

## Collecting tin process for volunteers

Thankyou for agreeing to help manage collecting tins for us.

The charity is required to keep records of where static collecting tins are sited and how much money is collected in each tin because the charity must keep separate accounting records showing money raised through tins, and must prove that it has taken all reasonable measures to guard against fraud. The details required for each tin are as follows:

- A unique identifier
- The exact location of each tin
- Contact details of the site holder (name, position, contact number) where each tin is located
- Date issued
- Date due to be collected – agreed with the site holder
- Date actually collected
- The amount collected
- Signature of a witness to the amount emptied (usually the site holder)

We will issue you with:

- As many tins as you have requested – these will already be marked with a unique identifier comprising your initials and a number. eg GP001, GP002
- Leaflets about SCAS and the charity
- A stock of tamper proof seals for you to complete and apply - you should put your name and phone number in the charity details section
- A log to record all the above information
- Receipts
- A charity bank account paying in book.

Before a tin is placed on site, it must have a tamper proof seal with your name and contact number on it, so the site holder knows how to get in touch.

Collecting tins should be emptied either in the presence of the site holder, or where this is not possible, with an independent witness present. If done on site you should simply reseal with a new tamper proof seal and on your log start a new line for that tin, with a new collection due date

A receipt needs to be issued to the site holder either on the day or as soon as practicable after emptying.

Monies collected should be banked in a timely manner and the Charity Officer notified by email to [Marianne.hawke@sca-charity.org.uk](mailto:Marianne.hawke@sca-charity.org.uk) that you have made a deposit. Please put the reference number of the paying in slip and the unique identifier(s) for the tin(s) in the subject line. If you are able to scan and email copies of your log, please do this and attach to the email to Marianne. Otherwise please send completed logs to Marianne in the post at the address below.