

WASHINGTON STATE COMBINED FUND DRIVE

WHEN WE
WORK TOGETHER
**WASHINGTON
GIVES**



CFD FISCAL HANDBOOK



WASHINGTON STATE
COMBINED
FUND DRIVE

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Campaign information is available in the CFD Campaign Leader Handbook

BASICS

The CFD wants to make the financial portion of your fundraiser as easy as possible. As Campaign Leader, you may be managing a single fundraiser that you conduct with a team, or multiple fundraisers your Local Coordinators conduct all across the state. As the lead CFD volunteer, Campaign Leaders are responsible for submitting and transferring fundraiser dollars, and logging fundraisers online. Consider a few tips for easily managing your campaign:

- Get a list of your agency CFD volunteers and their contact info
- Communicate to your volunteers that completed fundraisers must be submitted to you
- Record the basics about fundraisers
 - How much was raised
 - Benefitting charity
- Contact your fiscal department to find out who will be handling CFD fundraiser dollars and transfers for your agency
- Save time and effort by logging all agency fundraisers as a single fundraiser online

The basic structure of a fundraiser can be modified to suit your goals:

Pre-Fundraiser

- Decide what methods of giving to accept at your fundraiser and plan accordingly
 - Cash and checks? Get a locking cash box and change
 - Credit/debit card? Request a payment link from the CFD
 - Payroll contribution forms? Order or download forms from the CFD
- Download forms and workbooks from www.cfd.wa.gov
- Select a charity/charities to support
 - Pick a charity that is active in the CFD: **the CFD cannot transfer donations to charities that are not active in the CFD**

During Your Fundraiser

- Collect and protect cash and check donations
- Collect payroll contribution forms

After Your Fundraiser

- Submit all cash and checks to your fiscal department contact
 - Don't know how? Ask your fiscal department how they want you to submit cash and checks to them
- Send all payroll contribution forms to the CFD office
- Get a transfer number from your fiscal department
- Complete and submit a Fundraiser Transfer Form
- Log your fundraiser online

Remember, the CFD is here to help! Contact CFD staff with questions at cfid@sos.wa.gov or (360) 902-4162 or CFD Fiscal and Policy Coordinator Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181.

FORMS

There are useful forms and tools Campaign Leaders can download to track donations for fundraisers. Campaign Leaders and Local Coordinators are required to complete and submit a Fundraiser Event Form for each fundraiser they hold. Campaign Leaders are required to complete and submit a Fundraiser Transfer Form to transfer donations from their agency to the CFD. Breathe easy: these two forms are the only required fundraiser forms. Here's a brief description of available CFD forms and tools:

- Fundraiser Transfer Form: Required to transfer money from all fundraisers to the CFD; Lists all info needed to log a fundraiser online; Form must be submitted to the CFD (instructions on form)
- Fundraiser Event Form: Required to hold a fundraiser; Lists volunteer info, fundraiser totals and charity info; Form must be submitted to the Campaign Leader (instructions on form)
- Fundraiser Tracking Workbook: A tool to use to keep track of fundraisers during the annual campaign (optional)
- Campaign Leader Financial Checklist: A tool to track tasks before, during and after your fundraiser (optional)
- Check Log: A tool to track multiple checks received at a fundraiser that do not need to be credited to individual donors (optional)
- A-19 Reimbursement Form: Required to request reimbursement for purchases made for fundraisers (instructions on form) (optional)

These forms and tools are found at www.cfd.wa.gov under the “Campaign Leader Fundraiser Event Resources” menu on the Volunteers page.

METHODS OF GIVING AND ACCEPTING DONATIONS

See below for detailed information about each method of giving and how volunteers may accept donations at fundraisers:

Cash: Cash collected at a fundraiser needs to be collected and supervised continuously by a volunteer at your fundraiser. The best method for managing cash is to utilize a locking cash box and keep bills organized inside the locked box. At the end of your fundraiser, two volunteers must count all cash collected together: Volunteer 1 counts the funds, documents the total and initials the total while Volunteer 2 watches. When Volunteer 1 is finished, Volunteer 2 counts the funds, writes the total and initials the total while Volunteer 1 watches. If both totals match, secure funds in the locking cash box and transport them to your fiscal office within 24 hours. If the funds don't match, both volunteers need to recount all funds and repeat the process.

The best volunteers to collect cash and checks at a fundraiser work in your agency's fiscal department: they can bring a locking cash box with change to your fundraiser and take the donations after your fundraiser for deposit.

Checks: Checks also need to be secured and counted using the same process as cash. If a donor wants credit for making a donation (as a donor and with their agency), their check must be accompanied by completed contribution form. If no credit is needed (credit given to agency only), checks can be tracked using a check log, submitted to your fiscal office and entered as a fundraiser. Checks can be logged with cash as a single fundraiser.

