

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Combined Federal Campaign Audit Guide (For all Campaigns)

February 2013

a New Day for Federal Service

**U.S. Office of Personnel Management
Office of CFC Operations**

February 2013

**COMBINED FEDERAL CAMPAIGN AUDIT GUIDE
(For All Campaigns)**

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CHAPTER I

REPORTING REQUIREMENTS AND OTHER CONSIDERATIONS

PURPOSE OF THE GUIDE

Objectives

Overall objectives of the Office of Personnel Management (OPM) in implementing these agreed-upon procedure (AUP) attestation requirements are to gain the following assurances:

- A. Local Federal Coordinating Committees' (LFCC) and Principal Combined Fund Organizations' (PCFO) Combined Federal Campaign (CFC) operations are conducted in accordance with the CFC regulations and OPM guidance and that controls over compliance with CFC regulations and OPM guidance are effective.
- B. Principal Combined Fund Organizations' (PCFO) fiscal year financial statements are fairly stated in all material respects in accordance with generally accepted accounting principles (GAAP) and OPM's prescribed accounting practices.

USE OF THIS GUIDE

This CFC Audit Guide (Guide) must be used by LFCCs and PCFOs participating in local CFCs. In addition, the Guide must be used by an independent certified public accountant (IPA) hired by the LFCC and PCFO.

This Guide is divided into three sections.

Chapter I provides general information about Guide requirements and addresses the purpose of the Guide, the scope of required engagements, management and IPA responsibilities, reporting, effective dates, examination periods and due dates.

Chapter II provides specific procedures for the LFCC to perform to determine the PCFO's compliance with 5 CFR Part 950 and OPM guidance, and evaluate the PCFO's internal controls over compliance.

Chapter III provides compliance-related agreed-upon procedures, related reporting requirements and other matters for IPAs to perform.

AUTHORIZATION

OPM promulgated 5 CFR Part 950 pursuant to Executive Orders 12353 and 12404 and Public Law 100-202 to provide a system for administering the annual charitable solicitation drive among federal civilian and military employees. These regulations set forth ground rules under which charitable organizations receive federal employee donations.

CFC regulation 5 CFR § 950.105(d)(9) requires the PCFO to submit to the LFCC an audit for each campaign.

CFC Memorandum 2013-01, in transmitting this Guide, clarifies 5 CFR § 950.105(d)(9) by stating that the audit must be in the form of an agreed-upon procedures (AUP) engagement to be performed by an IPA regarding the campaign's compliance with CFC regulations. The AUP also provides procedures regarding the effectiveness of internal controls concerning the campaign's program compliance.

CFC REPORTING REQUIREMENTS

The Guide requires the following documents, preferably in electronic format, from campaigns from the Fall **2011** campaign:

Due August 1, 2013 to LFCC and September 16, 2013 to OPM
1. IPA audited Principal Combined Fund organization-wide financial statements (fiscal year) (For all PCFOs that also participate in the campaign as a federation and non-federation PCFOs with CFC campaign pledges over \$150,000)
2. LFCC Compliance Assessment (Fall 2012 campaign) with Pledge Processing Controls Questionnaire
3. Agreed-upon procedures (AUP) – (Fall 2011 campaign) with required schedules
4. AUP Corrective Action Plan

PCFO, LFCC AND IPA REPORTING RESPONSIBILITIES

This Guide requires three items be provided to the LFCC by **August 1, 2013**. **The LFCC must forward copies of these items to OPM by September 16, 2013**. In addition, the LFCC is required to provide one item to OPM no later than **September 16, 2013**. The Guide requires:

- A. The PCFO to provide its most recent organization-wide financial statements, as of and for the fiscal year ended, that are prepared in accordance with GAAP and audited by an IPA in accordance with GAAS.¹ PCFOs not also participating as federations and with CFC

¹ For example, if the PCFO is a United Way, then this means that they must submit their United Way fiscal year

campaign pledges less than \$150,000 may provide compiled or reviewed financial statements. The PCFO must provide the financial statements and the related audit report to the LFCC no later than **August 1, 2013**. The LFCC must forward a copy to OPM no later than **September 16, 2013**.

