

Revision 00	MS CENTRE FINANCIAL FUNDRAISING OBLIGATIONS POLICY			
Policy No. FRC-PO-07				
Location: MS Therapy Centre		Review 28/02/17	Review 28/02/18	Review 28/02/19
		Review 28/02/20	Review 28/02/21	Review 28/02/22

MS Centre Financial Fundraising Obligations

1. Handling Cash Donations

The key principles governing cash handling by charities are:

- all cash (including cheques, postal orders, drafts, credit card online donations) is recorded at point of entry and should be capable of being traced through to the charities bank account
- all cash is banked and acknowledged at the earliest possible opportunity
- cash is at all times to be counted by two staff members or two authorised representatives of the charity

Cash donations may be received by the MS Centre in many ways including:

- MS Centre Club Draw
- Flag Days
- Collection Boxes
- Bag Packing
- Events
- Events organised by external groups

The above list is not exhaustive.

Fundraising Income

- Cash received is to be collected, counted and recorded by two individuals.
- Cash donations are counted in the MS NW Therapy Centre and held in a secure place until it is possible to bank it.
- Income summaries are made at the point of counting for reconciliation with banking details at a later stage.
- Deductions must not be made from cash received. Expenses must be met (where previously agreed) by the charity after receipt of the cash.
- A receipt is given to the donor recording the amount of the donation, the donor's details and source of the donation.

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- Acknowledgements are issued, where requested and where practical, to third party donors e.g. a coffee morning participant, fundraising event sponsor etc. This serves to ensure that the donor receives official confirmation that their donation was received.
- Records are made of all donations
- All cash handlers have suitable banking bags for counting and bagging up the money.

Banking

Cash not banked immediately is placed in the Centre safe. Lodgements are made by Centre named employee on a Thursday of each week only. Cash is never left unattended or in an unattended environment. For security two people should bank the cash, where practical for amounts over €2000.

Cash Handling and Events Planning

- Endeavour to sell any tickets prior to an event to reduce the need for cash collection on the day of an event.
- Make pricing of tickets or goods for sale sensible (for example, 50 cent, €1,€10, €100 etc) in order to minimise cash handling. All tickets for sale are pre-numbered and sales and takings reconciled.
- Nominate one individual with overall responsibility for overseeing cash handling.
- Consider ways in which cash can be held securely, for example, through the use of money belts.
- Issue round quantities of tickets or programmes with sellers signing for the quantity received.
- Unsold tickets or programmes are returned and reconciled with the record of cash received from each seller.
- Discrepancies should be investigated without delay.
- To avoid sellers accumulating significant amounts of cash, pre-designated collectors should collect cash (on flag days). Alternatively, secure cash-receiving locations should be available to sellers (Essential Seconds Charity Shop, Wine Street Carpark, Sligo). Collections are recorded on a summary with a signature from the sellers signifying the amount of cash collected. In certain circumstances it may not be practical for cash to be counted at interim

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stages during the course of an event, however, a record that a collection has been made should be evidenced by signatures from both collectors and sellers.

- All final amounts including floats are collected and recorded from all locations at the end of an event.

Relations with Donors

- Donors are encouraged to make donations by cheque made payable to the MS Centre or by online banking/standing order where practical rather than cash.
- Donors are encouraged never to make a cheque payable to a named individual.
- Donors should be discouraged from sending cash donations through the post.
- Ensure that it is clear that donations should be sent to the MS Centre rather than to the fundraiser's home.

Fundraising on behalf of charities

- Anyone considering fundraising on behalf of the MS Centre should let them know in advance as the MS Centre will be able to provide support and assistance. **(Please see proposal to fundraise document)**
- It is the responsibility of the event organiser to ensure that they have the appropriate insurance cover for their event.
- Where a donor has conducted a fundraising event without prior notification to the MS Centre, they should be informed of the value of informing the MS Centre in advance for any future activities.

Responsibilities of the MS Centre when engaging in Fundraising:

The MS Centre when carrying out the fundraising activity (either on its own behalf or via a third party) must be responsible for all aspects of the fundraising activity as it is implemented.

- Ensure that all fundraisers wear identification badges at all times so that any potential donor can verify who they are, who they are working for and on whose behalf they are fundraising.

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- Ensure donor information and MS Centre branded material are kept secure at all times.
- Ensure that all fundraisers have agreed and appropriate support materials at all times.
 - iv. Provide a clear point of contact for supporters and the general public, including an initial point of contact with regard to any complaints or queries.
- Deal sympathetically, courteously and promptly with any questions or complaints in line with MS Centre Complaint Procedures.
- Manage the fundraising activity to ensure that approaches are undertaken in an appropriate manner.
- Be responsible for ensuring that compliance, in full, with the minimum standards of this Code of Practice, is maintained by the charity and/or its fundraising agents as applicable.
- Ensure training is provided in person by an authorised and suitably qualified appointee of the fundraising committee.