Credit/Debit Card: Credit/debit cards can be accepted at your fundraiser, but you must email the CFD to enable these transactions. Send an email with the following information to the CFD at cfd@sos.wa.gov:

- Fundraiser Name
- Charity: What charity/charities does your fundraiser benefit?
- Item Description: What are donors paying for? Entry to your fundraiser? Flowers or t-shirts?
- Pricing points: Do you have different pricing points for items sold at your fundraiser?
- Fundraiser Dates: Dates and time you need the credit/debit card tool active

The CFD needs two weeks in order to build the payment webpage, run tests to ensure the credit/debit tool processes transactions properly and to send the link to you for review.

Money Orders: Money orders need to be secured, counted and processed utilizing the same method as checks.

Payroll Contribution: Payroll contribution forms may be accepted at a fundraiser. They must be collected and sent to the CFD state office at MS 40250 or PO Box 40250, Olympia, WA 98504-0250. **Payroll contribution forms are not counted as income to be transferred in a fundraiser or entered as fundraisers online.** Campaign Leaders are not required to keep copies of payroll contribution forms.

If a donor wants to pay for an item using a payroll contribution form or donate for a specified period of time before the donations stop, this must be VERY CLEARLY noted on the contribution form. The monthly donation amount, the total donation amount and the time frame the donor wants to give need to be marked VERY CLEARLY on the contribution form. The CFD can and will enter donations from payroll contribution forms for set amounts or periods of time, but cannot do so if there is no indication of your donor's wishes.

Payment for auction items or fundraiser purchases should not exceed a three-month time frame. The contribution form below shows how a donor can utilize this method of giving for an auction item:

Please print clearly.

☐ New Donor ☐ Change My Current Donation(s) ☒ Add To My Current Donation(s) ☐ Cancel My Donation(s)

Name (Last, First, MI) LUCAS, HEATHER Employee ID # 555-555555

Agency/Campus OSOS Email heather.lucas@sos.wa.gov Work Phone (360) 902-4181

Fill in your donation information. Please make donations by check payable to the **Combined Fund Drive** and staple the check to this form. Checks will be processed as soon as the CFD state office receives your Contribution Form. New or updated payroll deductions will be processed at the first possible pay period unless otherwise instructed.

Charity Name	Charity Code	Monthly Payroll Donation	One-Time Payroll Donation	Donation by Check
CFD Non-Specified Fund	0316854	\$ <u>600</u>	\$	\$
<u>PAYMENT FOR MY AUCTION ITEM</u>		\$	\$	\$
<u>Please spread my payment over three months (six pay periods) and deduct \$200 per month (\$100 per paycheck).</u>				
		\$	\$	\$
		\$	\$	\$

Please Sign and Date:

X [Signature] Date 12-1-2017

Your signature is required to process your donation.

☐ I wish to donate anonymously

CASH HANDLING AT YOUR FUNDRAISER

The CFD Cash Handling Policy applies to all state agencies and higher education institutions engaged in CFD fundraising activities.

CASH HANDLING AT FUNDRAISING EVENTS

There are five ways to make a donation at a fundraising event: cash, check, money order, credit/debit card or payroll contribution. All donations must be safeguarded during any fundraising events. Tips to use when handling donations at your fundraiser include:

- Keep cash and checks in a locked and secured location, like a locking cash box
- Donations at your fundraising event must be in the possession of a CFD volunteer at all times
- Once your fundraiser is over, two people must count and record cash and checks, initial and date the record (see page three for process)
- Make a copy of these records for your own files
- Transmit cash, checks and their corresponding records to your fiscal department daily or by the next business day

When counting and recording cash and checks, list checks using a check log. Record cash and check totals separately, then add both together for a grand total (grand total must match the 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.

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. When submitting your documents and funds to your fiscal department, make sure all of your information is on your Fundraiser Transfer Form.

Send your fundraiser funds and documents to your fiscal department prior to December 7, 2018. This 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 2019.

Your fiscal department does not need to make multiple transfers to the OSOS 525 account and may wait until all of your agency's fundraisers are complete before transferring all funds at one time. As Campaign Leader, you may wait until this transfer is complete and enter only one fundraiser online for your agency (see page seven for details on how to log a fundraiser).

Your fiscal department may transfer funds from your agency 525 account to the OSOS account via the following methods:

- Inter-agency Payment (IAP): use SWV 0006745-17
- Journal Voucher: use agency code 085, account 525
- Warrant/Check: make payable to the **CFD** or **Combined Fund Drive** and send to the CFD at PO Box 40250, Olympia, WA 98504-0250

Any fundraiser dollars received by OSOS Financial Services after December 7, 2018 are not

guaranteed to be disbursed to your chosen charities in January 2019 (4Q2018). If your fundraiser dollars are received after this date, your chosen charities may receive those funds in April 2019 (1Q2019). Please keep these deadline dates in mind if you communicate about when a charity should expect to receive the donations from your fundraisers.

