



**RESCUE & REHOMING  
INFORMATION & SUPPORT**

**SIBERIAN HUSKY WELFARE ASSOCIATION**

## **Good Practice Guidelines for all SHWA (UK) Volunteers**

**The Guidelines set out here are intended to be a working document which will be updated on the basis of our experience at next year's AGM. We are sorry if at times they appear a little over-formal, but if we are to successfully apply for charitable status, we must show that our financial systems and controls are robust and effective. Please read carefully and apply these procedures to all SHWA (UK) business until an updated version of the procedures is sent to you to be signed.**

### **Income and Donations**

There are several ways in which Siberian Husky Welfare Association (UK) obtains funding, they are:

#### **1. Donations from a person relinquishing a dog to SHWA**

All donations from persons relinquishing a dog to SHWA (UK) should be made by cheque or Postal order made payable to The Siberian Husky Welfare Association UK, the SHWA representative will complete 2 copies of the relinquish form and 2 donation receipt slips in front of the family and get both parties to sign both copies of the forms. One copy of the relinquish form should be left with the person relinquishing the dog and also a copy of the donation receipt for their records. The second copy should be photocopied and the original posted to the administrative officer and the copy retained by the SHWA representative for their records.

The cheque and donation receipt slip should then be posted directly to the treasurer who is responsible for recording the date, name of persons relinquishing dog, dogs name and amount.

**It is recommended that cash donations are not accepted from the person relinquishing the dog, however if unavoidable then the amount should be written on two copies of a receipt in both words and numbers (to prevent alteration) and signed by both parties. One copy should be retained by the area co-ordinator and the other copy left with the relinquisher.**

#### **2. Donations/adoption fee from the adopter of a re-homed dog**

- a) All donations from persons adopting a dog from SHWA (UK) should be made by cheque or Postal order made payable to Siberian Husky Welfare Association (UK). The SHWA representative will complete 2 copies of the adoption form and 2 donation receipt slips in front of the family and get both parties to sign both copies of the forms.

One copy of the adoption form should be left with the persons adopting the dog as well as a copy of the donation receipt for their records. The second copy should be photocopied and the original posted to the administrative officer (Karen Johnson) and the copy retained by the SHWA representative for their records.

The cheque and donation receipt slip should then be posted directly to the treasurer who is responsible for recording the date, name of persons relinquishing dog, dogs name and amount.

**b) It is recommended that cash donations are not accepted from persons adopting a dog, however if unavoidable then the amount should be written on two copies of a receipt in both words and numbers (to prevent alteration) and signed by both parties. One copy should be retained by the area co-ordinator and the other copy left with the adopter.**

c) By direct bank transfer (details below)

d) Via paypal to shwauk@btinternet.com

### **3. Monies raised from attendance at fundraising events**

At the end of each event the cash/cheques collected should be counted (by two people separately) to confirm the total collected. The cash should then be banked directly into the SHWA Bank Account:

Name of Account – The Siberian Husky Welfare Association (UK)

Sort Code – 56 00 23

Account No. – 25098756

Any fundraising activities should be treated in fundamentally the same way.

### **4. General Public donations**

All general public donations should be paid by cheque or postal order made payable to The Siberian Husky Welfare Association (UK) and sent. The SHWA representative will complete 2 copies of the donation receipt slips in front of the individual and get both parties to sign both copies. One copy of the donation receipt should be given to the donor for their records.

The cheque and donation receipt slip should then be posted directly to the treasurer who is responsible for recording the date, name of persons donating etc.

**Cheque/postal order donations are the preferred method for general cash donations, but if an individual insists, then the amount should be written on two copies of a receipt in both words and numbers (to prevent alteration) and signed by both parties. One copy should be retained by the area co-ordinator and the other copy left with the Donor. The volunteer should then pay the cash into the SHWA bank account and forward the bank receipt and details to the Treasurer.**

## **Expenditure and reclaiming of expenses.**

### **Buying food, goods, etc:**

All potential purchases need to be approved by the Treasurer first. This is simply to ensure that SHWA(UK) has the funds to cover the purchases. All expenses must be claimed back via the Treasurer and not taken directly from money raised. Receipts for goods purchased on behalf of SHWA must be sent to the Treasurer with the claim for reimbursement.

### **Petrol Expenses Home Checks:**

Petrol Expenses for co-ordinators and volunteers doing Home Checks should be entered onto the expenses claim form.

Each claim should be accompanied where possible, by an AA Route planner map showing the postcodes and total number of miles travelled during the journey and a petrol VAT receipt for the journey which should be stapled to the expense form.

Expense Claims need to be made within 14 days of the expense taking place. IF for whatever reason this is not possible please contact either the treasurer or the chairperson and inform them of the situation.

The completed expense form should be sent to the Chairperson who will check the calculations and corresponding paperwork on each claim prior to reimbursement.

### **Transport of dogs between foster homes:**

In the interest of the dog's welfare, transport between foster homes should be kept to a minimum. In the event that a dog has to be transferred between homes the procedures for Home Checks should be followed and the Head of Rehoming should be kept informed.

### **Vets Costs:**

All dogs coming in to SHWA (UK) should, as a pre requisite be up to date with their inoculations. Wherever possible, we should try to get the persons relinquishing a dog to have it spayed or neutered prior to being admitted to SHWA (UK) (as well as the cost element it should also reduce some of the tension between a welfare dog and your own).

In the event that veterinary treatment is needed by a dog within the welfare system, approval should be sought from the Head of Rehoming, via your area coordinator.

This approval should be sought before taking any dog for veterinary treatment.

**If the treatment is urgently needed, use your discretion but please inform the Head of Rehoming (or another SHWA coordinator, if she is unavailable) as soon as possible**

**I have read and understood all of the above and agree to conduct myself in accordance with these guidelines whilst performing any SHWA (UK) related duties.**

Signed:

Print Name

Dated: