

## Saying Thank You

It is very important to say thank you and we'll always send a letter to you, the main contact/organiser of the collection once the funds have been received. If there are extra people you feel should be thanked please just let us know. **Remember, if money is lodged in a way we can't trace, a thank you letter won't be sent unless you get in touch so PLEASE do let us know if you are using another method to get the funds to us other than the lodgment slip we provide you with.**

**As a charity seeking donations from the public we the Irish Motor Neurone Disease Association (IMNDA) aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public by:**

- Maintaining good fundraising practice
- Providing high levels of accountability and transparency to our donors and prospective donors from the public
- Providing clarity and assurances to you about how we spend your money
- Reporting on our current fundraising activities in our most recent set of audited accounts

For more information visit <http://imnda.ie/get-involved/fundraise/fundraising-principles>

**IMNDA**  
**Coleraine House**  
**Coleraine Street**  
**Dublin 7**  
**[fundraising@imnda.ie](mailto:fundraising@imnda.ie)**  
**[www.imnda.ie](http://www.imnda.ie)**  
**Freefone 1800 403 403**

# Irish Motor Neurone Disease Association



## Cash Collection Policies & Procedures

The Irish Motor Neurone Disease Association (IMNDA) is the only support organisation for people with MND; their families, friends and carers. We cannot slow the progression of MND or change the outcome but with your help we can alleviate the feelings of isolation and improve quality of life. We strive to ensure that each individual receives the care and support they require enabling them to live as active independent citizens in their own homes for as long as possible.

*Thank you for choosing to support the IMNDA*

In order for the IMNDA to comply with The Charities Institute Ireland's (CII) **Fundraising Codes of Good Practice** (launched September 2017) it is our duty to look after you, our fundraisers. We endeavor, with your help, to follow best practice and to operate in a transparent, effective and professional manner. We have therefore listed below steps that are recommended by the CII to ensure our fundraisers are carrying out their role as a collector in a manner that looks after them as well as the reputation of the IMNDA.

### **Why your fundraising matters so much**

Without the generosity of people like you, the IMNDA would simply not be here. On average 82% of our overall income comes from our supporters. It costs approximately €1.7 million for the IMNDA to operate each year.

For more information on where the money you raise is spent please visit the About IMNDA section on our website [www.imnda.ie](http://www.imnda.ie)

### **Before the Collection**

You **must** (by law) have been granted a permit for a particular date from your local Garda station before embarking on a collection in a **public place** e.g. outside the church gates or on the street. You can do this or the IMNDA can do this on your behalf and send you copies of the permit prior to the collection. Please do not collect unless you have the physical permit to hand.

### **During the Collection**

Each Collector must carry their written authorisation (provided by the IMNDA) with them at all times while acting as a collector. Please note - it is an offence for a collector to refuse or fail to give a member of the Garda Síochána his or her name and address or written authorisation upon request.

Each Collector must also carry a copy of the Collection permit at all times whilst acting as a collector.

Each Collector must wear an IMNDA Hi-Visibility vest with Charity No. clearly displayed and an ID badge stating their name and the date of the collection both of which are provided.

Please ensure each collector uses the collection buckets provided by the IMNDA with our charity name and charity number displayed prominently. Please ensure all collection buckets remain sealed throughout the collection using the tamper proof stickers provided preventing access to the cash collected.

Cash must be placed in the collection bucket either by the donor or in the presence of the donor

### **After the Collection**

Collection buckets should only be opened in a safe place by two people. Please ensure that cash received:

- is collected, counted and recorded by two individuals
- is counted and kept in a secure environment (coded safe / locked drawer for example) until it is possible to bank the money

Where possible, cash should be banked as soon as possible. Cash not banked immediately should be placed in a sealed container in a secure place and storage procedures should be agreed in advance.

Cash should never be left unattended or in an unattended environment.

### **Forwarding the proceeds to the IMNDA**

The IMNDA will always provide a bank lodgment slip for our AIB account (Branch: Capel Street / Sort Code: 93-13-14 / Acc. No: 07725002) and we ask that you lodge any cash as quickly as possible after the collection. The lodgment slip has the name of your collection in the reference and your name and address on the back. When you lodge your funds that slip is returned to the IMNDA by AIB and we then issue a thank you letter to the contact on the slip unless otherwise advised by you.

If you use the **ATM Express lodgment machine** we **do not receive your information** so PLEASE contact us to let us know what and when you lodged.

We appreciate not everyone can get into an AIB bank; other options include:

-Send a cheque / postal order / draft made payable to 'IMNDA' to our address (IMNDA, Coleraine House, Coleraine Street, Dublin 7) with a note telling us what the money is for and who you are.

-Lodge through your local post office. Again the IMNDA do not receive any information around **An Post lodgments**, you need to contact us to let us know you have lodged this way ([fundraising@imnda.ie](mailto:fundraising@imnda.ie))

- You can electronically transfer the proceeds into our account by using the following info (please email us after the transfer has been made to let us know):

**IBAN: IE32AIBK93131407725002 / BIC: AIBKIE2D**

-Give us a ring (01 873 0422) with your credit / debit card details or submit them online through our website ([www.imnda.ie](http://www.imnda.ie)), please include all relevant information.