



# CHARIS AFFILIATE FUND- RAISING

## SOP FOR DONATION MONIES & EXPENSES

Version: 1.0  
Date: 1 April 2020

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**DOCUMENT HISTORY**

<b>VERSION CONTROL</b>			
<b>Ver No.</b>	<b>Date</b>	<b>Author</b>	<b>Update information</b>
Version 1.0	01/04/2020	Linus Ng/Megan Pham	A new SOP was drafted to guide CHARIS Affiliates on the procedure of handing over monies & expense reimbursement for fund-raising event.

## 1. SOP for Affiliates handing over of donation monies to CHARIS

Below process should be adopted by all CHARIS Affiliates who have executed the Agency Agreement for fund-raising using CHARIS' fund-raising permit issued by the Commissioner of Charities.

As highlighted in the Agency Agreement, each proposed fund-raising activity should be preceded with the submission of a "Checklist for Fund-Raising Appeal", to be completed and submitted to CHARIS for approval, at least 2 months prior to the fund-raising activity.

Upon CHARIS approving of each fund-raising event, CHARIS Secretariat will send Affiliate Representative the Donation Listing Form (Appendix A). CHARIS Secretariat will also agree with Affiliate Representative on an overall timeline for handing over of funds to CHARIS, if donation monies are expected over a period of time, and the follow process should ensue.

- a) Affiliate Representative to contact CHARIS Secretariat to arrange a visit to CHARIS' office to hand over the fund collected. The Donation Listing Form, with details of donors, details of cheques and cash to be handed over is to be filled by Affiliate and emailed to CHARIS Secretariat before the visit.
- b) Upon checking and receiving fund from Affiliate Representative, CHARIS Secretariat to print out Donation Listing Form, paste pre-printed QR stickers containing CHARIS fund-raising serial numbers on the form for each donation, sign and make a copy for Affiliate Representative.
- c) CHARIS Secretariat to place cheques/cash received in a Collection Bag, together with the signed Donation Listing Form, and secure with a Security Tie.
- d) The secured bag of fund is to be placed in the safebox and handed over to Counting team to proceed with counting and banking as per normal counting process.
- e) CHARIS Secretariat to update Donation Management System (DMS) with new Collection Security Tie (CST) record, with status "In Safe". Each row in the Donation Listing will be treated as an item count when recording in DMS.
- f) After counting is complete, the Donation Listing Form is to be given to CHARIS Finance for posting and filing.
- g) Acknowledgement emails/letters (where emails are provided, that will be the preferred mode) will be sent out by CHARIS directly to the donors, subsequent to counting and capturing of data into CHARIS' Donation Management System (DMS).
- h) At the end of the whole fund-raising activity, and where multiple batches of donation monies are deposited with CHARIS, CHARIS Secretariat will generate a Consolidated Donation Listing Report, to be reconciled with CHARIS Finance, and provided to Affiliates for reconciliation.
- i) In case any cheques are returned/rejected by the bank, CHARIS Secretariat will inform Affiliate Representative for follow up actions with the donors. Replacement/ amended cheques are to be treated as a new donation.

