

fiscal MATTERS



Cash

HANDLING

The CFD Fundraising Cash Handling Policy applies to all state agencies and higher education institutions engaged in CFD fundraising activities. For questions about the CFD Fundraising Cash Handling Policy, where to find forms, how to log fundraisers or transfer funds, please contact the CFD at (360) 902-4162, cfd@sos.wa.gov or visit our website www.cfd.wa.gov.

Cash Handling at Fundraising Events

All fundraisers will be assigned a unique fundraiser number prior to the beginning of the campaign. Your fundraiser **will not be authorized without this number**. Contact Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181 if you do not have a fundraiser number.

All funds (cash and checks) must be safeguarded with adequate internal controls. Tips to use when handling cash and checks at your fundraiser include:

- Keep cash and checks in a locked and secured location
- If using a locked cash box at your fundraising event, it must be in the possession of a CFD volunteer at all times
- Two people must count and record cash and checks, initial and date the record
- Transmit cash, checks and their corresponding records to your fiscal office daily or by the next business day

When counting and recording cash and checks, list checks, cash and credit card totals in their own category, then add all three together for a grand total (grand total must match total on your Fundraiser Transfer Form).

Cash and checks received at fundraisers must be collected in full. Expenses and reimbursements must not be removed from donations given at fundraising events (see CFD Reimbursement Process for the correct way to receive reimbursements).

Checks received at fundraising events must be made payable to the **CFD** or **Combined Fund Drive**. If you receive a check written to a specific charity, return it to the donor. The donor can send the check directly to the charity or reissue the check payable to the CFD.

Transferring Funds to your Fiscal Department

All fundraisers must be entered online in the CFD system by Campaign Leaders prior to transferring funds. Use your unique fundraiser number when entering your fundraiser online. Funds that are not designated to a specific charity will be designated to the CFD non-specified account, #0316854.

Make copies of all documents submitted to your Fiscal Department for your records. When submitting your documents and funds to your Fiscal Department, make sure your unique fundraiser number is on your Fundraiser Transfer Form.

Send your fundraiser funds and documents to your Fiscal Department prior to December 11, 2015.

December 11, 2015 is the last day your Fiscal Department can transfer funds from your agency or higher education CFD 525 account to the Office of the Secretary of State's CFD 525 account to ensure your fundraiser will be disbursed to your charities in January 2016. Your Fiscal Department does not need to make multiple transfers to the OSOS 525 account, but may wait until your fundraisers are complete before transferring all funds at one time.

Your Fiscal Department may transfer funds via the following methods:

- Inter-agency Payment (IAP) (use SWV 0006745-17)
- Journal Voucher (use agency code 085, account 525)
- Warrant/Check

Any fundraiser funds received by the OSOS Financial Services office after December 11, 2015 are not guaranteed to be disbursed to your chosen charities in January 2016 (4Q2015). If your fundraiser funds are received after this date, your chosen charities will receive those funds in April 2016 (1Q2016).

If you or your Fiscal Department has questions about how to submit fundraisers, please contact the CFD at (360) 902-4162 or cfd@sos.wa.gov.

Contact your fiscal office directly if you have questions about how to transmit funds to them.

REIMBURSEMENT

State agencies and higher education institutions may pay for CFD fundraising expenses out of their state budget and request reimbursement from the CFD state office. The OSOS will reimburse your agency for CFD fundraising expenses. **Fundraising expenses must not exceed fundraising donations for each fundraising event.** Please contact the CFD state office for questions about reimbursement limits.

To request a reimbursement for fundraising expenses, make a copy of your receipts for your records. Send receipts with a brief explanation of the purchased materials' purpose to your fiscal office and indicate that you are requesting a reimbursement. Your Fiscal Department will submit the reimbursement request to the CFD state office to be reimbursed and reimburse you.

Petty Cash FUNDS

Depending on the need, the CFD may fund CFD petty cash or change accounts within state agencies or higher education institutions. CFD petty cash and change accounts may only be used for CFD fundraising costs.

There are two types of cash accounts available:

- Change Account: funds used solely for making change that do not increase or decrease and do not reimburse purchases
- Petty Cash Account: funds used to make payments when issuing a warrant/check or using a state agency credit card is not practical or timely

If you feel your campaign will need a petty cash or change account, speak to your Fiscal Department and obtain their approval before sending the appropriate request form (found at www.cfd.wa.gov under the Volunteers tab) to the CFD. The OSOS Financial Services office will work with your Fiscal Department to establish the account and proper controls. Establishment of CFD petty cash or change accounts is subject to OSOS approval.

