records of all fundraising events, including detailed tracking of income and expenditure.