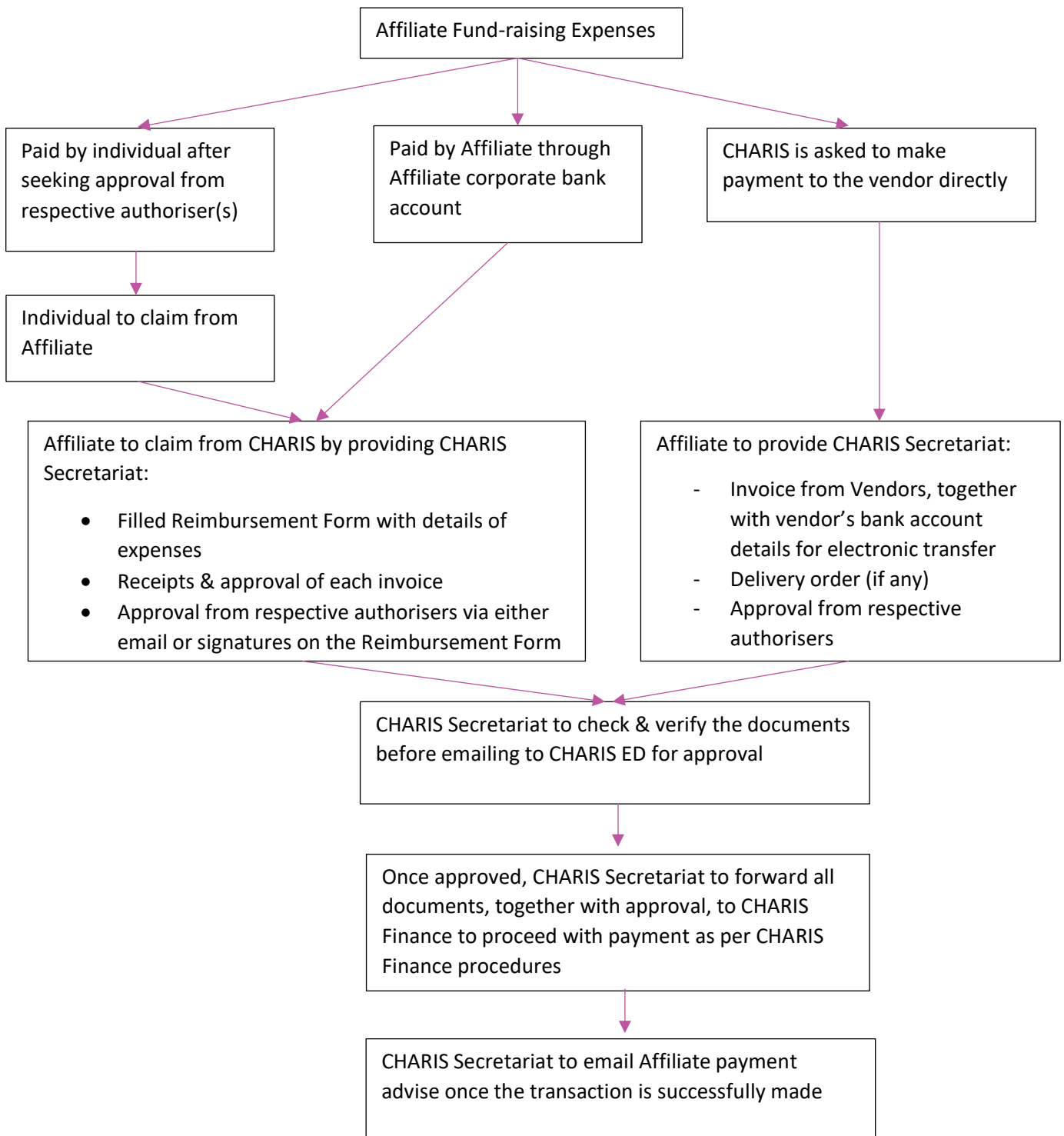
## 2. SOP for Affiliates when submitting reimbursement claims

Prior to the start of fund-raising activity, Affiliate is to provide CHARIS with:

- Their official authorization mandates, covering the names of authorized signatories and authorization Limits, for verification purposes.
- Affiliate's bank account details stated in Affiliate's letterhead or bank statement.

Completed Reimbursement Form (Appendix B) and supporting documents (including receipts and approval for each invoice) are to be submitted to CHARIS by 10<sup>th</sup> of each month in order for the claim to be processed during that month.

Affiliate's Fund-raising Expenses can be reimbursed/paid by CHARIS in the following process:



## Appendix A – Donation Listing Form

### Donation Listing Form

#### Handing over of Funds raised

**Affiliate Name:**

**Fund-raising Event:**

**Date of Fund-raising:**  to  **Date of Hand-over:**

**Total number of cash donations:**  **Total number of cheque donations:**

**Total amount of cash collected (\$):**  **Total amount of cheque collected (\$):**

#	Donor Name (as per NRIC)	Amount of Cash (\$)	Amount of Cheque (\$)	Bank	Cheque Number	Mailing Address	Postal Code	Contact Number	Email	Serial number
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

_____ <b>Funds handed over by</b> (Name & Signature of Affiliate Rep)	_____ <b>Funds taken over by</b> (Name & Signature of CHARIS Staff)	_____ <b>Funds checked &amp; verified by</b> (Name & Signature of CHARIS Staff)
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**FOR CHARIS USE ONLY:**

<b>Security Tie number</b> <input type="text"/> <b>From Serial No.:</b> <input type="text"/>	<b>Name of Specific Fund:</b> <input type="text"/> <b>To serial No.:</b> <input type="text"/>	
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Appendix B – Reimbursement Form

## Expense Reimbursement Form

### For CHARIS Affiliate Fund-raising

Affiliate Name:  From  To

Fund-raising Event:  Date of Fund-raising:

#	DATE	DESCRIPTION	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total Amount:</b>			\$ -

\_\_\_\_\_  
Name & Signature of Authorised Signatory (1) / Date

\_\_\_\_\_  
Name & Signature of Authorised Signatory (2) / Date

*Note: Please attached scanned receipts/invoices along with approvals and other supporting documents.*