

INSTRUCTIONS

INSTRUCTIONS BELOW PROVIDE STEP BY STEP INSTRUCTIONS FOR ENTERING DATA INTO THE 2004 CAMPAIGN DISTRIBUTION SCHEDULE COLUMNS THAT ARE NOT INCLUDED IN THESE INSTRUCTIONS HAVE PRE-SET FORMULAS THAT SHOULD NOT BE CHANGED.

- 1) Enter the CFC Agency # and name for all local charities that received pledges in the campaign. (National and International Agencies are already listed)
Federations should only be entered at the Aggregate Federation level - members should not be listed.
- 2) Enter total designated dollar amount pledged to each agency or federated group in the Designated column.
- 3) Enter the undesignated dollar amounts allotted to each agency or federated group in the Undesignated column.
- 4) Enter the IIII dollar amounts allocated to International agencies in the IIII Designated column.
- 5) If any agencies listed did not receive any designations in 2004, delete those rows from the schedule.
- 6) Enter the dollar amount of campaign expenses charged to each agency in the Expense column.
- 7) If participating organizations received a one-time disbursement in the first distribution for the campaign, cut and paste the rows (columns A - N only) for those organizations into the One-Time Disbursement Distribution Schedule located below the Distribution Schedule. Delete these rows from the Distribution Schedule.
- 8) Enter the amount of the one-time disbursement for each agency that received one-time disbursements in the One-Time Disbursement Column (column O) on the One-Time Disbursement Distribution Schedule.
- 9) In the Distribution Schedule, enter the amounts of the remaining payments (either monthly or quarterly depending on the size of your campaign).

