

## **Handling Money**

### **Options for COVID community response networks**

These are not the only options, but they are the simplest. None of them are risk free, but they are listed in order of the least risky first.

**PLEASE DO NOT ALLOW ANYONE TO GIVE THEIR BANK CARD TO ANYONE ELSE FOR ANY REASON**

#### **1. Recipient pays shop**

Recipient pays online / over the phone – volunteer then collects and delivers the shopping.

Recipient needs a facility to pay online or over the phone. Shop would have to offer a click and collect option.

#### **2. Volunteer expenses paid by a community group**

The volunteer does the shop and pays for it, then provides a copy of the receipt to the community group for reimbursement as expenses. The recipient of the goods pays the community group, before or after the payment.

The community group needs money available in a bank account and a process for paying individual volunteer expenses.

#### **3. Between volunteer and recipient direct**

Volunteers pay for the shopping using their personal card or cash, keeps receipts, and the recipient settles up with them by cash, cheque or online payment.

Some volunteers will not have the ability to pay up front. Some recipients will not have cash at home. Some might not get money back.

#### **4. Between volunteer and recipient direct**

Recipient gives cash to volunteer who then purchases the shopping.

The recipient would have to have cash at home, and there is a risk they may not receive their shopping, but for small purchases, this could be a sensible option.