- B. The IPA to perform specified agreed-upon procedures (AUP) over the campaign's compliance with CFC regulations and OPM guidance, and the effectiveness of the campaign's internal controls over its compliance as of the end of the **Fall 2011** campaign period² and prepares an AUP report on the results in accordance with Statements on Standards for Attestation Engagements (SSAE) Numbers 10, 11, and 12 codified in the AICPA's Professional Standards – Attestation Standards (AT) Sections 101, 201 and 601. See Appendix B for sample reports. The IPA must attach the “Schedule of Campaign Receipts and Disbursements”, “Distribution Schedule(s)”, “Schedule of Budget vs. Actual Expenses”, “Outstanding Check List”, “LFCC Member List”, “Federation CFC Distribution Schedule” and “Federation CFC Receipts Schedule” used to the AUP report or provide them electronically to the LFCC and OPM. If a schedule is not applicable to the campaign, this must be clearly stated in the report. The IPA's report, with the attached schedules, must be submitted to the LFCC by **August 1, 2013**. The LFCC must provide a copy to OPM by **September 16, 2013**.
- C. The LFCC, with assistance from the PCFO, to conduct a compliance assessment by performing certain procedures over the PCFO's compliance with CFC regulations and OPM guidance, and the effectiveness of the PCFO's internal controls over its compliance for the **Fall 2012** campaign. The LFCC must perform the procedures as described in Chapter II below and report on any instances of non-compliance using the report format in Appendix A, Sample Report #5, titled Illustrative LFCC Report on Findings on page A-4. The LFCC must attach a copy of the completed “Pledge Processing Controls” document (Appendix B, page B-1) to its report. The LFCC must provide its report and the Pledge Processing Controls document to OPM no later than **September 16, 2013**.
- D. If the AUP and/or LFCC Report on Findings identified areas of non-compliance or control weaknesses, then the PCFO and LFCC must submit to OPM a corrective action plan for addressing the issues no later than **September 16, 2013**.

Where applicable, we encourage the performance of any of the work described in the requirements above to be performed throughout the year or at interim periods. **Campaigns that do not submit the items to OPM by September 16, 2013, will be considered non-compliant. Extensions to the due dates noted above will only be approved by OPM under extraordinary circumstances.**

audited financial statements. The financial statements should be the most recently issued financial statements, but under no circumstances should the ending date of the statements be earlier than 18 months prior to the date documentation is due to the LFCC.

² Campaign period is defined as generally a 24 month period beginning with the selection of the PCFO and ending with final disbursements to organizations. For example, the Fall 2011 campaign began in February/March 2011 with the selection of the PCFO and continues until approximately February/March 2013, when the last disbursement of funds is made.

CORRECTIVE ACTION PLAN

Corrective Action Plan. To assist OPM to resolve deficiencies in financial controls, internal controls and regulation and guidance compliance, a PCFO and LFCC must develop and submit a corrective action plan to OPM within 45 days of report issuance. The corrective action plan, an essential part of the report requirement for OPM, is prepared by the LFCC and PCFO management, and is presented on the PCFO entity's letterhead and includes the name, title, and telephone number of the responsible PCFO official and LFCC member. In the plan, management and the LFCC:

- A. Describes the corrective action taken or planned in response to findings identified in the IPA's report.
- B. Comments on the status of corrective action taken on any unresolved findings included in prior IPA reports.

See Appendix A, Sample Report 4, for a suggested corrective action plan format.

The requirements of this Guide should serve as the basis for establishing certain performance measures, which will be used to evaluate future campaign compliance by campaign activity.

LFCC RESPONSIBILITIES AND ASSERTIONS

The LFCC is responsible for selecting the PCFO, approving the budget, reviewing and determining eligibility of local charitable organizations applying for participation in the campaign, and providing oversight of the campaign's operations and its staff. This includes verification of the existence of accounting procedures sufficient to safeguard the finances of the CFC as defined in 5 CFR Part 950; monitoring of campaign overall performance as required by the CFC rules; review of evidence of disbursement controls through LFCC approval and monitoring of the budget; review of the fundraising practices; and, periodic review of financial reports.

The LFCC is responsible for providing the IPA with written representations, in a separate report, about all matters in paragraph 68 of SSAE Number 10, AT Section 601. The IPA will provide the required representations to the LFCC for signature.

The LFCC is also responsible for close review of the AUP report. Therefore, IPAs should present findings directly to the Chair of the LFCC, as well as the PCFO.

The LFCC is responsible for ensuring that the expenses charged against CFC funds are valid and appropriate expenditures and that any discrepancies identified during the audit processes are rectified.

PCFO RESPONSIBILITIES AND ASSERTIONS

Among other PCFO responsibilities discussed in this Guide, the PCFO is responsible for:

- A. Submitting to the LFCC an audit of collections and disbursements for each campaign managed [5 CFR § 950.105(d)(9)]. CFC Memorandum 2013-01 states this audit will be in the form of an AUP engagement performed by an IPA.
- B. Complying with 5 CFR Part 950 and OPM guidance.
- C. Establishing and maintaining effective internal controls.
- D. Evaluating and monitoring the effectiveness of internal controls.
- E. Providing the IPA with written representations, in a separate report, about all matters in paragraph 68 of SSAE Number 10, AT Section 601.
- F. Maintaining accounting records for 3 years from the AUP report date.

The PCFO must comply with the above requirements. Failure to comply with this Guide may result in the organization being barred from serving as the PCFO for one year or subject to other sanctions cited in 5 CFR § 950.603.

