This Financial Checklist is a tool designed to make your CFD financial life run smoothly. You may not need to complete every step or fill in every field depending on your campaign needs. If you have any questions, contact the CFD at [cfd@sos.wa.gov](mailto:cfd@sos.wa.gov) or (360) 902-4162.

The Quick Financial Checklist is a shortened version of the rest of this document. Use these tools as you see fit.

**Quick Financial Checklist**

|  |  |
| --- | --- |
|  | Decide what type of fundraiser you're holding |
|  | Use the CFD Search Engine to verify that your charity is active and in the CFD |
|  | Select the giving methods you'll accept at your fundraiser |
|  | Obtain credit/debit links or payroll links as needed from the CFD |
|  | Set a goal for your fundraiser |
|  | Connect with your office's fiscal personnel |
|  | Give them transfer information and due date |
|  | Set a budget for your fundraiser |
|  | Complete an A-19 and submit with receipts to your fiscal office |
|  | Make copies for your records |
|  | Download the Fundraiser Event Form and Fundraiser Transfer Form |
|  | If accepting cash, make sure you have change for cash transactions |
|  | Count and record cash and checks accepted at your fundraiser |
|  | Make copies for your records |
|  | Submit cash, checks and the counting record to your fiscal office |
|  | Follow up with your fiscal office to make sure fundraisers are transferred by December 9, 2022 |
|  | Obtain the transfer method, transfer number and amount for your fundraisers from your fiscal office |
|  | Enter your fundraisers online by December 9, 2022 |
|  | Make sure the CFD has received your A-19 from your agency fiscal office by December 9, 2022 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Detailed Financial Checklist** | | | | | | | | | **Completion Date** | |
| **PRE-FUNDRAISER** | | | | | | | | | | |
| Decide what type of fundraiser you want to hold: chili feed, book drive, awareness luncheon, etc. | | | | | | | | |  | |
| Decide what charity/charities your fundraiser will benefit. Record the charity name and CFD code. Use the CFD search engine to conduct a search for charities to support: <https://give.wa.gov/search>. Charities must be active at the CFD to receive fundraiser money. Record your charity name and CFD code below: | | | | | | | | |  | |
|  | **Charity Name** | | | | **CFD Seven-Digit Code** | | |
| 1 |  | | | |  | | |
| 2 |  | | | |  | | |
| 3 |  | | | |  | | |
| 4 |  | | | |  | | |
| 5 |  | | | |  | | |
| 6 |  | | | |  | | |
| 7 |  | | | |  | | |
| 8 |  | | | |  | | |
| 9 |  | | | |  | | |
| 10 |  | | | |  | | |
| If you choose to support more than one charity at your fundraiser, determine how you’ll split donations amongst them. For example, you can split donations evenly, assign percentages or dollar amounts to your chosen charities. | | | | | | | | |  | |
| Decide what types of giving methods you want to accept at your fundraiser. Accepted methods are cash, check, credit/debit card and payroll contribution. If you need a credit/debit card link, contact the CFD state office at [cfd@sos.wa.gov](mailto:cfd@sos.wa.gov) or (360) 902-4162 with details about your fundraiser and pricing points.  The CFD state office needs at least two weeks to create fundraiser event payment links. | | | | | | | | |  | |
| Set a goal for your fundraiser. You can aim to raise a specific dollar amount, increase participation or choose a goal relative to your chosen charities.  **Completion Date** | | | | | | | | |  | |
| Advertise your fundraiser, the charity/charities being supported and the goal for your fundraiser at your office and agency. | | | | | | | | |  | |
| Find out who will be transferring your fundraiser dollars from your agency fiscal office to the OSOS fiscal office. Record their contact info below: | | | | | | | | |  | |
| **Fiscal Name** | | | **Email Address** | | **Phone Number** | | | |
|  | | |  | |  | | | |
|  | | |  | |  | | | |
|  | | |  | |  | | | |
| Give your agency fiscal contact the contact info for the CFD: | | | | | | | | |  | |
| **CFD Staff** | | | **Email Address** | **Phone Number** | | | **Mailstop** | |
| Renee Lewis | | | [renee.lewis@sos.wa.gov](mailto:renee.lewis@sos.wa.gov) | (360) 902-4181 | | | 40250 | |
| CFD Main Contact | | | [cfd@sos.wa.gov](mailto:cfd@sos.wa.gov) | (360) 902-4162 | | | 40250 | |
| Give your agency fiscal contact information they need to transfer your fundraisers to the CFD:   * Journal Voucher: Agency code 085, account 525 * Inter-agency Payment (IAP): SWV 0006745-17 * Warrant/Cashier’s Check: Payable to CFD or Combined Fund Drive | | | | | | | | |  | |
| Check with your agency fiscal contact to obtain internal cash handling policies. If your agency does not have one, refer to the CFD Cash Handling Policy. | | | | | | | | |  | |
