

## Handling cash at your fundraiser

---

Whether it's your first ever fundraiser or your 100<sup>th</sup>, it's important that you know what to do with the cash received at your event. These guidelines aim to keep money safe and all processing transparent so that the fundraisers, donors, and Home for Good can be sure that donations are used for the purpose for which they were given.

Home for Good is a member of the Fundraising Regulator and is committed to the Institute of Fundraising Code of Practice. You can read the Code in full [here](#).

---

### Planning your event

- Consider how to keep the cash secure. You could use a money belt, or if you're using a cash box, make sure that it's not left unattended and avoid keeping it near an exit or entrance.
  - Minimise cash handling by choosing price points like 50p, £1 or £5.
  - If you use a float, make a note of how much you use.
  - Nominate an adult over 16 to be responsible for overseeing the cash handling.
  - If you want to fundraise at another event, e.g. at a church service, ask the permission of the relevant person.
  - Make sure you have the appropriate insurance cover for your event. All fundraising is undertaken entirely at your own risk, and it's your responsibility to organise any insurance you need.
  - Email [info@homeforgood.org.uk](mailto:info@homeforgood.org.uk) to tell us your plans and ask any questions.
- 

### Following your event

- Keep the cash separate from personal monies.
  - Deductions must not be made from donations. Any expenses previously agreed will be met after receipt of the cash.
  - The money should be counted as soon as practical, in a secure environment, and by two people who are not related. They should write and both sign a statement detailing the total cash donated, and send a digital or hard copy to Home for Good within four weeks.
  - If not banked immediately, put cash in a safe or another secure location.
  - If money is being carried, take extra care with personal security. Use a safe route and always be accompanied and/or carry a personal alarm.
  - Bank the cash as soon as is practicable, paying it to Home for Good by using the information on the 'Paying in cash or cheques' form or sending a cheque made payable to 'Home for Good' to Home for Good, 176 Copenhagen Street, London, N1 0ST.
- 

Thank you for raising money to help find a home for every child who needs one. If you have any questions or would like any support, please email [info@homeforgood.org.uk](mailto:info@homeforgood.org.uk)