



Volunteer Cash Handling Policy

Update record:

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Approved by:	Senior Leadership Team
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1. Purpose

The purpose of this policy is to ensure that where possible all cash received, handled, transported, and banked by Lord's Taverners during fundraising events is managed securely, transparently, and in line with fundraising regulatory and audit standards.

2. Scope

This policy applies to all Lord's Taverners volunteers involved in cash handling.

This policy covers:

- Collection of cash during fundraising activities.
- Recording and reconciliation of cash received.
- Secure transport of cash.
- Depositing cash into designated bank accounts.



3. Roles and Responsibilities

- Committee Chair or Treasurer: Responsible for ensuring that all those involved in cash handling are aware of the policy and following the procedures.
- Designated cash counters:
 - One counter should be the Chair or Treasurer.
 - A second may be:
 - o A Lord's Taverner's member of staff; or
 - o Any other committee volunteers who has completed *Cash Handling Training* on this policy; **and**
 - o who is not related to or from the same household as the first counter.

Part A: Before the event

4. General Principles

- All cash must be handled with care, integrity, and in compliance with this policy.
- Minimise the use of cash wherever possible through digital payments.
- Cash must be handled/counted by two persons, as laid out above. If this not possible, record the reason and notify your Lord's Taverners staff contact within 1 working day.
- Any loss, discrepancy, suspected theft, fraud, tampering, or suspected counterfeit note must be reported **immediately** to a member of the Lord's Taverners Finance team.

5. Preparation & Equipment

- Please use the secure, tamper-proof **cash bags** provided by head office to store cash for transport to the bank. If you do not have any cash bags, please get in touch with your Lord's Taverners contact well in advance of your event to ensure they can be ordered and dispatched to you in time.
- Ensure your **Events Finance Tracker and Return** is available at events and the **Cash Count** tab completed.
- Confirm arrangements for depositing cash directly into the bank following the event.

Part B: During the event

6. Receiving cash

- Cash can be collected mid-event (circulating tables) in bum bags or equivalent but must be transferred to secure **cash bags** after collection.
- **Collection points** must be designated and staffed by at least two volunteers or staff where possible.
- Cash must be counted and recorded immediately after the event by two authorised persons.
- Both individuals must be named in the **Events Finance Tracker and Return** on the **Cash Count** tab.
- Do not leave cash in a room without supervision.



Part C: After the Event

7. Transporting cash

- Cash must be banked the same day, or where this is not possible, the next working day.
- Where possible, two people should transport cash.
- Cash should be transported during daylight hours where practical.
- Public transport should not be used for amounts over £1,000; taxis should be used and reimbursement will be made available via Lords Taverners staff contact.

8. Banking cash

- Cash must be transported using in the secure **cash bags**.
- Deposits should be made at the earliest opportunity into your official Lord's Taverners account. Please get in touch with your Lord's Taverners contact if you are unsure of these details.
- Due to current banking policies, this will require a **paying in** book. If you currently do not have a paying in book, please get in touch with your Lord's Taverners contact well in advance of your event to ensure there is adequate time for one to be ordered and dispatched.

Part D: Oversight & Assurance

9. Documentation & Audit Trail

- All records of cash received, transported, and banked must be retained for six years.
- Regular internal audits will be conducted by the Lord's Taverners Finance team and externally by our appointed auditors.

10. Review & Compliance

- This policy will be reviewed biennially (every other year) by the Volunteer Manager and Events Manager, with Senior Leadership Team sign-off.
 - A partial or full review will also be triggered by significant cash handling incident to ensure that guidance remains appropriate, effective, and practical to apply.
 - In addition, Regional Committee Chairs and members will have opportunities throughout the year to share feedback on their experience of working within the policy, which will help inform future updates and improvements.
- Compliance with this policy is important to ensure the charity meets its legal and financial responsibilities, and failure to do so could expose the charity to risk or negative consequences. Deliberate or repeated failure to follow this policy may result in a review of the committee's ability to fulfil its responsibilities and/or a review of an individual volunteer's suitability to continue in their role.
- Questions about this policy? Get in touch with your Lord's Taverner's staff contact

Final note: Please ensure that you submit your **Events Finance Tracker** and return to your Lord's Taverners contact with the **Cash Count** section completed.