



## Holding, moving and receiving funds safely in the UK and internationally

### Cash Courier agreement form

This form can be used or adapted for circumstances where charities need to use Cash Couriers to make transfers of cash, in furtherance of the charity's aims, where it is not practical to remit funds through formal banking. This form should be retained in the charity's accounting records.

Name of charity			
Name of person acting on behalf of charity			
Name of courier agency			
Name of courier			
Tracking reference number			
Date funds passed to courier (dd/mm/yy)		Date funds due with recipient	
Amount of payment		Currency	
Equivalent in Pounds Sterling (if applicable)			
Purpose of payment			
Recipient organisation (if applicable)			
Recipient			
Specific details as to how funds are to be delivered			
Signed by charity			
Signed by courier			
Confirmation of receipt of funds (record attached)			
Date confirmation received			