

Petty Cash & Donations Policy – Samaritans Satellite Listener Teams

1. All donations received by the Samaritans Satellite Listener Teams must be recorded and accounted for.
2. A Samaritans Satellite Petty Cash Control Log must be maintained for each month. This should contain:
 - a. Balance brought forward.
 - b. All receipts and payments for the month.
 - c. Balance carried forward.

All payments must be in line with Samaritans Expenses Policy and must be receipted expenditure.

Samaritans Satellite Listener Teams are authorised to hold a maximum of €300 in Petty Cash. Individual Satellite Teams are responsible for the safety and security of any cash holding. Any amount over €300 **MUST** be deposited into the Samaritans Sabadell bank account and the Treasurer and Accounts informed.

3. In addition, a Satellite Donations Log should be maintained. This should contain:
 - a. Details of Item donated (e.g. Sim cards, poster printing etc).
 - b. Details of Donator.
 - c. Date of Donation.
 - d. Details of what the donation is used for.
4. Both aforementioned Logs **MUST** be submitted to the Treasurer on 1 Apr, 1 Jul, 1 Oct and 1 Jan for internal audit and updating of master financial and donation records. Failure to submit these records could result in the authority to hold cash being withdrawn.
5. Samaritans Satellite Listener Teams Petty Cash is subject to spot checks by the President, Secretary or Treasurer at any time.