

## HOW TO PAY MONEY INTO YOUR VOLUNTEERING SERVICE ACCOUNT

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### INTRODUCTION:

You are only likely to need to pay money into your Volunteering Service account if you have raised money, either for your own project or for another charity (see **HOW TO ORGANISE A CHARITY COLLECTION**)

### STEP 1:

All cheques must be made payable to 'Students' Union UCL' and you must ensure that the student's SN number is written on the back of the cheque as well as your project's name along with 'Volunteering Service'. If the cheque bounces, the funds will be removed from your account and the Project Leaders will be expected to assist the Finance Department in recovering the loss.

### STEP 2:

Care must be taken when moving/counting any substantial amounts of cash. Where possible cash should not be counted in public view. All money collected must be banked with the Students' Union UCL Cashiers' office by the end of the next working day.

When carrying money the following limits must be adhered to:

	Outside 25 Gordon St	Within 25 Gordon St
Up to £1000	2 project members	2 project members
£1001 - £2000	3 project members	2 project members

Student Led Projects should never be in a situation where it is necessary to carry over this amount to the Students' Union UCL Cashiers' Office. All monies should be banked regularly to ensure this does not happen. Banking routines should be varied as much as possible, the timing and the route. A security escort can be requested from the Finance Department. There is CCTV both outside and inside the Students' Union UCL Cashiers' office and the drop safe electronically records each bag banked.

### STEP 3:

The Cashiers' Office can be found on the 4<sup>th</sup> floor, 25 Gordon Street, WC1H 0AY. There is CCTV both outside and inside the Cashiers' Office. If you need to deliver money outside of working hours there is a drop-safe which automatically records each bag banked.

Cheques and cash should both be paid into your Volunteering Service Account via the banking procedure, which involves:

- counting and separating different denominations
- completing a triplicate form and paying-in slip

Paying-in slips and triplicate forms are issued at the Cashier's Office; you will be given a copy to retain for your records. These should be kept by the Project Leaders, as extra proof of the money in your account.

**STEP 4:**

You must not take expenses, or pay people out of any cash you have received. For example, you must never pay a DJ from the ticket money collected at the door to your event. Instead, you should ask them to invoice you, and pay it using a **PAYMENT REQUEST FORM**.