Never make financial decisions for CFD funds or accounts without involving your fiscal office.

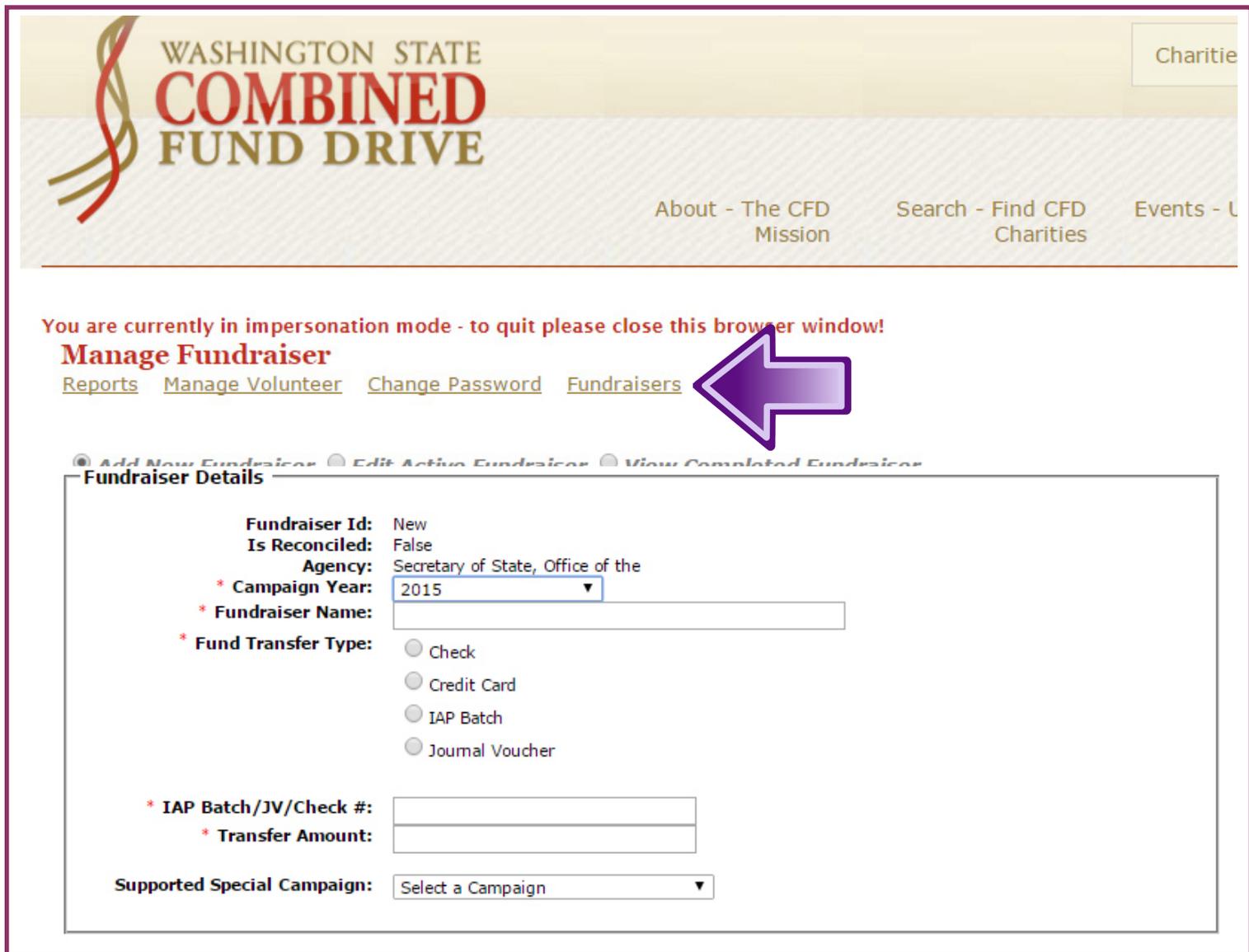
Logging FUNRAISERS

Once your agency fiscal personnel have transferred the funds to the OSOS fiscal office, volunteers must enter the fundraiser into the CFD system so that CFD staff can reconcile the funds and earmark them for disbursement.

