

Combined Fund Drive Cash Handling Tips & Guidelines

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We Will Cover...

- Collaborating with your Campaign Leader
- Safeguarding and processing cash collected during the CFD campaign
 - Donor Contributions
 - Fundraisers

Collaborating with your Campaign Leader

It helps to...

- Know your agency's Campaign Leader
- Participate in planning meetings
- Schedule a meeting to review agency cash handling procedures
 - Agency procedures and the information in CFD training materials

Donor Contributions

Employees may choose to donate to their charity of choice by check rather than payroll deduction.

- Campaign Leaders accept checks from staff
- Checks must be made payable to CFD
- Checks will be stapled to the employees contribution form and then submitted to the SOS finance office [MS 40251]
- This money is not deposited into Account 525 – but please be aware that this money is being collected in your agency

Fundraisers - Planning

- Fundraisers are held to raise awareness of the CFD and to raise funds for specific charities
- Finance is an asset for fundraiser planning:
 - Do budgets for fundraising events need to be pre-approved?
 - Is the budget reasonable?
 - Can items be purchased for the fundraiser?
 - Who will pay for costs upfront – the agency or Campaign Leader?
 - Will fundraisers be held in field offices?

Fundraiser - Reimbursements

- Agencies can support fundraisers by covering the costs [WAC 434.750.110], OR
- Agencies can be reimbursed by the CFD
 - Agencies can cover the costs and then ask the CFD for reimbursement
 - Campaign Leaders can cover the costs and then ask their agency for reimbursement – then the agency can ask the CFD for reimbursement
- Submit an A19 to CFD with copies of receipts and all backup that supports the A19 total

Fundraiser - Cash Handling

- Who will count the money and how will it be reconciled?
 - Checks must be made payable to your agency
- How does money get to finance and deposited within 24 hours [varies depending on waivers]?

Campaign Leaders/Volunteers should be aware of your agency policies and procedures on cash handling. The information in the handbook is basic and does not supersede agency policies or SAAM.

Fundraisers - Account 525

Checks and cash collected during a fundraiser will be deposited by your agency's finance office

- **Make sure Campaign Leaders/volunteers know where and how to get money collected to the correct location.**
- **Deposit the money into Account 525 [GL account].**
- **The balance in Account 525 at your agency must match what your Campaign Leader says was raised [minus credit card receipts].**

Fundraisers - Transferring Funds to SOS

- Funds held in Account 525 should be transferred to SOS at least quarterly
- During campaign time, money raised should be transferred no later than December 14th
 - Please coordinate with your Campaign Leader to ensure that Fundraiser Form/online Report is submitted and that the amounts match.
 - Your Campaign Leader will need transfer document number [JV, IAP, etc.]

Fundraisers - Transferring Funds to SOS

- **To transfer:**
 - **Journal Voucher [agency 085, account 525]**
 - **Interagency Payment (IAP) [SWV0006746-04]**
- **Please email SOS a copy of the JV, a copy of the Fundraiser Form completed by the Campaign Leader, or general information that will help us identify the incoming transfer as fundraiser dollars**

Fundraisers - Credit Cards

- **Credit/Debit Cards can now be used during fundraisers**
- **Fundraiser donations may be in the form of cash, checks, or credit card**
 - **Cash/Checks will be deposited in Account 525 at your agency**
 - **Credit Card receipts will be deposited in Account 525 at SOS**

Fundraisers - Credit Cards

- Campaign Leaders ask CFD to set up a link to the credit card site
- The site can be used during an event or over a period of time
 - Used the day of an event, e.g. to pay entrance fee
 - Used over a period of time, e.g. to sell flowers or to register for an event, etc.
- Credit Card receipts are deposited at SOS.

[Finance offices will never see this money, but should be aware that it will be part of the overall funds raised by your agency]

Resources

State CFD Office

360-704-7143

Email: cfd@sos.wa.gov

<http://www.cfd.wa.gov/cfd/volunteerresources.asp>

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