

Department of Personnel (DOP) Combined Fund Drive (CFD) Fund Raising Cash Handling Policy

The Washington State Combined Fund Drive (CFD) is the program within the Washington State government through which state employees and public agency retirees can make charitable donations to nonprofit organizations. The director of the Department of Personnel (DOP) is authorized to adopt rules for the operation of the Washington State Combined Fund Drive.

This policy applies to all state agencies and higher education institutions engaged in CFD fundraising activities. It does not apply to funds received from individual employees from payroll deductions or checks written, for regular CFD contributions.

References for CFD Authority: Governor's Executive Order 01-01; RCW (Revised Code of Washington) 41.04.033; RCW 41.04.035; RCW 41.04.036; RCW 41.04.039; RCW 41.04.040; RCW 41.04.230; RCW 43.01.050, RCW 42.52, and RCW 43.79A.040; Executive Ethics Board Frequently Asked Questions #14-19. References for Office of Financial Management (OFM) Authority: State Administrative and Accounting Manual (SAAM) 85.50

Contacts: Combined Fund Drive - CFD Program Manager
Department of Personnel - DOP Financial Manager
Office of Financial Management - Agency-Assigned Accounting Consultant

CFD Funds Raised Must Be Safe-Guarded

Agencies must establish adequate internal controls over CFD funds and fundraising activities. Controls should include procedures for the deposit of fundraising donations into the State Treasury by the next day of receipt. Refer to SAAM Chapter 20, Internal Control and Auditing, for further information regarding internal controls (<http://www.ofm.wa.gov/policy/20.htm>).

CFD Fundraising Dollars Must be Deposited Daily

Cash, and checks written to the CFD, from CFD fundraising activities, must be deposited into the State Treasury by the next day of receipt. Fundraiser dollars must be deposited to Account 525 (Washington State Combined Fund Drive Account) within their own agency. Fundraiser dollars must be deposited intact (no expenses deducted). Deposit of these monies into a local fund or petty cash fund does not meet the requirement of RCW 43.01.050. In the event a state agency or higher education institution is not able to meet the deadline for deposit into Account 525 by the next day of receipt of these fundraising monies, a waiver should be requested from this requirement (per SAAM 85.50.10a, <http://www.ofm.wa.gov/policy/85.50.htm>) from the Office of the State Treasurer (OST), to the attention of the Deputy Treasurer for Operations. Institutions of Higher Education will deposit cash into their local fund. If you have any questions, please contact the Cash Flow Manager at OST, at (360) 902-8906.

Procedure

Action by:
Campaign Leader/Coordinator

Action:
Counts and records CFD Fundraising dollars.

Agency Fiscal Office Staff

Takes CFD Fundraising dollars to the agency fiscal office daily for deposit.

Deposits all fundraising cash and checks written to the CFD into account 525 within their agency or a Higher Education local fund through their process of agency daily deposits.

Checks written to a specific charity

The CFD no longer accepts checks written directly to a charity. All checks received during a fundraising event must be payable to the CFD. Any contribution can be designated to a specific charity even if the check is made out to CFD. Contact DOP Financial Services at 664-6290 with any questions regarding checks received at a fundraising event.

Fundraising Receipts and Fundraising Reports are Transferred to DOP

Transfer fundraising dollars to DOP via journal voucher, warrant, EFT, or IAP (use SWV #0006746-04) per the instructions found on page 9 of the CFD's Campaign Leader Handbook by December 16th. If you have any questions, please contact Heidi Jones, DOP Financial Manager, at (360) 664-6338 or heidij@dop.wa.gov.

CFD Reimburses Fundraising Expenses

State agencies may pay for CFD fundraising expenses out of their state budget and request reimbursement from the DOP (WAC 357-55-515). The DOP will reimburse agencies for CFD fundraising expenses. Fundraising expenses must be less than receipts.

<u>Action by:</u>	<u>Procedure</u> <u>Action:</u>
CFD Campaign Leader/Coordinator	Receives a reimbursement for CFD fundraising expenses from their agency.
Agency Fiscal Office Staff	Prepares an invoice for DOP of all fundraising expenses paid by state agency or higher education institution funds. This includes reimbursements of petty cash funds. Send invoices to DOP.
DOP CFD Manager	Approves agency invoices for fundraising expenses and forwards them to DOP Financial Services.
DOP Financial Services	Reimburses agencies for fundraiser expenses.

CFD May Fund CFD Petty Cash Accounts Within Agencies

Depending on the need, the CFD may fund CFD Petty Cash Accounts (Account 525) within agencies or institutions of higher education. CFD Petty Cash Accounts are used only for CFD Fundraising costs. Establishment of CFD petty cash accounts is subject to DOP approval and must be requested each campaign year. Once the petty cash account is approved by DOP; the CFD will issue funds as needed to participating state agencies and higher education institutions.

<u>Action by:</u>	<u>Procedure</u> <u>Action:</u>
CFD Campaign Leader	Sends a request to fund the CFD petty cash account to the CFD Office, PO Box 47530, Olympia, WA 98504-7530. Please be sure to obtain approval from your agency's finance office first.
CFD Office Staff	Approves the request to fund a petty cash account for account 525, including the approved limit, for each agency or higher education institution asking for this funding. Requests the DOP Financial Services office to generate petty cash warrant.
DOP Financial Services	Generates a CFD petty cash warrant.
Agency Fiscal Office Staff	Establishes a CFD petty cash account in fund 525 and deposits provided petty cash funds Returns petty cash to agency 111 at the end of each campaign year.