

Beltane Fire Society Cash Handling Policy



1. Introduction

Through public charitable collections and cash sales of tickets and merchandise to members, BFS handles varying amounts of cash throughout the year. As such, BFS feels it necessary to have a policy to highlight the best practice it aims to take when dealing with handling cash.

2. Donation Buckets

At any event BFS holds where donation buckets will be in use, BFS will ensure that the Public Charitable collections comply with the law. This will be done by BFS obtaining a permit for each collection and that all conditions of the permit are adhered to during these collections. Those operating the collection buckets will be required to do the following:

1. Sign out a numbered bucket that only they shall handle until it is signed back in so each person is accountable for their time handling the bucket
2. Sign a declaration understanding the terms & conditions attached to being a BFS donation bucket collector which will highlight the conditions from the granted collection permit
3. Wear a compliant badge (this can be on a lanyard) so the public knows they represent BFS and they have an ability to report that individual for any misconduct or concerns

3. Cashing up at the end of Public Charitable Collections

On the run up to both the Beltane Fire Festival and the Samhuinn Fire Festival, BFS generally holds a busk to showcase some of the performances taking place on the night of the event. At the end of the busk, all buckets and their contents shall be collected and counted in a safe location. The final figure collected will be recorded and the money shall be stored in a safe location & banked in line with the procedure mentioned later. The breaking of the seals and the count of the buckets must be done in compliance with the law and conditions of the PCC licence. The final sum raised from the collection must be submitted to the local authority as per the PCC license.

4. Sale of Goods

When BFS undertakes in the sale of items, such as After-party tickets or merchandise to its members performing in the festival, the amount sold will be recorded alongside the money raised from this. Afterwards, the totals will be checked before the money is stored in a safe locations & banked in line with the procedure mentioned later.

5. Record Keeping

All income that is raised and given to BFS in cash form, from bucket collections to after party ticket sales, will be recorded by the Treasurer, or in their absence, another member of the Board, to ensure an accurate record of all cash being handled and for what it has been given for is kept. This record will be used to settle any disputes that may arise on the amount of cash being deposited into the bank if there is a variance from what is expected.

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6. Banking Procedures

Any cash given to BFS, either via donations or from specific transactions, shall be banked as soon as possible from when it is handed over, no later than 14 days. It will be deposited into the bank at the same level it is received as this money is not allowed to make payments for any expenses.

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| THIS POLICY WAS FORMALLY APPROVED BY THE BFS BOARD ON: | 9 JULY 2017 |
| LAST REVIEWED: | 9 JULY 2017 |