To log and transfer a fundraiser, please adhere to the following procedure:

1. The agency fiscal office gives the Campaign Leader the JV, warrant, or batch number (depending on the method of transfer) that was used to transfer the funds
2. The Campaign Leader completes the Fundraiser Transfer Form (available under the "Volunteers" tab)
3. The Campaign Leader mails the Fundraiser Transfer Form and supporting documentation to the CFD at PO Box 40250, Olympia, WA 98504
4. If necessary, the Campaign Leader can also use the Fundraiser Allotment Form or Tracking Fundraisers Workbook to specify which charities the money is to be transferred
5. The Campaign Leader logs the fundraiser into the CFD online system (as seen below)

To access the online method to transfer fundraising dollars, sign into your online profile and select the Fundraisers tab at the top of the page:



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Manage Fundraiser

[Reports](#) [Manage Volunteer](#) [Change Password](#) [Fundraisers](#)

[Add New Fundraiser](#) [Edit Active Fundraiser](#) [View Completed Fundraiser](#)

Fundraiser Details

Fundraiser Id: New
Is Reconciled: False
Agency: Secretary of State, Office of the
* Campaign Year: 2015
* Fundraiser Name:
* Fund Transfer Type:
 Check
 Credit Card
 IAP Batch
 Journal Voucher
* IAP Batch/JV/Check #:
* Transfer Amount:
Supported Special Campaign: Select a Campaign

Complete the fields in the Fundraiser Details section and select the Supported Special Campaign from the drop-down menu. Fill in the details for which charity the fundraising dollars go to in the Charity Details Section:

1. Search by CFD code or dropdown box
2. Enter dollar amount
3. Check add charity
4. Repeat the process for multiple charities until all funds have been entered
5. The total must equal "transfer amount" from the FUNDRAISER DETAILS section

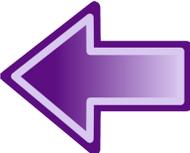
Fundraiser Details

Fundraiser Id: New
Is Reconciled: False
Agency: Secretary of State, Office of the

* **Campaign Year:** 2015
* **Fundraiser Name:** CFD Test Fundraiser
* **Fund Transfer Type:**
 Check
 Credit Card
 IAP Batch
 Journal Voucher

* **IAP Batch/JV/Check #:** 5555-5555
* **Transfer Amount:** 250.00

Supported Special Campaign: 2015 CFD Annual Giving Campaign



Fill out the required information in the "Fundraiser Details" section

Charity Details

Please add at least one charity

Charity Code Search:

Charity: Select a Charity

Donation Amount:
\$



Fill out the required details in the "Charity Details" section

Add division details if necessary. This differentiates between buildings and can be used to see which division outperformed others.

Division Details (Optional)