IPA QUALIFICATIONS AND RESPONSIBILITIES

This Guide requires a report on AUPs to be conducted by a licensed IPA in accordance with AICPA Statements on Standards for Attestation Engagements. The procedures must be performed by a licensed IPA who meets the general standards of qualification, independence, due professional care and quality control. The IPA must follow the standards and requirements contained in AICPA Statements on Standards for Attestation Engagements and all other applicable professional standards as they pertain to the following:

- *General Standards;*
- *Field work Standards; and*
- *Reporting Standards.*
 1. *Engagement Letter.* The letter must include, at a minimum, the following: A statement that the engagement is to be performed in accordance with and AICPA Attestation Standards, as applicable.
 2. A statement that the IPA will produce its report(s) by the agreed to (agreed to by the LFCC/PCFO and IPA) due date, which must be no later than August 1, 2013.
 3. A statement that both parties understand that the OPM intends to use the IPA's report to help carry out its responsibilities for oversight of the CFC.
 4. A statement that the IPA is required to provide OPM's Director and Office of the Inspector General (OIG), as well as the U.S. Government Accountability Office (GAO), or their representatives, access to working papers or related documents to review the engagement.

Engagement Quality. OPM and the OIG have implemented procedures for evaluating work performed by IPAs. As part of this evaluation, the IPA shall make working papers available upon request to OPM, the OIG or other representatives of OPM. To facilitate these requests, management's reporting package should include an information sheet identifying the name, address, and telephone number of the partner on the engagement. Working paper reviews *normally* will take place at the PCFO's office.

Whenever an OPM evaluation of a report or working papers discloses inadequacies by the IPA, the IPA may be asked to take corrective action. If OPM determines the report and working papers are substandard or contain inadequacies, referral to the AICPA and the cognizant State Board of Accountancy will be considered. When circumstances warrant, OPM will consider further action including notification to appropriate officials with authority to consider debarment from Federal programs.

FUTURE REVISIONS

It is the IPA's responsibility to ensure he/she is using the most current version of this Guide. OPM periodically revises CFC regulations and guidance and plans to issue revisions to this Guide to reflect these changes. Until the Guide is revised, inconsistencies may exist between the Guide and CFC regulations and OPM guidance. IPAs should follow the CFC regulations in effect for the period being examined and modify their procedures to test the CFC compliance requirements accordingly.

The IPA is also responsible for monitoring relevant changes in GAAS, including AICPA SASs and SSAEs, and for considering the implications of changes on the engagement.

Technical questions about applying the Guide and suggestions for improving future Guides should be sent to:

U.S. Office of Personnel Management
Director
Office of CFC
1900 E Street NW, Room 6484
Washington, D.C. 20415-0001

Telephone: (202) 606-2564
Fax: (202) 606-5056
Email: cfc@opm.gov

CHAPTER II

LFCC PROCEDURES FOR MONITORING COMPLIANCE

PROCEDURES

Chapter II contains specific procedures for three requisite elements to be followed by the LFCC. The primary objective of these procedures is to determine compliance with 5 CFR Part 950 and OPM guidance. In addition, the LFCC will evaluate the effectiveness of controls over compliance with 5 CFR Part 950 and OPM guidance. If the campaign's system of accounts and records make the use of these specific procedures inappropriate, the LFCC may request OPM to consider alternative procedures designed to produce similar results. These procedures should be performed on the **Fall 2012** CFC. The **Fall 2012** campaign is defined as the campaign that was solicited in the **Fall 2012**. The PCFO must assist the LFCC in completing these procedures by obtaining all necessary information described below and providing it or making it available to the LFCC. The LFCC must report on the results of its assessment, including any instances of non-compliance using the report format in Appendix A, Sample Report #5, titled Illustrative LFCC Report on Findings on page A-4. The LFCC must attach a copy of the "Pledge Processing Controls" document (Appendix B, page B-1) to its report. The three requisite elements include the following:

- General Compliance
- Charity List Compliance
- Pledge Processing Controls

General Compliance

Timeliness of Activity. The campaign period relies on a timeline determined by CFC regulation. Adherence to the timeline and compliance with critical activities such as selection of the PCFO, reporting of campaign results and timely disbursements of contributions and acknowledgement of donors is essential. Perform the following procedures:

1. Determine if the PCFO provided adequate opportunities for local federations and organizations to offer suggestions relating to the operation of the campaign, campaign materials, and training [5 CFR § 950.105(b)].
 - a. Obtain evidence from the PCFO that it provided federations and organizations with opportunities to offer suggestions. Evidence can be letters to federations and organizations, minutes from meetings where federations and organizations were present, or some other form.
 - b. If the PCFO cannot provide physical evidence that local federations and organizations were provided with opportunities to offer suggestions, then select a representative sample of 3 local federations and organizations. Contact the federations and organizations to determine if they were afforded the opportunity to offer suggestions. Whenever possible, the federations or organizations selected by the LFCC should not be affiliated or related to the PCFO. For example, if the PCFO is a United Way, then the representative sample should not include (if possible) other local United Ways participating as federations or

United Way affiliated member organizations.

Evaluation: Report as a finding where the PCFO did not provide local federations and organizations the opportunity to offer suggestions relating to the operation of the campaign, campaign materials, and training.

2. Determine if the PCFO notified federations and organizations of the amount designated, if any, and of the amount allocated from undesignated contributions by March 15, 2013 [5 CFR § 950.901(i)(1) and 2012/2013 Combined Federal Campaign Calendar of Events].
 - a. Obtain from the PCFO copies of notification letters with dates sent to federations and organizations that informed them of designated and undesignated amounts received from donors. The notification letter may be in the form of an e-mail.
 - b. Compare the date of the notification letters to the March 15 due date.

