

Air Ambulance Northern Ireland

Cash Handling Procedures

Updated: November 2020



Policy Statement

Air Ambulance NI (AANI) relies on public donations to provide our HEMS service. There are frequent and regular circumstances under which staff members and volunteers are handling cash. This is a necessary part of many AANI employee and volunteer roles. This policy and accompanying procedures are intended to ensure that as far as possible both our people and our resources are protected as far as is reasonable.

Scope of the Policy

These procedures are designed for all AANI staff and volunteers. The policy applies in all instances when handling cash: at events, for merchandise sales, when meeting a fundraiser, picking up Collection boxes and when cash is handed in to the office.

Personal safety

AANI stresses that we place the safety and wellbeing of our staff and volunteers before the safety of funds or property; and so impress upon all concerned that they must, in the first instance, have regard to their personal safety. **If at any point you feel at threat you should not put yourself at risk to protect property or money.**

If you are threatened, you should hand over money, mobile phone etcetera and then make required reports to the PSNI, line management and to the insurance company.

Expectations and Guidance on Handing over Funds

- Be proactive in arranging handover of funds raised for Air Ambulance NI at an early stage. This should be discussed with the supporter and advice provided to them from the initial notification of a fundraising activity.
- Members of the public should be encouraged to count cash and hand over to AANI at their earliest convenience.
- Supporters should do one of the following:
 - Post via cheque
 - Make a transfer online via JustGiving/PayPal or online banking
 - Lodge cash into the AANI account at any Bank of Ireland branch
 - If cash cannot be counted by the supporter, cash can be hand delivered to the office for counting.
- Cash can be collected by AANI staff / verified volunteers, but it is preferable for cash to be brought into head office rather than collection. AANI has insurance cover for cash up to £5,000.
- For large amounts that cannot be lodged /secured in the same day; a commercial cash collection can be organised.

Lodgement at Bank of Ireland branch

The supporter should complete a 'Donations Return Form' to inform AANI of the donation made so we can trace, acknowledge and thank appropriately.

Direct Transfer to AANI Bank of Ireland Account

Supporter should be sent AANI bank details via email on letterhead, in a .pdf file, never in the body of an email.

The supporter needs to call/email us prior to making transfer so we can monitor our bank account and confirm receipt.

General Process for Securing and Returning Cash

- All counting of cash will take place in AANI office, by two people.
- Post will be opened by two people and date stamped.
- Cash and cheques should be brought by Area Fundraising Managers (AFMs) to head office on a weekly basis (at least).
- Cash should always be sealed and secure, in the red money bag or sealed bucket / collection box and accompanied with a donation return form.
- AANI office personnel will be responsible for issuing the thank you letter, which will detail the amount of the donation.

Cash Handling Merchandise

- A float can be provided from Head Office if required.
- Sales should be recorded on the sales sheet (if a float has been taken from the office then it should be marked on the sales sheet that the float is being returned with the cash).
- The cash from the merchandise sales should be put into the red money bag and the process for securing and returning cash as outlined above followed.

Cash Handling – Collection Boxes

- When the staff / volunteers go to replace a collection box, they should have their Air Ambulance NI ID.
- An empty collection box should be provided to replace the one being collected.
- Ensure that you take a record of the empty collection box ID number and centrally record this information.
- The full collection box should not be opened or seals removed; but returned to AANI Head Office with an accompanying donation return form.
- Multiple collection pots from the same location should be grouped together so that they are signed into the office and counted together.

Cash Handling at Events

- Money must be collected in AANI officially branded materials – collection boxes or buckets.
- Collection boxes should be in good order, with seals, and buckets must have cable ties and security seal labels.
- During the event unsecured cash should never be left unattended or in an unattended environment.
- At the end of the event, the full collection boxes should not be opened or seals removed; but returned to AANI Head Office with an accompanying donation return form.
- Multiple collection pots from the same location should be grouped together so that they are signed into the office and counted together.
- Only if collection boxes and buckets are full, and the event is on-going should cash be put into a red sealed bag and stored in a secure place.
- If the event is over multiple days, consider if a daily donation total is required and use separate red sealed bags accordingly.
- If cash over £5k is to be generated, a secure collection or lodgement to the bank must be organised.

Cash Handed in at Reception

When a donor hands cash in at Reception the individual receiving the information should complete the donation return form, seal the cash and thank the donor, passing contact details to the AFM and Head of Fundraising.

Red Cash Bag and seal



Bucket Collections

All buckets must be secured with cable ties and a security seal label



Collection Boxes

Security seal label as well as an assigned inventory number