

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Donation of Money

Effective: June 2008

Review: December 2011

1. Summary

The following details the process for dealing with monetary donations to the Trust. Key individuals involved with this procedure are staff from Wards/Departments, the Assistant to the Chairman and Chief Executive, the Cashiers and the Financial Accountant (Trust Funds and Rechargeables).

1.1 Introduction

The Trust receives a number of donations by cheque or cash on a regular basis. These donations come into the Trust through various means. In order to manage the donations and ensure that the money reaches the correct fund it is important that all donations are passed through the Cashier's Office as soon as they are received into the Trust.

1.2 Administration of Donated Money

1.2.1 Money or Cheques received into the Chief Executive's Office

All those wishing to donate money should be encouraged to send their donation in cheque form into the Chief Executive's Office, stipulating which Charitable Fund the money should go towards. The cheque need to be made payable to "Newcastle upon Tyne Hospitals NHS Foundation Trust" for donations to The Newcastle upon Tyne Hospitals NHS Charity (reg. no. 1057213) or "Newcastle Healthcare Charity" for the Newcastle Healthcare Charity (reg. no. 502473).

All cheques and cash received into the Chief Executive's office are logged and passed to the Cashier's Office. An acknowledgement letter and receipt is then sent to the organisation or individual who is making the donation.

1.2.2 Money or Cheques received by Members of Staff or received into Wards/Departments

Each Ward or Department receiving donations requires a "Model Receipt" pad (issued from Trust Funds & Rechargeables Team, Floor 2, Cheviot Court, Freeman Hospital).

All donations received at Ward level or handed to individual members of staff should be passed onto the Cashiers in accordance with the Procedure Note issued with the "Model receipt" pad. This enables the Cashiers to process the money promptly through the system and ensure the correct fund receives the money.

If an individual brings the donation into the Trust they should be directed to the Cashier's Office in order to pass on the donation and receive a receipt for the

donation. Alternatively the donation can be accepted on the Ward/Department. In this instance the 2nd copy of the “Model receipt” is to be handed to the donor.

If the donation is sent to a Ward or Department the “Model Receipt” must be completed, identifying which fund the donation is intended for. The “Receipt of Charitable Donation” pad **together with copies of any correspondence accompanying the donation** should then be passed onto the Cashiers at the earliest opportunity. The Cashiers will then issue a receipt and details of the donation will be passed onto the Financial Accountant (Trust Funds & Rechargeables) so that an acknowledgement letter can be sent out on behalf of the Trustees.

IMPORTANT INFORMATION TO BE COMPLETED ON THE “MODEL RECEIPT”

- Gender of donor (Mr/Mrs/Miss/Ms/Dr)
- Full postal address
- If donation is “in memory of.....” please clearly indicate the name of the deceased
- Signature of two officers from the Ward/Department are required by audit in the **FOR AUTHORISED USE ONLY** section of the pad.
- If the donor is present they should be asked if Gift Aid applies and mark the Model Receipt accordingly.

Completion of this information enables an appropriate acknowledgement letter to be sent on behalf of the Trustees.

1.3 Legacies to Benefit the Charitable Funds

All wills/correspondence received from Solicitors regarding bequests to hospitals in Newcastle upon Tyne should be forwarded to the Financial Accountant (Trust Funds & Rechargeables) to be correctly accounted for.

Legacy cheques **should not** be recorded on the “Receipt of Charitable Donation”; the cheque and any communication should be passed immediately to the Financial Accountant (Trust Funds & Rechargeables)

1.4 Administration of Donated Equipment

1.4.1 The Trust receives a number of offers to donate equipment to the Trust. Donated equipment will have implications for the Trust, for example replacement costs, ongoing maintenance costs and Health and Safety requirements.

1.4.2 If an individual or organisation offers to donate equipment to the Trust the following procedure should be followed:-

- Inform Directorate Manager
- Seek authorisation from the Director of Patient Services

2 Monitoring

Internal Audit (Northumberland Internal Audit and Counter Fraud Service) monitor and report to the Charitable Trustees on all matters concerning the charity including sample checking donations received and analytical reviews of donation trends and regularity.

This Policy will be reviewed annually. Any comments, queries or suggested amendments should be addressed to the Assistant to the Chairman and Chief Executive.