Evaluation: Report as a finding all instances where the PCFO did not notify federations and organizations of the amount designated, if any, and of the amount allocated from undesignated contributions by March 15.

3. Determine if the PCFO forwarded a list of donors that requested their name and address to be released to recipient organizations by March 15, 2013 [5 CFR § 950.601(c) and 2012/2013 Combined Federal Campaign Calendar of Events].
 - a. Obtain a copy of the letters with dates sent to organizations that contained the list of donors who requested their name and address be released. The letter may be in the form of an e-mail.
 - b. Review the list of contributors to determine that it omitted social security numbers.
 - c. Review the list to determine that it clearly identified the federation member organization (not just the federation) to receive the donor's name and address.

Evaluation: Report as a finding all instances where the PCFO did not forward a list of donors that requested their name and address be released to recipient organizations by March 15. Report all instances where the list did not omit the donor social security numbers. Report all instances where the list did not clearly identify the organization to receive the donor's name and address.

4. Determine if the PCFO made initial disbursements to federations and organizations by April 1, 2013 and a second disbursement no later than July 31, 2013 (quarterly) [5 CFR § 950.901(i)(2)].
 - a. Select 3 representative federations (one national, one international, and one local), 3 representative independent organizations (one national, one international, and one local), and 3 organizations that received one-time payments, if applicable, from the local campaign.
 - b. Obtain canceled checks made payable to each of the selected organizations for each disbursement during the campaign period from the PCFO and the canceled check for the approved interim PCFO expense reimbursement. If the PCFO's bank does not provide canceled checks, suitable substitutes would include copies of cleared checks included by the bank in the bank statements, electronic files provided directly from the bank, and microfilmed copies of the checks provided by the bank.
 - c. Compare the date of the first check to the April 1 due date. For campaigns with limited

receipts by the April 1 due date, the following hierarchy should be followed to determine if the initial disbursement was timely:

PCFO expense reimbursement;

If funds remaining, one-time payments;

If funds remaining, regular quarterly payments.

- d. Compare the dates of the remaining checks to ensure that the second disbursement was made no later than July 31, 2013.

Evaluation: Report as a finding all instances where the PCFO did not make the initial disbursement by April 1 and the second disbursement no later than July 31, 2013. **Note:** *If LFCC performs the procedures prior to the August 1 due date for the Agreed-Upon Procedures Report, there may only be one distribution to review.*

Charity List Compliance

1. Obtain the campaign charity list from the Fall 2012 campaign. Review the charity list and determine if the charity list contained required information for the following areas:
 - a. Required OPM information (OPM National List with Preface and Instructions) [5 CFR § 950.401(g)(1) and CFC Memorandum 2012-04].
 - b. A list of eligible voluntary organizations (divided into international, local, and national/international) and in the order prescribed by CFC Memorandum 2012-04 international, local, and national/international) [5 CFR § 950.401(g)(2)];
 - c. A description of the CFC program [5 CFR § 950.401(g)(1)(i)] – included under two titles: “What is the CFC?” And “Structure of the CFC”;
 - d. Instructions on how to obtain information about the programs and finances of the participating organizations [5 CFR § 950.401(g)(1)(iii)] – titled “Making Informed Giving Decisions”;
 - e. A statement informing employees of their right to make a choice to contribute or not to contribute [5 CFR § 950.401(e)] – This statement reads “Do I have to give through the CFC? No. Participation in the CFC is strictly voluntary”;
 - f. A statement informing employees of their right to give a confidential gift in a sealed envelope [5 CFR § 950.401(e)] – This statement reads “If you prefer, you may donate to the CFC anonymously by placing your confidential gift in a sealed standard envelope.”;
 - g. A statement informing employees of their rights to pursue complaints of undue pressure or coercion in federal fund-raising activities [5 CFR § 950.401(g)(1)(iv)] – This statement reads “Civilian employees may register complaints about coercion with the LFCC and contact their personnel offices; military personnel should contact their commanding officers.”.
 - h. Statements informing employees of their right to designate or not to designate [5 CFR § 950.401(e)] – These statements read “Simply designate the organization(s) of your choice where indicated on your pledge form by entering the five-digit code and the amount you wish to pledge.” And “All funds contributed to the CFC that are not designated to a specific organization or federation will be treated as undesignated funds and distributed to all organizations listed in the CFC Charity List in the same proportion as they received designations.”;
 - i. A statement that designations may only be made to listed organizations and that write-in designations are prohibited [5 CFR § 950.401(g)(1)(ii)] – This statement reads “You cannot designate to an organization that is not listed in this Charity List. Adding

