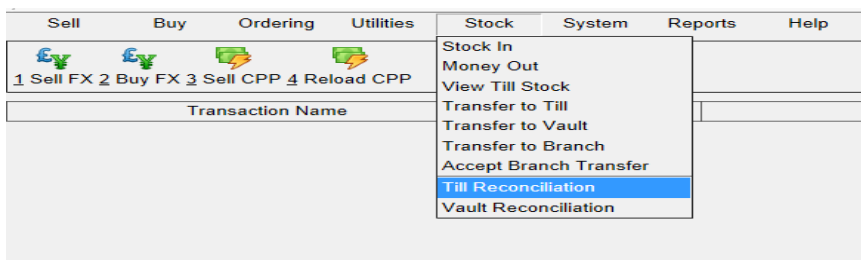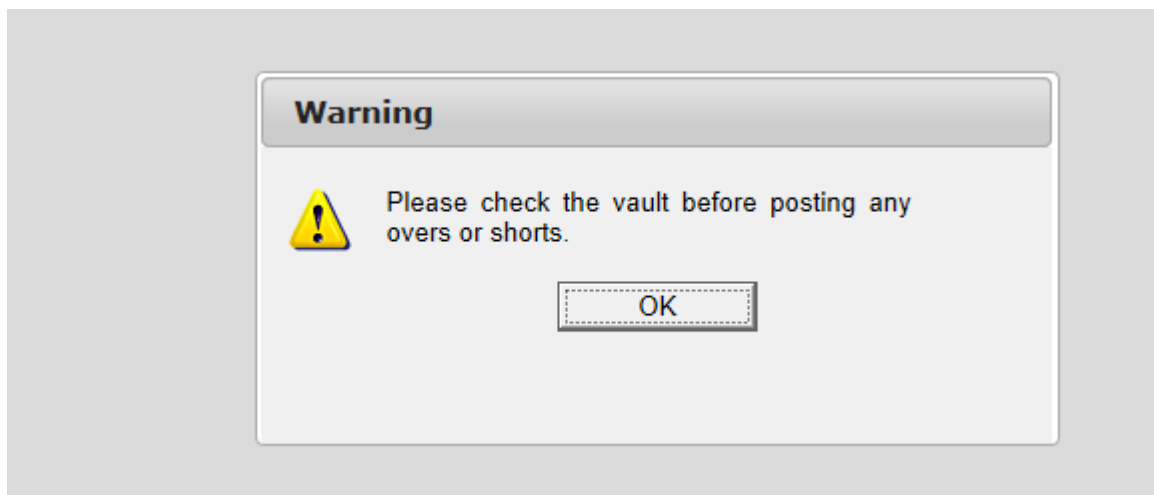**Banking Charity Money:**

All fund money taken as charity money will be banked through Ultrapos using the correct reason code.

From the home screen select stock and then till reconciliation.

You will see this message, click on Ok

Policy name	Travel Banking Procedure	Date of last review	September 2021
Policy owner:	Account Payable	Issue number	AC-004

In the top right-hand corner of the till reconciliation screen select the reconciliation type, product and currency as shown below

Now you can enter the amount you are paying for the charity to your stock amount. In the below example the stock was £1171.36 and our charity amount to be banked is £50 so the new stock total would be £1221.36.

This should then show you the amount you will bank as charity money and should match the amount being paid into the bank.

Policy name	Travel Banking Procedure	Date of last review	September 2021
Policy owner:	Account Payable	Issue number	AC-004

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The select reason enter the correct charity code as below:

Charity Regional/Local- any money raised for your regional charity partner/local charity and in the reason code please enter the charity name

Charity Miscellaneous- any one off extra charity events organised though the year as instructed by your regional e.g just a drop

Now click on commit to complete the process.

All money should be banked at the end pf each period

Should you have any queries please don't hesitate to contact us:

Banking Team Contact Number: 01922 663906

Email Address: TravelRetail.BankingTeam@midcounties.coop

Policy name	Travel Banking Procedure	Date of last review	September 2021
Policy owner:	Account Payable	Issue number	AC-004