



Cash Donations Policy

1. Purpose

This policy sets out how Faversham Foodbank handles cash donations to ensure transparency, security, accountability, and to minimise the risk of fraud, theft, or mismanagement.

2. Scope

This policy applies to all staff, trustees, and volunteers who are involved in the receiving, recording, and banking of cash donations.

3. Accepting Cash Donations

- Cash should be accepted only when necessary; donors should be encouraged to use safer methods such as payment by cheque, bank transfer, or online giving.
- A receipt should be issued immediately for all cash received. Receipts must be pre-numbered and kept in a secure receipt book. If possible, the donor should also sign the receipt and be given a copy of the receipt.
- Two people must be present whenever cash is received, counted, or handled.
- If a cash donation is received at the Foodbank during a session, the volunteer must ask the donor to wait until a member of Foodbank staff can receive the donation, accompanied by a volunteer.

4. Secure Storage of Cash

- Cash should be stored in a secure (locked) place until it can be banked.
- Access to cash storage must be limited to authorised personnel only.

5. Cash donations outside the Foodbank

- Cash should not be taken away from a fundraising event unless a written receipt is given to the donor, which they have also signed.

6. Banking Procedures

- Cash should be banked as soon as possible, ideally within three working days of receipt.
- A copy of the bank deposit slip must be retained and matched with the Cash Donations Log.

7. Record Keeping and Reconciliation

- All cash received must be recorded by the Treasurer.
- Discrepancies must be investigated and reported to the Board of Trustees.

8. Reporting Concerns

- Any suspicions of fraud, theft, or mismanagement must be reported immediately to the Chair of Trustees.
- Reports may also be made under the charity's Whistleblowing Policy, if applicable.
- Trustees will investigate and, where appropriate, involve law enforcement or regulatory authorities.

8. Training and Awareness

- All staff and relevant volunteers must be trained in proper cash handling procedures and the relevant parts of this policy should be included in the Door Volunteer Role Description.
- Regular reminders and refresher training will be provided to ensure ongoing compliance.

9. Review and Oversight

- This policy will be reviewed annually or sooner if there are significant changes in operations or risk.
- The Board of Trustees is responsible for overseeing compliance with this policy.

Approval and Review

Approved by Faversham Foodbank Board of Trustees on 23 July 2025

Signed on the Board's behalf by Dominic Deeson, the Chair of Trustees:

A handwritten signature in black ink, appearing to read 'Dominic Deeson', with a long horizontal flourish extending to the right.

Next Review Date: 23 July 2026