

Executive Summary

The objectives of the Combined Federal Campaign (CFC) Audit Guide (Guide) are to improve management and oversight of the CFC and the accountability of Principal Combined Fund Organizations (PCFOs) and Local Federal Coordinating Committees (LFCCs). PCFOs are non-profit organizations that serve as fiscal agents for campaigns locally. Their work is overseen by volunteer LFCCs which serve as a “board of directors” for each CFC. The Guide provides authoritative guidance to ensure that:

- PCFOs provide copies of their financial statements to verify fiscal integrity of their organization. The level of financial receipts within a campaign will determine the type of financial statements required. All campaigns with receipts over \$150,000 must submit PCFO audited financial statements. Campaigns that raise less than \$150,000 must submit PCFO financial statements compiled, reviewed or audited by a certified independent public accounting firm (IPA) unless they also participate as a federation in which case the financial statements must be audited.
- PCFOs and LFCCs engage an IPA to perform specified agreed-upon procedures (AUP) on CFC activity and the control environment. If any deficiencies are noted, the PCFO and LFCC will be required to prepare a corrective action plan.
- LFCCs perform a compliance assessment of the local campaign.

The Guide was designed to generate better and more financial information on all aspects of the PCFO by providing:

- OPM assurance that LFCCs and PCFOs are complying with the CFC regulations and that all campaign organizations have adequate internal controls over their CFC related operations; and
- CFC donors and other stakeholders assurance that all local campaigns meet their high expectations of accountability.

Audit reports and supporting schedules are due to the LFCC by August 1, 2011, with copies to OPM by September 15, 2011.

There is only one significant change from the prior year’s Guide:

Ch. III – IPA AGREED UPON PROCEDURES – Campaign Receipts and Disbursements steps: Step 5 now allows for a .02 percent variance in shrinkage to allow for rounding.