Handling Cash

# Collections

* Collections to be made every night (towards the end of the 10 days specific collections for specific needs / projects)
* Buckets will be left at the side of the stage during the evening ready for the collection
* Collections to be made in 8 plastic buckets
* Stewards will pass around buckets for the collection to be made
* After the collection is taken the buckets will be returned to the side of the stage where the collection will then be taken to the bus for counting

# Cash Handling

* Stewards to pass around buckets
* After collection is made buckets are taken to the bus to be counted by **TWO STEWARDS**
* Collection is counted by one steward and the count is confirmed by a second counting
* The Total collected shall be written onto two BANKING SLIPS and signed for by the NOMINATED BANKER
* One BANKING SLIP shall be passed onto either Tim Doolan or Ian Stanley
* The other BANKING SLIP shall be put with the Cash collected into a Cashbag

# Banking

* The NOMINATED BANKER shall sign for the cash taken on the BANKING SLIP which is passed to Tim Doolan or Ian Stanley.
* The NOMINATED BANKER shall go with the two Stewards who are to count the cash to the bus and await the count and sign for the monies which will be provided in ONE or MORE Cash bags together with a banking details slip.
* The NOMINATED BANKER shall leave Forbury Gardens EARLY (whilst the evening is still progressing) after the collection has been taken and he/she has receipt of the monies collected from.
* The NOMINATED BANKER shall endeavour to deliver the cash the following day to JANET SHURY at GREYFRIARS OFFICE who will bank the monies into the RCN account.
* The JANET SHURY will email a copy of the receipt to [10daysprayer@gmail.com](mailto:10daysprayer@gmail.com).

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# NOMINATED BANKERS

|  |  |
| --- | --- |
| **COLLECTION DAY** | **NOMINATED BANKER** |
| 20th September |  |
| 21st September |  |
| 22nd September |  |
| 23rd September |  |
| 24th September |  |
| 25th September |  |
| 26th September |  |
| 27th September |  |
| 28th September |  |
| 29th September |  |