If you have questions about disbursement to your chosen charities, contact CFD staff with questions at cfd@sos.wa.gov or (360) 902-4162 or CFD Fiscal and Policy Coordinator Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181.

REIMBURSEMENTS

Any CFD volunteer may make purchases for the benefit of their agency fundraiser out-of-pocket and request reimbursement. State agencies and higher education institutions may pay for CFD fundraising expenses out of their budget and may request reimbursement from the CFD.

Fundraising expenses must not exceed fundraising donations for each fundraising event. Please contact the CFD state office for questions about reimbursement limits.

Reimbursements for expenses cannot be taken from fundraising income and are not deducted from fundraisers submitted to the CFD. To request a reimbursement for fundraiser expenses, CFD volunteers must attach proof of payment to a completed A-19 form and submit these documents to their agency fiscal department (Local Coordinators submit forms to Campaign Leaders, who manage and submit requests to agency fiscal departments). Your agency fiscal department reimburses you. Your agency fiscal department requests reimbursement from the CFD. For most fundraising events, the CFD covers reimbursements without recouping costs from the fundraiser.

Before submitting any requests for reimbursement, please submit a completed Fundraiser Event Form highlighting how much money was raised at your event and the requested reimbursement amount.

State employees who are seeking reimbursement for expenses used to promote the CFD in their agency must follow these reimbursement instructions:

1. Make copies of all receipts, invoices, proofs of payment or CFD forms for your records. Reimbursements will not be issued without these documents.
2. Complete and print the A-19 form (required fields are listed below in red):
 - a. Combined Fund Drive (**AGENCY NAME**)
 - b. Name and complete address of person requesting reimbursement (**VENDOR OR CLAIMANT**)
 - c. Date of purchase or invoice (**DATE ON RECEIPT**)
 - d. Fundraiser name and brief description of purpose for the purchase (**DESCRIPTION**)
 - e. Amount requested for reimbursement (must match receipts) (**AMOUNT**)
 - f. Preparer's name, contact phone and today's date (**PREPARED BY, TELEPHONE NUMBER, DATE**)
3. Sign form (**SIGN IN INK, TITLE, DATE** on top right)
4. Attach original receipts, invoices, proofs of payment or CFD forms.
5. Submit A-19 form with receipts to your agency fiscal department.

If you or your agency fiscal department have questions about reimbursement requests, contact CFD staff with questions at cfd@sos.wa.gov or (360) 902-4162.

LOGGING YOUR FUNDRAISER

All fundraisers conducted by CFD volunteers must be entered into the CFD online system in order to be processed for disbursement to charities. Campaign Leaders are responsible for tracking agency fundraisers and entering them into the CFD system. **There is no need to enter every single fundraiser your agency held during the campaign individually into the CFD system:** all cash and check fundraisers can be combined and entered as a single fundraiser online. If you held a fundraiser where cash and check donations were accepted along with credit/debit card donations, the credit/debit donations must be logged and reported as a separate fundraiser. You can obtain a credit card report illustrating the totals paid via a credit/debit link by logging into your CFD Campaign Leader account.

Payroll contribution forms are never counted as part of a fundraiser and are never logged as a fundraiser. Submit payroll contribution forms to the CFD.

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

1. Request an IAP, JV, warrant, or batch number (depending on the method of transfer) that was used to transfer the funds from your agency fiscal department to the OSOS 525 CFD account.
2. Complete the Fundraiser Transfer Form.
 - a. If necessary, Campaign Leaders can also use the Fundraiser Event Form or Fundraiser Tracking Workbook to specify charities where fundraiser money is designated.
3. Log into your Campaign Leader account under the Volunteer section of www.cfd.wa.gov.
4. Log the fundraiser into the CFD online system using the details from your Fundraiser Transfer Form.
5. Submit your Fundraiser Transfer Form and supporting documentation to Heather Lucas and Maria Thomas at heather.lucas@sos.wa.gov and maria.thomas@sos.wa.gov.

Most fiscal departments will transfer fundraiser dollars from your events to the OSOS CFD 525 account once as a lump sum of all fundraisers held during the campaign at your agency. It is perfectly acceptable for Campaign Leaders to log one fundraiser that mirrors this transfer amount and specify details about multiple fundraisers when logging them online.

For a more detailed look at how to log a fundraiser, refer to the screenshots below.

After you've signed into your Campaign Leader account, click on the "Fundraisers" link:



To add a new fundraiser, click the “Add Fundraiser” button.