- organizations not listed, or “write-ins”, is prohibited by CFC regulations and donations to such organizations will be treated as undesignated funds.”;
- j. An explanation of the distribution procedures for undesignated funds [5 CFR § 950.401(g)(1) and CFC Memorandum 2012-04] – titled “What if I choose not to specify an organization or federation to receive my CFC contribution?”;
 - k. An explanation of the payroll deduction privilege [5 CFR § 950.401(g)(1)(i)] – titled “What is the payroll deduction option?”; and
 - l. No organization symbols or other distractions were in use that could compete for the donor’s attention [5 CFR § 950.401(f)].
2. Determine whether the organization listing in the charity list included an Introduction/Preface with the following sections as required by CFC Memorandum 2012-04:
 - a. What is the CFC?;
 - b. Structure of the CFC;
 - c. Public Accountability;
 - d. The CFC Charity List;
 - e. Making Informed Giving Decisions;
 - f. Do I Have to Give Through the CFC?;
 - g. Can I Specify Which Organization Will Receive My Contribution?;
 - h. What are Independent Organizations and Federations?;
 - i. How Do I Designate A Federation, Or Alternatively, One Of Its Members, To Receive My Contribution?;
 - j. How Do I Designate An Independent Organization To Receive My Contribution?;
 - k. What if I Choose Not to Specify an Organization or Federation to Receive my CFC Contribution?;
 - l. What is the International General Designation Option?
 - m. What is the Payroll Deduction Option?;
 - n. Will I Receive a Receipt for My Contribution?;
 - o. What are the Costs of the Campaign?;
 - p. What is On-Line Pledging or E-Giving?; and
 - q. Visit the CFC Homepage.
 3. Determine whether the organization listing in the charity list included a section titled, "National/International Organizations" which contained:
 - a. An accurate reproduction of the OPM Director's list (unless there were waivers) [5 CFR § 950.401(g)(2) and CFC Memorandum 2012-04];
 - b. The title "National/International Independent Organizations" preceded the listing of independent organizations [5 CFR § 950.401(g)(2) and CFC Memorandum 2012-04]; and
 - c. A list of National federations with their member organizations and identified as federations [5 CFR § 950.401(g)(3)].
 4. Determine whether the organization listing in the charity list included a section titled, "International Organizations" which contained:
 - a. An accurate reproduction of the OPM Director's list (unless there were waivers) [5 CFR § 950.401(g)(2) and CFC Memorandum 2012-04];
 - b. The title "International Independent Organizations" preceded the listing of independent organizations [5 CFR § 950.401(g)(2) and CFC Memorandum 2012-04]; and
 - c. A list of International federations with their member organizations and identified as

federations [5 CFR § 950.401(g)(3)].

5. Determine whether the organization listing in the charity list included a section titled, "Local Organizations" and each organization listed contained:
 - a. A 25-word description (campaigns with pledges less than \$100,000 in the 2011 campaign are exempt from this requirement), the Employer Identification Number (EIN), and if applicable, the legal name of the organization; the percentage of their administrative and fundraising expenses for the preceding calendar year; a telephone number; and a taxonomy (NTEE) code [5 CFR § 950.401(g)(2) and CFC Memorandum 2012-04];
 - b. A code number for each organization listed [5 CFR § 950.401(g)(3)];
 - c. A title "Local Independent Organizations" preceding the listing of local independent organizations [5 CFR § 950.401(g)(2) and (3)]; and
 - d. Local federations listed with their member organizations and identified as federations [5 CFR § 950.401(g)(3)].

Evaluation: Report as a finding all instances where the local campaign charity list did not include the required information or included items not allowed by the regulations (item 1.f).

Pledge Processing Controls

The PCFO is required to follow certain regulations and OPM guidance in preparing and processing pledge forms [CFC Memorandum 2009-05, 5 CFR § 950.105(d)(5), 5 CFR § 950.402(a), 5 CFR § 950.402(b)] and should have effective internal controls in place to ensure compliance [5 CFR § 950.105(d)(1), 5 CFR § 950.105(d)(4), 5 CFR § 950.402(c), and 5 CFR § 950.402(d)].

1. Obtain a pledge form used in the Fall 2012 campaign from the PCFO. Compare this pledge form to the model pledge form provided by OPM (CFC Memorandum 2012-02). Determine if the pledge form used in the local campaign was:
 - a. Consistent with these regulations and instructions by the Director [5 CFR § 950.105(d)(5)];
 - b. Reproduced based on the model pledge form provided by the Director each year at the local level [5 CFR § 950.402(a)];
 - c. Not modified from the model pledge form unless approved by the Director in advance, except for incorporating additional giving levels and including their award recognition program [5 CFR § 950.402(b)];

Evaluation: Report as a finding all instances where the PCFO's prepared local pledge form is not in accordance with 1a-c.

2. Obtain from the PCFO the completed "Pledge Processing Controls" document (See Appendix B, page B-1) and a walkthrough of the process. The walkthrough should include the PCFO physically demonstrating to the LFCC how pledge forms are received, validated, processed, and accurately entered into pledge systems. The LFCC should also note any findings identified by the Independent Public Accountant in its test of pledge forms (page III-1, step 2) from the previous Agreed-Upon Procedures audit and consider these findings for areas of improvement in the PCFO's pledge processing.
 - a. Using the "Pledge Processing Controls" document, determine whether or not the PCFO

described controls for all questions.

