

## **Combined Federal Campaign (CFC) - Campaign 2011 instructions**

### **Contact persons:**

Jerry Swinarsky	352-7023	Director - CFC Coordinator & Auditor
Irma Ramones	352-7016	Director - Pledge processing
Patrick Gonzales	352-7008	Cashier/Analyst - Pledge Processing
Kay Hudson	352-7138	Cashier/Analyst - Pledge Processing

### **Audit Requirements:**

Please ask your CFC project officer to call Jerry, Patrick, Kay, or Irma before they turn in their first bundle. They will clarify the instructions shown below. Bundles are forwarded to an imaging company and must meet audit requirements. Bundles that do not meet audit requirements must be corrected by the submitter prior to submission.

### **Cashier Window:**

- Open between 8:30 a.m. and 3:00 p.m. on Monday, Tuesday, Wednesday and Friday
- Cashier window closes daily at 3:00 p. m. to balance cash drawer and prepare daily deposits
- CFC bundles will not be accepted on Thursday – due to weekly status report preparation
- CFC bundles must be submitted to the cashiers for verification – do not put in the drop box
- CFC bundles are verified at the window and will be rejected if they do not meet audit requirements

### **Pledge Payments submitted with bundles:**

- Coins and currency must be bundled and reported on the cash line of the summary report form #4
- Checks must be bundled and reported on the check line of the summary report form #4
- Total payment (coins, currency, checks) must agree to the total reported on summary report form #4
- Bundle currency & checks separately, do not staple to the individual or summary pledge form

### **Summary report Form # 4:**

- Prepare one summary report for each bundle of 100 or less pledge cards. Larger bundles not accepted
- The preprinted number on form # 4 is the bundle number – write this number on each pledge card
- Summary form must reflect the date, account number and account name
- On the summary form report the number of cards and amount for each contribution category
- Pledge amount should include cents - do not round off any dollar values
- Bundle coins and currency and report on the cash line - must equal sum of all cash pledge cards
- Bundle checks and report on the check line – must equal sum of all check pledge cards
- Cashier will not accept bundles with stapled currency and checks
- Report the grand total of givers, pledge and payment – must equal the sum of all pledge cards submitted
- Preparer must sign report, if the report is final check the final report box
- Payroll representative must sign report to indicate receipt of the individual's yellow pledge copies
- Submit the completed 3 part summary form with the white pledge cards to the United Way cashier.
- Submitter will receive a dual signature receipt and the initialed pink copy of the summary report form.

### **Individual Pledge card:**

- Do not staple currency or checks to pledge cards. Cashiers will not accept stapled pledged cards.
- Verify to ensure each card reflects name, account number, and contribution amount
- Each pledge card must reflect the bundle number that is preprinted on the summary report form #4
- Payroll contribution - must equal the payroll deduction amount times the number of pay periods
- Payroll contribution – calculated values should include cents, do not round values
- The total of all designations must equal the total gift
- Invalid designation codes are treated as undesignated
- Yellow copy – to the appropriate payroll office Pink copy – retained by the contributor
- White copy – sort by type and use to prepare summary report form #4 (see above instructions).
- Submit white copy of individual cards and corresponding money collected to the United Way cashiers.