Manage Fundraiser

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

☐ View Completed Fundraisers

Fundraiser ID	Name	Team Member	Volunteer	Transfer Amount	Created Date
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A new window will open to a blank fundraiser form:

Add a New Fundraiser

Name

Campaign Year

Campaign

Fund Transfer Type
☐ Check ☐ IAP Batch ☐ Journal Voucher ☐ Credit Card

IAP/Batch/JV/Check #

Transfer Amount

Enter the information from your Fundraiser Transfer Form into the blank fundraiser fields. Give your fundraiser a name you and future CFD Campaign Leaders will recognize, like “2018 Chili Feed” or “2018 OSOS Fundraisers.” Select the radial button for the method your fiscal department used to transfer fundraiser dollars to the CFD and enter the number they provided in the “IAP/Batch/JV/Check #” field. Enter the dollar amount **with no dollar sign**. If you’re entering a fundraiser for credit/debit cards, select the “Credit Card” radial and type “Credit Card” into the “IAP/Batch/JV/Check #” field:

Add a New Fundraiser

Name

Campaign Year

Campaign

Fund Transfer Type
☐ Check ☒ IAP Batch ☐ Journal Voucher ☐ Credit Card

IAP/Batch/JV/Check #

Transfer Amount

Scroll down to enter the charities receiving the donations from your fundraiser. Enter the CFD charity code or select the charity name from the drop down menu. **NOTE:** A charity can only be entered once in this module, so add donations together if you have multiple donations set to go to a single charity.

Charities

Amount	Charity Code	Name
	0316854	

Balance: \$5000.00

Charity Code
0316854

Select a Charity
Choose a Charity

Amount
3000

Add Charity

Enter your charity details and click "Add Charity"

Enter the dollar amount designated for the charity and click the "Add Charity" button. Your charity and dollar amount will populate and the transfer amount balance will reduce:

Charities

Amount	Charity Code	Name
\$3000.00	0316854	Combined Fund Drive

Balance: \$2000.00

Charity Code

Select a Charity
Choose a Charity

Amount

Add Charity

The charity and dollar amount are added

Continue adding charities until the balance reaches "\$0.00."

Charities

Amount	Charity Code	Name
\$3000.00	0316854	Combined Fund Drive
\$1000.00	0456881	Chelan/Douglas CASA Program
\$1000.00	1479848	Providence Sacred Heart Foundation

Balance: \$0.00

If you need to designate donations to a program within a charity, you can scroll down and add it in the "Program Designation (optional)" section. Select the charity from the drop down menu, complete the fields and click "Add Program" when finished:

Program Designation (optional)

You can designate what programs the money should go to for a charity entered above. If so, you must allocate the entire donation amount to programs; no part of the donation amount can be left undesignated.

Charity Code	Charity	Program	Amount
	Providence Sacred Heart Foundation	Spokane Region	1000

Add Program

You can also add division details if necessary. This field can be used to differentiate between buildings, departments, donors or fundraisers. When you're finished, click the "Save Fundraiser" button.

Division Details (optional)

Division	Amount
Division	
Amount	

Add Division

Click "Save Fundraiser" to finish

Save Fundraiser

Your fundraiser is active and can be edited until CFD staff reconcile it and earmark it for disbursement. To edit or print a copy of your fundraiser, simply click on the text and the fundraiser will pop open: The print button is in the top right corner. Print a copy for your records.

Manage Fundraiser

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

☐ View Completed Fundraisers

Fundraiser ID	Name	Team Member	Volunteer	Transfer Amount	Created Date
1814	2018 OSOS Fundraisers	Secretary of State, Office of the	HEATHER LUCAS	\$5000.00	06/04/2018

Add Fundraiser

Update a Fundraiser

FundraiserID
1814

Is Reconciled
False

Name
2018 OSOS Fundraisers

Campaign Year
2018

Campaign
2018 CFD Annual Giving Campaign

Click on the printer button to print a copy

To view a completed fundraiser, click the “View Completed Fundraisers” button. You can view the details for any completed fundraiser you’ve entered at your agency by clicking on the text.

Manage Fundraiser					
Reports Manage Volunteer Change Password Fundraisers Sign Out					
<input checked="" type="checkbox"/> View Completed Fundraisers					
Fundraiser ID	Name	Team Member	Volunteer	Transfer Amount	Created Date
807	#282A-Golf For Veterans Sponsor Check-Evergreen Direct	Secretary of State, Office of the	HEATHER LUCAS	\$1000.00	10/03/2014
784	(052014) OSOS Weight Loss Contest	Secretary of State, Office of the	HEATHER LUCAS	\$58.00	05/20/2014
951	10-GL5194: Reallocated Donations per Donor Request	Secretary of State, Office of the	HEATHER LUCAS	\$225.00	06/09/2015
1188	1116C-2016 Memorial Day Coffee	Secretary of State, Office of	HEATHER	\$207.68	05/31/2016

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REPORT YOUR RESULTS

In January, the CFD releases the final numbers for all statewide giving during the annual campaign. Remember to share the results of your agency campaign with your volunteer team and agency.