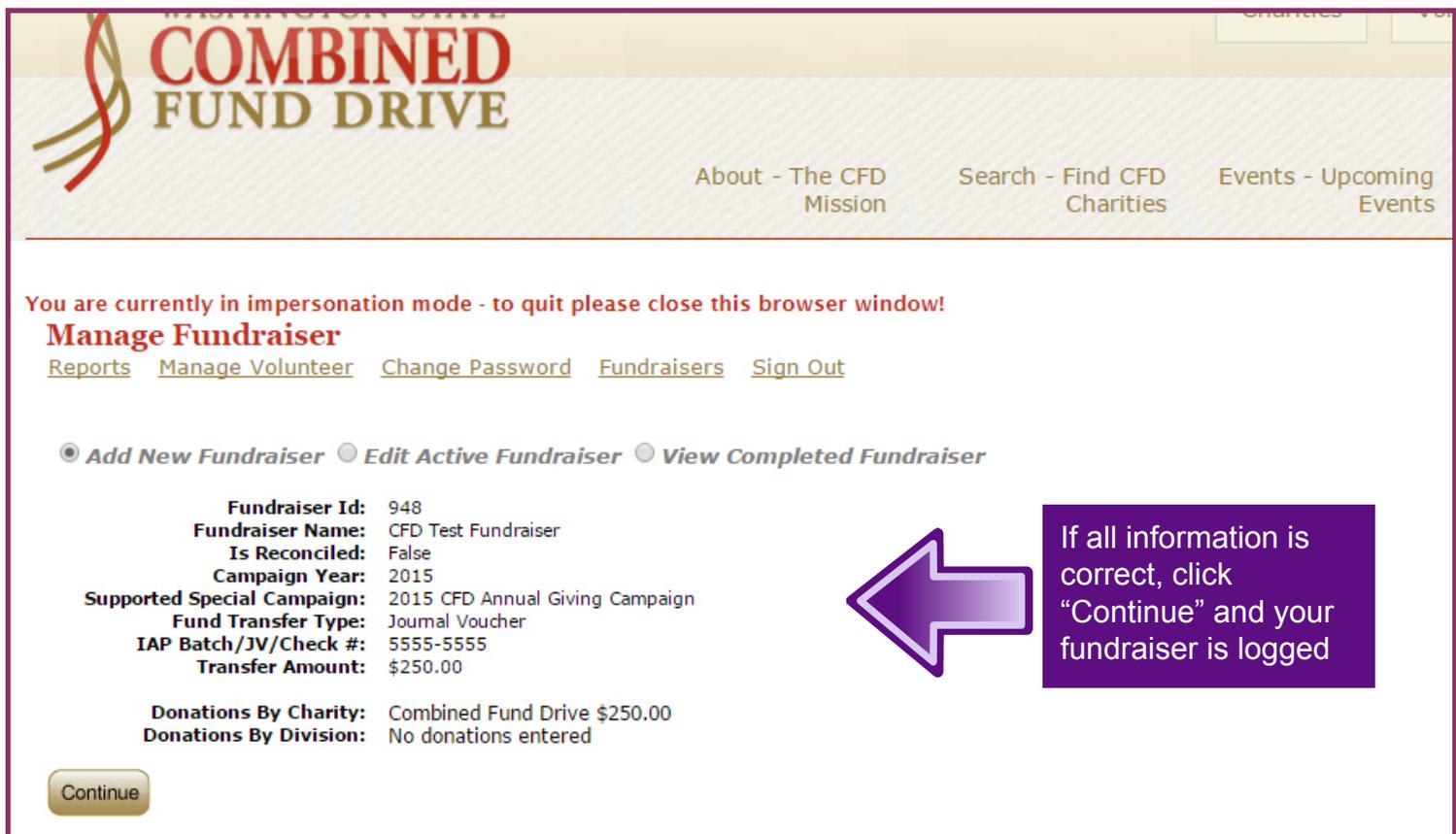
Administration/Division:

Donation Amount:
\$



Fill in the details (if necessary) in the "Division Details" section

Click "save" and review the fundraising details.



COMBINED FUND DRIVE

About - The CFD Mission Search - Find CFD Charities Events - Upcoming Events

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Manage Fundraiser

[Reports](#) [Manage Volunteer](#) [Change Password](#) [Fundraisers](#) [Sign Out](#)

Add New Fundraiser Edit Active Fundraiser View Completed Fundraiser

Fundraiser Id:	948
Fundraiser Name:	CFD Test Fundraiser
Is Reconciled:	False
Campaign Year:	2015
Supported Special Campaign:	2015 CFD Annual Giving Campaign
Fund Transfer Type:	Journal Voucher
IAP Batch/JV/Check #:	5555-5555
Transfer Amount:	\$250.00

Donations By Charity: Combined Fund Drive \$250.00
Donations By Division: No donations entered

 If all information is correct, click "Continue" and your fundraiser is logged

Credit CARDS

The CFD also offers donors the opportunity to use their credit cards to donate to their favorite causes. Currently, this feature is available only for fundraising events and must be requested by the Campaign Leader. Credit cards can be used for fundraising events that are dedicated to specific charities.

Procedure

1. The Campaign Leader contacts the Combined Fund Drive state office and officially logs the campaign event. Information on the event can include dates, times, itemized pricing when necessary (registration fees, T-shirt charges, etc.) and what agency is to be given credit for the event.
2. CFD staff webtasks details of the event, including fundraiser name, agency and pricing points.
3. Once completed, CFD staff reviews the link and sends it to the volunteer.
4. The Campaign Leader holds their event.
5. Once the event has finished, the Campaign Leader generates a report (found in the campaign leader's online profile under Credit Card Event Contributions) that shows the full amount generated from that specific event, as well as the breakdown of items ordered by donors.
6. The Campaign Leader enters this amount into the Manage Fundraiser section found in the online profile as a credit card transfer and follows the procedure for logging fundraisers.

In the case of a fundraiser where both cash donations AND credit card payments were collected, credit card payments must be logged and reported separately from cash.