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Approval:	Southmead Hospital Charity Committee

About us

We want to make healthcare better for our patients today and in the future by funding innovative, nurturing and supportive projects that transform local NHS services. We provide the bridge between grateful patients and their families, and the NHS that they want to thank. We work collaboratively with our corporate partners, donors and trusts to manage their social investment in transformative healthcare to have the biggest impact.

With this support, we can fund pioneering research and new equipment, support patients and their loved ones through difficult times as well as invest in improvements to our hospitals' buildings and spaces. We also care for the people who care for you, and fund projects which develop and support staff to help them deliver exceptional healthcare to more than 300,000 patients a year.

Last year with the help of our supporters, we raised over £3.4 million. Working in partnership with North Bristol NHS Trust, and our donors, we determine where funding is best spent to have the greatest impact to transform the NHS in local communities and to deliver visionary healthcare for the future. We fund projects that:

	Improve our hospitals' buildings and spaces		Support our patients and staff
	Fund specialist equipment		Invest in pioneering research

Purpose

This document is designed to provide a framework and guidance when dealing with post or cash donations for all members of the charity team, staff across NBT who are in receipt of donations and fundraisers so that donations are dealt with in a timely manner and all relevant information is captured for the purposes of reporting.

Processes

Please follow the relevant process as appropriate for each scenario

Process for opening post and handling cash

- Post arrives daily to the charity finance office (Christopher Hancock Building); cashiers (Brunel building), charity fundraising team (Trust HQ) or ward/

department.

- All post should be opened on day of receipt by relevant department.
- Where possible, all post should be opened with two people present.
- If applicable, each letter/correspondence is date stamped when opened.

Any cash received should not be counted or receipted unless done so by cashiers.

- Any cash or cheques received should be taken to the cashiers by 2pm on the day they are received.

Charity Finance

- All donations (cash/cheque) received should be brought to the charity fundraising team daily before 1pm with full details of the donor, with any attached correspondence.
- Any non-donation related post can be sent in internal mail to the appropriate person if no income is received.

Cashiers

- Cash/cheque from donor is counted/verified.
- Receipt is written with full contact details of the donor including how the money was raised.
- Option to claim Gift Aid (where applicable) is made available to the donor on receipt.
- White copy to donor, yellow copy is retained by cashiers, pink copy stays with the donation and the blue copy stays in the book.
- All donations received by cashiers are logged onto weekly cash sheet / Harlequin upload spreadsheet.
- All paperwork including pink copy and correspondence is stapled together and collected into a physical batch of paperwork until the relevant member of the fundraising team collects after each weekly batch is completed.

Wards

- Cheque or cash from donor is counted/verified.
- Receipt is written with full contact details of the donor including how the money was raised.
- Option to claim Gift Aid (where applicable) is made available to the donor on receipt.
- White copy to donor, yellow and pink copies stay with the donation and the blue copy remains in the book.
- Unless easily counted/verified, cash should not be receipted
- All donations received by wards or departments must be taken to cashiers daily before 2pm with full details of the donor and any attached correspondence.

Cash handling by fundraisers

On occasion, fundraisers will be in possession of collection tins or buckets following their fundraising events or collections in public places. These fundraisers could be keen to retain the buckets or tins in order to collect for us again in the future. If they have made this clear to the charity fundraising team, new seals can be sent to make this process easier for them. They may also be collecting cash from supporters as part of a sponsored fundraising event through the use of an official Southmead

Hospital Charity sponsor form. Once the existing money has been collected, it needs to be paid in by the quickest and easiest means possible. This is often done by cheque or bank transfer.

- Fundraisers must provide verification of the amount received via an approved sponsor form or an official SHC counting form (Appendix A)
- If using the counting form, two people must be present during the counting and the full amount counted must be supplied to the charity via cheque or bank transfer. The cash retained can then be banked by the individual
- The original promotion code on the base of the tin or bucket must be provided with the counting form.

Please contact the charity team if you have any queries concerning our post and income process policy on hello@southmeadhospitalcharity.org.uk
Appendix A