

WHAT ARE STATIC COLLECTION TINS?

The most common form of collection appeals undertaken outside the requirements of existing legislation governing public collecting activity are appeals involving the use of static collecting tins - either floor standing or on counters in shops, pubs, hotels, hospitals, reception areas etc. Static collecting tins are amongst the most effective and efficient forms of fundraising, especially when voluntary workers are employed in their sitting and servicing. They also provide visible evidence of a fundraising organisation's presence and acceptance by the community.



PREPARATION & PROCEDURE

General Provisions

Operation Smile UK (here after OSUK) ensures that it has sufficient control over the tins and their use. The Community Fundraising Team are responsible for the collection tin project. OSUK monitors performance of all collection tins on a regular basis, and ensure that the funds in them are secured for the organisation.

OSUK should:

- Maintain records of where tins are sited and how much money is collected in each tin
- keep separate accounting records showing money raised through static collecting tins and any direct expenses incurred in administering them

Servicing the Tins

It is a good idea for collecting tins used for static collections to be made of a durable material such as metal, wood or plastic. Cardboard or other paper products are not normally adequate for this purpose. All collecting tins must be properly labelled, numbered and sealed, and bear Operation Smile's name, address and registered number.

The seal on the collecting tin may be a lock, **self-adhesive paper**, or some other device provided that any attempt to tamper with or break the seal can easily be detected.

Collecting tins may be repaired or cleaned on site by the collector or may be exchanged for a new collecting tin with the knowledge and the agreement of OSUK.

Tins must be emptied and the proceeds counted in accordance with OSUK, pre-determined schedule provided by OSUK to the collector and the site holder. Before opening the tin it is important that the collector checks for evidence of tampering and after emptying, ensure the tin is securely sealed again before re-siting it. Please request a new seal from OSUK immediately.

Unless tins are collected by an authorised collector and counted at OSUK, it is advisable for them to be opened and the contents counted by an authorised collector in the presence of the site holder or their representative.

Where it is not practical for the collecting tin to be opened and the contents counted by an authorised collector, the procedures that should be adhered to are:

- Provide the site holder with the necessary materials to open, record and bank the proceeds of the tin at predetermined, regular intervals
- Send individually coded paying-in slips to the site holder with written instructions to open the tin and count the proceeds only in the presence of an independent witness
- The site holder to take the counted proceeds and completed paying-in slip to the nearest branch of a (designated) bank and pay them in
- A counterfoil should be returned to the promoter as proof of counting and banking of proceeds, and a further counterfoil retained by the site holder as a receipt
- All proceeds from all tins to be banked within a specified period of time, not exceeding one month after the previously agreed dates for the collection. If no money is banked within this period of time, it is important that the promoter makes the necessary enquiries and take appropriate action
- On receipt of the counterfoil, it is advisable for the promoter to send an official receipt, dated and stating the amount banked to the site holder for display
- The site holder to be provided with the necessary materials to reseal and secure the tin

It is good practice for the collector to, unless otherwise agreed, give an official receipt signed by them and by the site holder, to the site holder with a copy of the same to the promoter. The collector should retain a further copy of the official receipt for their own records, and the official receipt to show the address of the site, the tin number, the date and the amount taken from the tin. For further information regarding best practice in the processing of proceeds from collections, see the [Institute of Fundraising House-to-House Collections guidance](#).

Remitting the Proceeds of the Collection to the Charity or Fund that is to Benefit

It is advisable for the collector remit to OSUK the full sum of all monies taken from all tins without deduction of expenses or fees. Any remittance should be paid within a given time period specified by the charity or fund that is to benefit from the collection. This period shall not be more than one month from the date of the collection. The form of remittance may be decided by OSUK that is to benefit from the collection, but it's advisable for it to be accompanied by relevant official receipts. It is good practice for any expenses incurred in servicing the tines to be submitted by the collector separately, and refunded by OSUK, according to the terms of agreement between the fundraising organisation and the collector.

Maintenance of Proper Accounts

It is important that all proceeds from static tin collections are properly recorded in conformity with best accounting practice. Proceeds from static tin collections ought to be separately available, and detail gross income for the year, direct expenses incurred and all fees paid in connection with collections. It is the responsibility of OSUK to maintain accurate, up to date records so that income from individual tines can be traced and direct expenses and fees identified. These records should be certified annually. There is no legal time limit to static tin collections undertaken on private premises. Many of these collections are of an ongoing nature and may be undertaken over a number of years. However, there is a legal requirement to include income from static collection tin activity for the year in question in the annual return required by the Charity Commission in respect of registered charities.

The Collectors

It is advisable for collectors to be 16 years of age or over. It is important that collectors possess a certificate of authority signed by the promoter and bearing the name of the fundraising organisation that will benefit from the collection, together with their own name, address and signature. The certificate of authority must be shown to the site holder.

It is good practice for collectors to:

- At all times undertake their work in a manner which will maintain the high standing of the fundraising organisation for whom they are collecting and which in no way places undue pressure on potential site holders or donors to participate in collections
- Notify the promoter immediately if they have reason to believe that the contents of tins are being pilfered or interfered with in any way
- Return the certificate of authority to the promoter on ceasing to act as a collector or at any time on demand by the promoter

It is the responsibility of the promoter to ensure that these conditions are adhered to, that collectors perform their duties honestly and that they conduct collections in a courteous and ethical manner.

Terms and Conditions:

By accepting this collection tin you will be agreeing to comply with these terms.

- Whilst you are the registered keeper of the tin, you will be responsible for it and its contents.
- If you intend on moving the tin from the location that you have registered with, you must let Operation Smile UK know as soon as possible.
- Please do not remove the ring seal from the collection tin without prior approval from Operation Smile
- You are not permitted to remove, adapt or cover the Operation Smile UK label on the tin without consulting Operation Smile UK before doing so.
- This tin is the property of Operation Smile UK and must be returned upon request.
- You must notify Operation Smile UK and return the collection tin if you would like to discontinue your fundraising.

In the event that the tin is stolen, it is your responsibility to notify both Operation Smile UK and the police.