**Money Handling Policy**

A staff member or volunteer on site is responsible for all monies collected at The Pump House Project. Any money taken for an activity should be counted and recorded on a piece of paper and signed by the responsible adult. The name of the activity, responsible adult’s name and the amount should then be bagged up and put through the address below. Wherever possible the money should be checked and countersigned by a second adult.

Any floats provided by The Pump House Project are the responsibility of the person running the event (or a nominated pre-arranged person i.e. bar staff) and any discrepancies will be their responsibility.

Any staff or volunteers removing money from site to purchase items such as milk must provide correct change and a receipt for the goods. In this instance they should always tell another responsible adult what they are doing and check the money being removed and returned. This ‘best practice’ approach should be used wherever money is handled.

No untrained young people are allowed to handle money.

The takings are counted at the end of every session and recorded. All monies should be handed in to or cheques posted to 20 Eastfield Court, Swan Lane, Faringdon.

All funds generated support our community projects.

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| Policy written by: Sarah Stoves - Project Manager |
| Date: 05/08/2019 |
| Updated: 13/05/2024 |