Evaluation: Report as a finding all instances where the PCFO did not describe controls or described inadequate controls for questions on the “Pledge Processing Controls” document.

CHAPTER III

IPA AGREED-UPON PROCEDURES

PROCEDURES

Chapter III contains specific procedures for six requisite elements to be followed during the examination by the IPA. The primary objective of these procedures is to determine LFCC and PCFO compliance with 5 CFR Part 950 and OPM guidance. In addition, the IPA will evaluate the effectiveness of LFCC and PCFO controls over compliance with 5 CFR Part 950 and OPM guidance. Should the LFCC's and PCFO's system of accounts and records make the use of these specific procedures inappropriate, the IPA may request OPM to consider alternative procedures designed to produce similar results. These procedures should be performed on the CFC activity from the **Fall 2011** campaign. The **Fall 2011** campaign is defined as the campaign that was solicited in the **Fall 2011** with receipts and distributions through the early months of 2013. The IPA must prepare an AUP report on the results in accordance with the applicable SSAE and Attestation Standards. The IPA must attach the "Schedule of Campaign Receipts and Disbursements", "Distribution Schedule(s)", "Schedule of Budget vs. Actual Expenses", "Outstanding Check List" and "LFCC Member List" used below to the AUP report or provide them electronically to the LFCC and OPM. If the PCFO also participates as a federation, the IPA must attach the "Federation CFC Distribution Schedule" and the "Federation CFC Receipts Schedule" to the AUP report or provide them electronically to the LFCC and OPM. If the PCFO does not participate as a federation, the IPA should clearly note this in the report. The six requisite elements include the following:

- Pledge Form Tracking System
- LFCC Processes
- PCFO Budget and Administrative Expenses
- Receipt and Disbursement of Funds
- PCFO as a Federation
- Status of Prior Year's Findings

Pledge Tracking System

In order for the PCFO to properly follow the regulations cited in Chapter II under the "Pledge Processing Controls" section, they must enter the information accurately in their pledge tracking system and have sufficient quality controls to ensure accurate payments to charitable organizations. In addition, OPM first recommended PCFOs track and analyze payroll office receipts via CFC Memorandum 2003-4, which included written procedures. OPM began requiring this tracking and analysis by PCFOs in CFC Memorandum 2006-5. Test the PCFO's pledge form tracking system and payroll office receipt tracking and analysis by performing the following steps.

1. Based on campaign pledges, select a representative sample of pledge forms from the 2011 campaign. Pledge forms selected should represent all types of donations, including cash, designated and undesignated funds.

- a. Campaigns with pledges of \$1 million or greater: Select a sample of 200 pledge forms. One hundred fifty should be selected from the pledge tracking system and traced to the pledge forms. Fifty should be selected from the pledge forms and traced to the pledge tracking system. For campaigns using an electronic giving method, ten of these fifty should come from the electronic giving system donor reports. *(The IPA must retrieve the electronic reports from the electronic giving system directly. The two main electronic giving systems used, EEX and CFC Nexus, do allow retrieval of historical reports. Please contact OPM if you are unable to retrieve the reports directly from the electronic giving system.)*
 - b. Campaigns with pledges between \$150,000 and \$1 million: Select a sample of 100 pledge cards. Seventy-five should be selected from the pledge tracking system and traced to the pledge cards. Twenty-five should be selected from the pledge cards and traced to the pledge tracking system. For campaigns using an electronic giving method, five of these twenty-five should come from the electronic giving system donor reports. *(See note in (a)).*
 - c. Campaigns with pledges less than \$150,000: Select a sample of 25 pledge cards. Fifteen should be selected from the pledge tracking system and traced to the pledge cards. Ten should be selected from the pledge cards and traced to the pledge tracking system. For campaigns using an electronic giving method, two of these ten should come from the electronic giving system donor reports. *(See note in (a)).*
2. Trace and determine that the following information from each pledge form agrees to the PCFO's automated system or pledge records:
 - a. Donor Name
 - b. Each Charity Code Number and Amount Donated
 - c. Total Amount Donated
 - d. Donor's Choice to Release or Not to Release Name, Home Address, Home Email Address and/or Pledge Amount (If the donor did not specifically list the information in the recognition options box, it should be entered in the system as no release)

Evaluation: Report as a finding all instances where the PCFO's pledge tracking system does not agree with the pledge form.

3. Obtain from the PCFO a copy of its spreadsheet used to track and analyze payroll office receipts. Review the spreadsheet to determine that it:
 - a. Includes the amount of payroll deduction pledges by Federal Agency/Department and that it calculates an estimated amount due from each Federal Agency's/Department's payroll office by pay period (this would be calculated by taking the payroll deduction pledges by Federal Agency/Department and dividing by the number of expected pay periods);
 - b. Compares the estimated amount due from each payroll office by pay period to the actual amount received from each payroll office; and
 - c. Identified any instances where actual receipts from a Federal Agency's/Department's payroll office exceeded the estimated amount. If so, obtain correspondence from the PCFO with the payroll office or with OPM.