| Set a budget for your fundraiser. Ask your agency fiscal contact if your agency has a budget for CFD fundraisers and events. The CFD is not able to absorb all fundraising costs, so you need to set and maintain a budget. If you raise $500, but spend $300 in preparation for your fundraiser, your chosen charity/charities will receive $200. Regardless of whether your agency has a CFD budget, your fundraiser needs one.  Remember, do not spend more money than you anticipate raising at your fundraiser. | | | | | | | | |  | |
| If you or your fellow volunteers need to make purchases out-of-pocket for your fundraiser and desire reimbursement, save your receipts for submission. | | | | | | | | |  | |
| Download the Fundraiser Transfer Form under “Fundraising Event Resources” from the volunteer page: <https://give.wa.gov/cfd/volunteerresources>. The Fundraiser Transfer Form must be submitted when your agency transfers your fundraiser at the end of the CFD campaign. The Fundraiser Tracking Workbook, Fundraiser Event Form and the Is It Gambling? Reference Sheet are also located under “Planning Documents” as tools to help track your fundraisers.  **Completion Date** | | | | | | | | |  | |
| Assign at least two volunteers to maintain your payment station during your fundraiser for cash and check transactions. You may require more depending on your payment station needs. These volunteers must count and record all cash and check donations at the end of your event, sign and date the record and turn these donations over to you or your agency fiscal office.  **Time-saving tip:** Ask your agency fiscal contact or fiscal personnel to volunteer at the payment station during your fundraiser. When your fundraiser is over, they can take the counted funds and deposit them immediately. | | | | | | | | |  | |
| Ask your agency fiscal contact for petty cash or change (in a locking cash box or storage unit) to use as change at your fundraiser. | | | | | | | | |  | |
| If your agency fiscal contact or fiscal personnel can volunteer at your event, ask them to bring the petty cash in the lock box with them the day of the event. Otherwise, arrange a time to connect to pick up the petty cash. | | | | | | | | | **Pick Up Petty Cash Date** | |
| If you have a credit/debit card link for use at your fundraiser, pack a laptop and charger to set up during your event. Even if you don’t have a payment link, having a computer available to use the CFD search engine during your fundraiser is the quickest way to find a charity. | | | | | | | | |  | |
| **DURING YOUR FUNDRAISER** | | | | | | | | | | |
| Just before your fundraiser kickoff, check in with the volunteers maintaining your payment station. Make sure they have pens, contribution forms, petty cash or change in a lock box, a computer, charity guides and a pad of paper to record cash and checks anticipated during your fundraiser. | | | | | | | | |  | |
| Make sure your volunteers understand they have three key responsibilities: To protect and respect donations given at your fundraiser; To keep all donations and contribution forms safe; To organize, count and record all donations.  ***The payment station and all funds donated should never be left unattended.*** | | | | | | | | |  | |
| **POST-FUNDRAISER** | | | | | | | | | | |
| Check in with your volunteers regarding how much was raised. Make copies of the cash/check counting record your volunteers created. | | | | | | | | |  | |
| Get all cash and checks to your agency fiscal contact (if they weren’t able to volunteer at your event) for deposit within 24 hours. Keep these funds in a locked, secure location until you can safely hand donations to your agency fiscal contact. | | | | | | | | |  | |
| Send all collected payroll contribution forms to the CFD state office at MS 40250 or PO Box 40250, Olympia, WA 98504-0250.  You do not need to include this total in any fundraiser transfer totals. | | | | | | | | |  | |
| Complete the Fundraiser Transfer Form: Obtain the transfer number, method and total amount transferred from your agency to the CFD from your agency fiscal contact.  **Completion Date** | | | | | | | | |  | |
| Log into your volunteer profile by clicking on the “Campaign Leader Sign-In” button on the Volunteer Resources page at <https://give.wa.gov/cfd/volunteerresources>. Log your fundraiser and charity details.  For step-by-step instructions, refer to the Campaign Leader Handbook or contact the CFD for assistance. | | | | | | | | |  | |
| Submit the Fundraiser Transfer Form to the CFD. | | | | | | | | |  | |
| Follow up with your agency fiscal contact to make sure your A-19 reimbursement request has been sent to the CFD by December 9, 2022. | | | | | | | | |  | |
| Share your fundraiser totals and successes with your volunteers and coworkers! Thank you cards, thank you letters and certificates of appreciation are located under “Giving Campaign Materials” on the volunteer page: <https://give.wa.gov/cfd/volunteerresources>. | | | | | | | | |  | |

Good luck and have fun!