



Beneficiaries Money Handling Policy

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1. Please confirm giving money to volunteer/staff:

Beneficiary (PRINT NAME and sign):.....

Staff Member/Volunteer (PRINT NAME and sign):.....

Amount Received: £.....

Reason for the money being handed over to staff/volunteer (e.g. shopping, donation to FGNS):

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Date:.....

2. Please confirm that all goods, receipts and accurate change was handed back by the volunteer/staff:

Beneficiary (PRINT NAME and sign):.....

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Any
comments:.....
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3. Volunteer/Staff should return this form to the office in person/by post or by email at info@fulhamgoodneighbours.org (e.g. in pdf or jpg) at the earliest opportunity.

Other circumstances concerning money handling.

We would always encourage family members/paid carers to handle all financial transactions. Beneficiaries may also want to consider contacting The Money Carer

Foundation (Tel. 01928 2387270) for all issues relating to managing their money on a daily basis. Nevertheless:

- a) **CHEQUES:** In the absence of family/paid care agency, staff/volunteer may be required to write a cheque on behalf of a beneficiary. The cheque is to be written exactly to the beneficiary's instructions in the presence of the beneficiary and the beneficiary must sign the cheque. Volunteers/staff may be required to deposit cheques in beneficiary's bank account. A receipt/stamped slip should always be provided. Volunteers/staff should never cash cheques.
- b) **BANK, DEBIT AND CREDIT CARDS:**Volunteers/staff are not allowed to withdraw money using a beneficiary's card and his/her PIN number under any circumstances.
- c) **REIMBURSING FGNS:** Occasionally, staff will obtain decorating materials on behalf of beneficiaries. The type of materials and costs is agreed before any purchase is made. Staff will use FGNS Debit Card or their personal money for this transaction. Staff will handover the receipt and goods to the beneficiary when they are reimbursed.
- d) **REIMBURSING VOLUNTEERS:** On rare occasions volunteers might be asked to obtain few items of small value e.g. milk and then be reimbursed by the client. This should happen only with volunteer's explicit permission, and he/she is under no obligation to agree, and the total amount of money the volunteer puts forward should be no more than £20.
- e) **DONATIONS.** Beneficiaries are encouraged to give any donations online via <http://uk.virginmoneygiving.com/charity-web/charity/finalCharityHomepage.action?charityId=1002563>. The second preferred option is for a cheque in the name of FULHAM GOOD NEIGHBOUR SERVICE to be written out and send to the office. Finally, cash donations can be given to a member of staff/volunteer and should be returned to the office at the earliest opportunity where they are recorded.

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