Evaluation: Report as a finding any instance where the PCFO did not prepare a spreadsheet to track and analyze payroll office receipts; the spreadsheet did not include the items reviewed for in 3a. and 3b; or did not correspond with either the payroll office or OPM when it identified that actual receipts exceeded the estimated amount due from payroll offices. (Note: No finding is required if the PCFO has notified OPM and is still waiting for a resolution.)

LFCC Processes

During the annual PCFO application process, a federation, charitable organization, or combination of charitable organizations or federations(s) wishing to administer the local CFC, must submit a written campaign plan to the LFCC on or before the deadline set by the LFCC. The plan must be in sufficient detail to allow the LFCC to determine if the applicant could administer an efficient and effective CFC. The plan should also include a CFC budget that details all costs estimated to be required to operate the CFC. The costs in the budget should be based on estimated actual expenses, not on the percentage of the funds raised in the local campaign [5 CFR § 950.105(c)]. The LFCC does have the option of selecting a PCFO for up to three years, subject to annual review.

LFCCs are responsible for determining eligibility of local charitable organizations applying for participation in the campaign [5 CFR §950.204] and ensuring that campaign materials are prepared in accordance with CFC regulations [5 CFR §950.401]

1. Obtain the PCFO's 2011 application from the LFCC or PCFO or, if the LFCC selected the PCFO on a multi-year agreement in 2009 or 2010, obtain a copy of the PCFO's application and the minutes of the LFCC meeting(s) documenting the annual review of the PCFO's performance and the renewal of the PCFO's agreement.
 - a. Review the application for a signed statement by an appropriate official of the PCFO that it will administer the CFC fairly and equitably [5 CFR § 950.105(c)(2)(i)];
 - b. Review the application for a signed statement by an appropriate official of the PCFO that it will conduct the applicant's non-CFC operations separately from the campaign operations [5 CFR § 950.105(c)(2)(ii)];
 - c. Review the application for a signed statement by an appropriate official of the PCFO that it will be subject to the decisions and supervision of the LFCC and/or Director³ [5 CFR § 950.105(c)(2)(iii)] and to the provisions of 5 CFR § 950.603 [5 CFR § 950.105(c)(3)].
 - d. Review the application to verify it does not include a statement the PCFO was subject to the provisions of 5 CFR §950.403
 - e. If 2011 was a renewal of a multi-year agreement, review the minutes of the LFCC meeting. Determine if the LFCC performed a review of the PCFO's 2010 performance prior to renewing the PCFO agreement.

Evaluation: Report as a finding all instances where the PCFO did not include the signed statements in #1 a) to c) above or the LFCC did not perform an annual review of the PCFO's performance prior to renewing a multi-year agreement. Report as a finding all instances where the PCFO application included a statement that they were subject to the provisions of 5 CFR §950.403.

³ "Director" is defined in the regulations as "the Director of the Office of Personnel Management or his/her designee".

2. Obtain a dated copy of the LFCC minutes documenting their selection of the PCFO and their approval of the PCFO's campaign plan and budget. Compare the date of the LFCC minutes to the February 11, 2011 deadline set by 5 CFR § 950.801(a)(3) and 2010/2011 Combined Federal Campaign Calendar of Events. Minutes of LFCC meetings are required to be maintained by 5 CFR § 950.104(b)(1). If there are no minutes to the LFCC meetings, other documentation, such as a dated and signed letter from the LFCC to the PCFO, may be used to determine the selection date.

Evaluation: Report as a finding all instances where the LFCC did not select the PCFO and approve the PCFO's campaign plan and budgeted expenses, on or before February 11, 2011. Report as a finding all instances where the LFCC did not maintain minutes of LFCC meetings.

3. Obtain a copy of the notice to local organizations announcing application period for the 2011 campaign. Determine if the application period was open for at least 30 calendar days [5 CFR § 950.801(a)(5)]. Determine if the application period ended on or before April 1, 2011 [2010/2011 Combined Federal Campaign Calendar of Events]. **Note:** The notice is not required to be a legal notice. It can be an e-mail to all past participating organizations, a notice on the CFC website, etc. The purpose is that local charities are sufficiently informed of the application period.

Evaluation: Report as a finding all instances where local organizations were not notified of the application period. Report as a finding all instances where the local application period was not open for at least 30 calendar days. Report as a finding all instances where the local application period ended after April 1, 2011.

