

CFD POLICIES



WASHINGTON STATE
**COMBINED
FUND DRIVE**

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Policy Title: Unredeemed Donations	Developed by: Renee Lewis
Submission Date: 7/29/2022	Approved by: Robert Lane
Revision Date: 10/15/2024	Approving Signature: 
Approval Date: 10/30/2024	

Policy
Perspective:

This statement discloses the policy of the Washington State Combined Fund Drive (CFD) and OSOS Financial Services on unredeemed donations to charities through CFD. This policy is designed to ensure that the expired unredeemed charity funds are treated in compliance with the CFD administrative code.

Unredeemed donations are warrants that have reached the statute of limitations for redemption. Warrants issued by the Office of the Secretary of State Financial Services have an expiry date of six months from issuance.

When a cancelled warrant becomes CFD property, it is added to the CFD general fund to lower administrative costs to all charities in subsequent quarters.

Donations of \$100.00 or less per quarter or charity:
If the warrant has expired:

- The funds will become CFD property.

Donations of \$100.01 or more per quarter or charity:
If the warrant has expired:

- The CFD will make one final attempt to contact the charity to redirect donations.

If an individual donor contributed over \$100 in a quarter per charity:

- Donors will be notified that the charity they've chosen to support has failed to redeem the warrant and be offered a refund.
 - If the donor does not respond within two weeks or there are no donors that individually contributed over \$100, the funds will become CFD property.
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Policy Reference:


- Unredeemed Donation Procedure
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Cross Reference:

- WAC 434-750-290 Decertified contributions
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Policy Title: Discrepancy Threshold	Developed by: Renee Lewis
Submission Date: 6/10/2024	Approved by: Robert Lane
Revision Date: N/A	Approving Signature: 
Approval Date: 10/30/2024	

Policy Perspective:

This statement discloses the policy approved by the Washington State Combined Fund Drive (CFD) on fiscal discrepancy threshold. This policy is designed to establish reasonable controls and assurances regarding the reconciliation and disbursement preparation of received donations for CFD Staff, Financial Services, and Executive Management.

Policy:

Any fiscal differences between the GL5199 ledger balance and CFD DMS must be clearly identified and have a resolution plan. Unreconcilable differences that are less than or equal to 1.5% of the total amount received within the given quarter must be approved by the CFD and Financial Services Manager prior to disbursement.

Policy Guidelines:

- Reconciliation should be completed to ensure on-time charity fund disbursements.
- Reconciling differences between the accounting system and support documentation must be cleared up or corrected within the given quarter.
- Justification and approval for the differences must be clearly documented.
- Any unreconcilable difference greater than 1.5% of account balance documentation must be presented to and approved by Executive Management.


Policy/Procedure Reference:

Financial Services reporting procedures adhere to GASB.

Cross Reference:

- <https://www.sec.gov/interps/account/sab99.htm>
 - [Financial Thresholds - Materiality Tracker](#)
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Policy Title: Relief Campaign	Developed by: Renee Lewis
Submission Date: 6/01/2022	Approved by: Robert Lane
Revision Date: 9/01/2024	Approving Signature: 
Approval Date: 10/30/2024	

Policy
Perspective:

This statement discloses the policy approved by the Washington State Combined Fund Drive (CFD) on special relief campaigns. The CFD is committed to maintaining a sustainable, coordinated channel for Washington state employees and retirees to confidently and efficiently direct their charitable giving.

Policy:

Under extraordinary circumstances the CFD is authorized to conduct special campaigns where relief is deemed necessary.

The CFD Program Manager will provide written cause to the Director of External Affairs and Assistant Secretary of State to begin a relief campaign.

With approval from the Director of External Affairs and Assistant Secretary of State, the CFD Program Manager will work with External Affairs and CFD staff to assist in creating web content, notifications, and donation payment web pages for state employees.

Policy Guidelines:

The content provided regarding the relief campaign must include:

- A brief description of the cause.
- A list of CFD member charities who have provided proof they are working with the impacted area or population.
- Relevant contact information for the CFD, OSOS, or member charities

Any charity providing aid during a relief campaign must:

- Provide information on how they are actively involved in relief efforts.



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Policy Title: Relief Campaign	Developed by: Renee Lewis
Submission Date: 6/01/2022	Approved by: Robert Lane
Revision Date: 9/01/2024	Approving Signature: <i>Robert Lane</i>
Approval Date: 10/30/2024	

The CFD reserves the right to modify the list of active charities participating in the relief efforts. The CFD defines an extraordinary circumstance as a serious disruption that exceeds a community's or a region's capacity to cope using typical resources. Extraordinary circumstances can be caused by natural and/or man-made hazards, as well as systemic factors that expose the vulnerability of a community or region.

Policy/Procedure Reference:

- Reference Charity Membership Requirements.

Cross Reference:

- In accordance with [WAC 434-750-310](#)



Policy Title: Conflict of Interest	Developed by: Renee Lewis
Submission Date: 5/08/2017	Approved by: Robert Lane
Revision Date: 6/18/2024	Approving Signature: <i>Robert Lane</i>
Approval Date: 10/30/2024	

Policy Perspective:

This statement discloses the policy approved by the Washington State Combined Fund Drive (CFD) on conflicts of interest. The CFD is committed to maintaining transparency for all CFD stakeholders. This policy is designed to help state employees, volunteers, donors, charities and CFD staff identify situations that present potential conflicts of interest.

