

GUIDELINES FOR HANDLING CASH



Volunteers are central to everything we do, that's why your commitment to Concern is truly remarkable. We can't thank you enough for fundraising on our behalf.

When volunteers like you fundraise and collect across Ireland, we want to ensure that accountability and transparency are paramount. As a result, we have put the following guidelines in place to ensure that you are clear on what needs to happen when, and give everyone the peace of mind that the proceeds are in safe hands.

The guidelines outlined below will help you when transferring funds raised at collections.

- Cash received should be collected, counted and recorded by at least two individuals.
 - Cash should be counted and held in a secure environment until it is possible to lodge it.
 - Where substantial sums are involved, cash should be lodged in stages during the collection by at least two individuals.
 - Night safe facilities should be considered for large sums lodged outside of banking hours. Local businesses may provide this facility if you make arrangements in advance.
 - If cash cannot be lodged immediately, it must be placed in a sealed container in a secure place and should to be lodged on the following working day.
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- Wherever possible, cash should be lodged immediately using either:
 - **An Post.** When donating through the post office, please give your *Donor ID* as a reference (found under your address on the letter enclosed), along with your donation to the cashier. A record of this donation will be sent directly to Concern.
 - **Bank.** When donating through the bank, please remember to write your full name, address and your *Donor ID* on the lodgment docket. Counterfoils should be retained for your own records.



Concern Bank of Ireland Acc. IBAN: IE40BOFI90001716322733
BIC: BOFIE2DXXX



Concern Allied Irish Bank Acc. IBAN: IE64AIBK93106303777166
BIC: AIBKIE2DXXX

**Thank you for supporting Concern Worldwide. If you have any questions,
please contact us on 01 417 7777.**