



The Mid-Western Cancer Foundation Ltd., Cancer Support and Information Centre,
Mid-Western Regional Hospital, Dooradoyle, Limerick
T: 061 210979 M: 085-1261188 www.mwcf.ie

Expenditure Policy
The Mid-Western Cancer Foundation

Policy:

The Mid Western Cancer Foundation is responsible for coordinating the expenditure of funds received through fund-raising. The aim of the charity is to ensure that money obtained through fund-raising/donations is used both efficiently and effectively to benefit patients with cancer in the Mid-Western region. The Foundation aims to provide holistic care to patients and support research in the Mid-West Region.

Procedure:

The distribution of funds may include funding towards support groups, education of patients staff, patients and research. Those applying for funding need to fill out the attached application form (there is a separate policy for research applications for funding). This will then be given to the board of members for their consideration.

Specifics:

- It is current policy that up to 10% of the previous year's annual financial income of the Foundation will be made available for research. This funding will be capped at a maximum of €20,000 per project. However it must be noted that it is the policy of the Foundation not to support any one research project in its entirety, rather the Foundation aims to provide a source of additional revenue to any given project with an interest in cancer research. Application forms for Research Funding is available from our office.
- Any monies spent totalling in excess of €5,000 euros for either work to be done or goods to be bought will require three quotations from different companies/ personnel to guarantee fair pricing.
- Currently the charity cheque book needs to be signed by two members of the board of members and three members if the sum is in excess of
- Three Credit cards have been issued to certain members of the board.
- An up-to-date financial statement will be provided by the administrator/Treasurer at each board meeting.
- All expenditure and donations received by the charity will be receipted and then documented using an electronic accounts package, in this case SAGE. Enda Sheehey of Baker-Martin, Sheehey & Associates has kindly agreed to provide financial management services to the charity.
- In the donation pack "The Foundation" will accurately describe its activities and needs. The foundation undertakes to ensure that any money received will be used solely to further the aims of the Charity. If donations are made for a specific purpose this will be considered and communication will take place between the fundraiser and a Foundation member.
- The Foundation will publish an annual report showing details of income and expenditure.

Feedback:

All feedback, comments and complaints are welcome and should be addressed to info@mwcf.ie or in writing to

The Mid Western Cancer Foundation LTD.,
Cancer Information and Support Centre,
Mid Western Regional Hospital,
Dooradoyle,
Limerick.

Where a concern or complaint is raised it will be dealt with in accordance to the Foundations complaint policy.



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Application Form for Funding

Name of Individual/s:

Address:

Email Address:

Contact numbers:

Reason for Funding: (use extra pages if necessary)