

# Donations Handling Policy

## Information

1. In arranging every funeral we will ask whether the Client wishes for a collection box for charitable donations to be made available.

## Procedure

1. If a collection takes place, the Funeral Director will transfer the contents of the box into the accompanying envelope and, wherever possible, make sure that this is witnessed by a third party. He or she will then seal the envelope and hand it to the Client unless Client has instructed that they will pick up the collection at a later date.
2. If the collection envelope is not passed to the Client on the day of the funeral, the collection envelope will be held in the office safe until this is collected by the Client.
3. Once the envelope is sealed, it will not be re-opened.
4. R.B.Steele will not count the money or pass on any information to the Client regarding the total collected.