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## WASHINGTON STATE COMBINED FUND DRIVE POLICIES AND PROCEDURES

<b>Title:</b> Unredeemed Donations Policy (GL5194)	
<b>Developer Name(s):</b> Alicia Richardson and Robert Lane	<b>Submission Date:</b> 7/29/2022
<b>Approved By:</b> Robert Lane	<b>Approval Date:</b> 10/3/22
<b>Approving Signature:</b> 	

### OVERVIEW

This statement discloses the policy of the Washington State Combined Fund Drive (CFD) and OSOS Financial Services Team regarding donations made through the CFD that donors make to a charity that go unredeemed. The funds could go unredeemed because, for example, the donation was made to a charity that was closed, dropped, or merged into another charity and the refund remains uncashed by the donor, or an active charity does not redeem the donation(s) before the warrant's expiration date.

The General Ledger (GL) 5194 account acts as a waystation for funds that did not make it to their intended recipient after at least one attempt. The main types of funds that land in the GL5194 account are:

- Disbursed donations to closed charities
- Uncashed donations to open charities
- Refunded donations to donors

These funds are issued via warrant that the recipient does not cash before the warrant expires. Warrants issued by the Office of the Secretary of State Financial Services have an expiry date of six months. When those warrants expire, the funds are moved from GL5199 to GL5194 by OSOS Financial Services staff, to then be identified and reprocessed. Prior policy stated we would reattempt delivery to charity or request donor be refunded.

### PROCEDURE

**Donations \$100.00 or less per quarter or charity:**

If the warrant expiry date has passed:

- The cancelled warrant becomes the property and responsibility of the CFD.



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**Donations \$100.01 or more per quarter or charity:**

If the warrant expiry date has passed:

- The CFD will make one final attempt to the charity to redirect donations. If charity does not respond within two weeks; CFD staff cancels the warrant.
- CFD will contact each donor who has donated over \$100 in a quarter, per charity.
  - Donor will be notified that the charity they've chosen to support has failed to redeem the warrant and be offered a refund.
  - If donor does not respond within two weeks, CFD staff cancels the warrant.
- Cancelled warrants will become the property and responsibility of the CFD.

CFD will work with Financial Services to move the cancelled warrant amounts from GL5194 back to GL5199. With access to the funds for Combined Fund Drive General Expense (Charity Code 0316854), CFD will move those donations into the CFD Non-Specified Fund to disburse to active charities in the current quarter

**CONTACT US**

For further questions regarding this memorandum of policy, you can reach the state CFD office at:

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