

Cash handling and banking guidelines

Robust cash handling procedures are important to protect against fraud, theft or embezzlement; to protect staff or volunteers from accusations of dishonesty and to assure supporters, donors and prospective donors that their donations are appropriately managed.

- Cash should be collected in secure collection units. These are available through the Irish Cancer Society. Information on their operation is included within these guidelines.
- Cash collection buckets and donation boxes should remain sealed and not left unattended while in public and during the collection process.
- Full collection units should be emptied and counted in a secure environment by two people and held in a secure place until it is possible to bank it.
- Income records should be made at the time of counting for reconciliation with banking details at a later stage.
- Wherever possible, cash should be banked immediately to your local AIB using a bank giro with your unique supporter number. If you are lodging at the Post Office, please call 0818 10 20 30 to let us know how much you are lodging and in which branch so we can allocate to your account.
- Cash should never be left unattended.
- When banking, please use the bank giro issued to you with your unique supporter number. If you are unable to locate the bank giro please contact our fundraising team on 0818 10 20 30 for a replacement.
- If you wish to remit your funds by posting a cheque please include your bank giro and/or your full name and address. Due to new banking procedures **all cheques must be made out to the Irish Cancer Society**. Please include any further information on the back of the cheque or with an accompanying note and send to The Irish Cancer Society, 43/45 Northumberland Road, Ballsbridge, Dublin 4
- New banking regulations and automation in bank branches are making it increasingly difficult to bank coin. Please check in with your local AIB branch in advance of your event ensure they will accept coin and cash. If you encounter any problems, please let us know!
- For auditing purposes and to support best practise guidelines, **all event income should be lodged with in a month of the event.**

Ways to bank your funds:

Please bank your funds within 4 weeks of your event so your hard earned donations can get to work straight away.

By card over the phone:

Call the fundraising team on CallSave **0818 10 20 30** Mon-Fri 9-5

Send us a cheque or bank draft:

Drop a cheque or bank draft in the post with your name, address and supporter number. Our address is 43/45 Northumberland Road, Dublin 4. Due to new banking procedures all cheques must be made out to Irish Cancer Society. Please write any further information on the back of the cheque or include with an accompanying note.

By bank:

Make a bank transfer online or lodge any cash donations by bank with the details below. Make sure to include your supporter number in the details of the transfer

Bank Details:

Account AIB, 9 Terenure Road
East, Rathgar, Dublin 6.

ACCOUNT: 32560095

SORT CODE: 93-10-98

IBAN: IE40AIBK93109832560095

BIC: AIBKIE2D

At the Post Office:

If you lodge your funds in a post office, please contact us at 0818 10 20 30 to let us know the date, amount and post office location of your lodgement. These donations are transferred to us anonymously from AnPost and we want to be able to acknowledge your amazing generosity.