

Ladies Football 4 Fun

Handling Monies Policy

This policy has been put in place to protect both volunteers and members when money is exchanged.

1. The exchange of cash between members and volunteers must be kept to a minimum, and payment via SPOND is to be encouraged in the first instance. (SPOND is an app that is used by Ladies Football 4 fun for members to log their attendance and pay)
2. Where SPOND isn't being used, for example for sessions costing £2 or less, the volunteer taking the cash must complete the transactions form and give all cash and forms to one of the trust members (Melissa Howarth, Louisa Cox, Chloe Molyneux), within 7 days of receiving the money. We will accept a bank transfer into the Ladies Football 4 Fun HSBC bank account if this is easier, but the transaction forms must still be completed.
3. If any volunteer takes cash due to a donation, the transaction form must be completed and cash must be given to Melissa Howarth, Louisa Cox or Chloe Molyneux within 7 days of receiving the money.
4. When completing the transaction form, both volunteer and trustee accepting the cash must sign when money is handed over.



This policy was approved by the board of trustees - M.Howarth (Chair), L.Cox (Secretary) & C.Frampton (Treasurer), in June 2025 and will be reviewed in June 2026.



LADIES
FOOTBALL 4 FUN