Policy:

Any employee of the Combined Fund Drive or member of a county committee will work to avoid conflicts of interest, whether actual or perceived, due to membership on the council or committee or other affiliation with a charitable organization.

Policy Guidelines:

- Conflicts of interest must not violate any statute, regulation, executive order, or applicable agency standards of conduct.
 - Due to the need to remain unbiased, CFD staff members who serve on charity boards or are in any capacity to make decisions that impact operations, donors, or volunteers of a charity, may not participate in the determinations of the charity CFD participation.
 - CFD staff and county committee members must annually declare any actual, potential, or perceived conflicts to the CFD manager.
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Procedure Reference:

- None
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Cross Reference:

- None
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Policy Title: Privacy Policy	Developed by: Renee Lewis
Submission Date: 5/8/2017	Approved by: Robert Lane
Revision Date: 8/20/2024	Approving Signature: <i>Robert Lane</i>
Approval Date: 10/30/2024	

Policy
Perspective:

This statement discloses the policy approved by the Washington State Combined Fund Drive (CFD) on donor privacy. The CFD is committed to maintaining donor confidence through a strict privacy policy. This statement explains what data is collected and who has access to the data.

WHAT DATA WE COLLECT

The CFD collects State Employee Personnel data through secure file transfer from your payroll provider. This data includes, First & Last name, Employee ID, address, telephone number, email address, and charity pledges and donations.

Payroll information collected cannot be modified by CFD personnel, volunteers or charities.

Check donation data includes only the data visible on the check.

WHO CAN SEE THIS DATA?

- Combined Fund Drive administrative staff
- Agency payroll office
- Campaign Leader at your specific agency
- OSOS staff that supports CFD
- Receiving third-party charity

Policy:

Donor data will not be shared with agency management, local coordinators within your agencies, or third-party charities that have not received a pledge from a donor.

Anonymity

A donor can choose to anonymously donate to a charity. Their pledge data is accessible only to Combined Fund Drive Staff and the donor's agency payroll office. In such cases, it is the internal policy of the CFD that personnel are not to share this information with any outside third party. A donor can select this option at any time.



Policy Title: Privacy Policy	Developed by: Renee Lewis
Submission Date: 5/8/2017	Approved by: Robert Lane
Revision Date: 8/20/2024	Approving Signature: 
Approval Date: 10/30/2024	

COOKIES

We use cookies to store your login information on your computer. You can access much of our site without cookies, but there are some areas such as your donor profile that require cookies. However, we do not use cookies to track your browsing history or match it with your identity for any purpose such as market research or advertising.

SECURITY

This website takes precautions to protect our users' information. Donor profile entry uses SSL encryption, and our database uses hashed passwords that no party associated with the Combined Fund Drive can view. The database is not exposed to any outside parties.

Policy Guidelines:

LINKS

This website contains links to other sites. Please be aware that the CFD is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements.

Policy/Procedure Reference:

- NA

Cross Reference:

- Office policy <https://www.sos.wa.gov/web-sites-privacy-policy>



WASHINGTON STATE
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Policy Title: Donor Refund	Developed by: Renee Lewis
Submission Date: 6/1/2019	Approved by: Robert Lane
Revision Date: 8/1/2024	Approving Signature: <i>Robert Lane</i>
Approval Date: 10/30/2024	

Policy Perspective:

This statement discloses the Refund policy approved by the Washington State Combined Fund Drive (CFD) on issuing refunds to CFD donors.

Donor Initiated: A donor may request a refund for donations submitted to the CFD on their behalf. Refund requests must be submitted to CFD staff within the quarter in which the deduction was received.

Policy:

Donor Initiated UW: The University of Washington Combined Fund Drive (UWCFD) participates in an annual contract with the CFD state office. As a result of this agreement, refund requests are processed by UWCFD staff through the UW payroll system.

CFD Initiated: Notices will be sent to donors that have donated to closed charity. If there is no response from donor within 14 days, a refund will be automatically processed.

Policy Guidelines:


Quarters are defined as the four 3-month periods:

- January - March, April 30 disbursement
- April - June, July 31 disbursement
- July - September, October 31 disbursement
- October - December, January 31 disbursement

Policy Cross Reference:

- UW Refund Policy
 - Charity Status Policy
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Policy Title: Charity Membership Requirements	Developed by: Renee Lewis
Submission Date: 6/1/2019	Approved by: Robert Lane
Revision Date: 2/21/2025	Approving Signature: 
Approval Date: 2/21/2025	

Policy Perspective:

This statement discloses the policy of the Washington State Combined Fund Drive (CFD) for charity status and membership requirements. The CFD is committed to provide donors with vetted charities that have been approved to operate at both the federal and state level.

Policy:

To be listed in the CFD directory and to receive CFD quarterly distributions, charities must:

- Be recognized by the IRS as an approved 501(c)3 or 170(c)2.
 - Be registered with the OSOS Corporations and Charities Division.
 - Maintain active status with the OSOS Corporations and Charities Division.
 - Complete a CFD application and maintain updated information.
 - Have a Statewide Vendor number (SWV) with the Office of Financial Management (OFM).
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Policy Guidelines:

The CFD will consider a charity closed, dropped or merged when:

- The charity notifies the CFD state office directly.
 - The Office of the Secretary of State Corporations & Charities Division reports the updated status.
 - CFD Disbursement are returned unclaimed for four consecutive quarters.
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Policy/Procedure Reference:

- None
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Cross Reference:

- [wac-434-750.pdf](#)
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