



Christmas Kettle Finances

Kettle Money

It is critical that money collected during the Christmas Kettle Campaign is handled according to policy. Please review the 'Safe Keeping of Cash' policy on the Kettle Resource page.

Kettle Income Reporting

All income collected during the Christmas Kettle Campaign must be reported **daily** using the Kettle System. This system is available through the Salvation Army dashboard. Please contact the THQ Helpdesk to arrange access to the program and to sign up for a training session.

The Kettle System allows you to quickly track and record income from all your kettle locations. This information can be easily accessed by DHQ to update the PR department and allow for accurate information to be relayed to the media.

Final Christmas Report

The final Christmas report must be completed by January 31st. This report is available on the Kettle Resource page and reflects the income, expenses as well as service provided during the Christmas season. This information is necessary to analyze the campaign and prepare for the following year.