4. Obtain a copy of the local application review sheet and completeness review sheet used by the LFCC to determine eligibility of local independent applicants for the 2011 campaign. Determine if the review sheets included the following requirements:
 - a. All application certifications were checked and application is signed [5 CFR §950.203(b)];
 - b. The organization meets local, adjacent, or statewide presence [5 CFR §950.204(b)(1)];
 - c. Verification that Attachment A lists Human Health and Welfare services in calendar year 2010 [5 CFR §950.203(a)(1)];
 - d. The organization is recognized by the IRS as a 501(c)(3) tax exempt organization [5 CFR §950.202(b)];
 - e. Organizations with IRS Form 990 reported revenues over \$250,000 provided audited financial statements, those statements are in accordance with GAAS/GAAP, for a fiscal year ending on or after June 30, 2009, and are signed by the audit firm on audit firm letterhead [5 CFR §204(b)(2) and 5 CFR §203(a)(2)];
 - f. The organization provided an IRS Form 990 for the same fiscal year as the audited financial statements (if required to provide audited financial statements) or a fiscal year ending on or after June 30, 2009, the IRS Form 990 is signed by an officer, includes Parts I, II, VII, VIII, IX and XI; and the Administrative and Fundraising Rate is calculated by adding Part IX lines 25 column (C) and 25 column (D) and dividing this sum by Part VIII line 12 column (A) [5 CFR § 950.203(a)(3); 5 CFR §950.203(a)(4); 5 CFR §950.203(a)(5) and CFC Memorandum 2009-8].

Evaluation: Report as a finding all instances where the local independent application review sheet and/or the completeness review sheet did not include all the items listed in 4a. through 4f. above. Report as a finding all instances where the LFCC did not use a local independent application review sheet and/or completeness review sheet.

5. Obtain a copy of the local application review sheet and completeness review sheet used by the LFCC to determine eligibility of local federation applicants for the 2011 campaign. Determine if the review sheets included the following requirements:
 - a. All application certifications were checked and application is signed [5 CFR §950.303(c) and (e)(2)];
 - b. A determination that Attachment A lists at least 15 member organizations (the federation is not considered a member organization) and the federation has certified each member is qualified to participate in the CFC [5 CFR §950.303(c) and (e)(2)];
 - c. The organization is recognized by the IRS as a 501(c)(3) tax exempt organization [5 CFR §950.303(c)];
 - d. Organization provided audited financial statements, those statements are in accordance with GAAS/GAAP, for a fiscal year ending on or after June 30, 2009, and are signed by the audit firm on audit firm letterhead and include verification the federation is honoring designations to member organizations [5 CFR §950.303(c)(2) and (e)(2)(i)];
 - e. The organization provided an IRS Form 990 for the same fiscal year as the audited financial statements, the IRS Form 990 is signed by an officer includes Parts I, II, VII, VIII, IX and XI; and the Administrative and Fundraising Rate is calculated by adding Part IX lines 25 column (C) and 25 column (D) and dividing this sum by Part VIII line 12 column (A) [5 CFR § 950.303(c) and CFC Memorandum 2009-8].
 - f. The application includes a list of Board of Directors, their terms of office, and the calendar year 2010 meeting dates/locations [5 CFR §950.303(e)(2)(ii)];
 - g. The application includes an annual report for a fiscal year ended June 30, 2009 or later, the annual report identifies the board and chief administrative personnel, it describes the organizations activities during the report period, and it describes the federations dues/fees structure [5 CFR §950.303(e)(2)(iii)].

Evaluation: Report as a finding all instances where the federation application review sheet and/or the completeness review sheet did not include all the items listed in 5a. through 5g. above. Report as a finding all instances where the LFCC did not use a federation application review sheet and/or completeness review sheet.

6. Based on 2011 applications, select a sample of completed local applications and the related review sheets from the 2011 campaign. The sample should include both admitted and denied organizations and a mix of local independent organizations, local federations, and local federation members. (*Note: IPA should obtain a list of local federation members reviewed by the LFCC as only a sample of local federation members are actually reviewed by the LFCC. Sample of local federation members should be selected from this list.*)
 - a. Campaigns with pledges \$1 million or greater: Select 25 review sheets and related applications.
 - b. Campaigns with pledges between \$150,000 and \$1 million: Select 15 review sheets and related applications.
 - c. Campaigns with pledges below \$150,000: Select 10 review sheets and related

applications.

7. Determine that all items on the local application review sheets were documented as reviewed, any application review sheets that showed an organization did not meet one of the requirements was recommended for denial, and the application review sheets were signed by a federal employee reviewer. Trace and determine that the information documented on the review sheet agrees to the related application. [5 CFR §950.104(b)(3)]

Evaluation: Report as a finding all instances where items on the local application review sheets were not documented as reviewed, an organization that did not meet one of the requirements was not recommended for denial, the application review sheet was not signed by a federal employee reviewer, or the application review sheet was not supported by the application documentation.

8. Obtain a list of the LFCC members, their agency affiliations, their contact information and the LFCC meeting minutes for calendar years 2011, 2012 and 2013. CFC regulations at 5 CFR §950.101 defines the LFCC as the group of Federal officials designated by the Director to conduct the CFC in a particular community. Determine if all members of the LFCC are current Federal employees. Determine if all members are active (i.e., participate in the LFCC meetings).

Evaluation: Report as a finding all instances where the LFCC includes members who are not current Federal employees. Include with the report the listing of 2013 LFCC members, their agency affiliations and their contact information. Include with the report the dates of LFCC meetings in calendar years 2011 and 2012.

PCFO Budget and Administrative Expenses

During the annual PCFO application process, a federation, charitable organization, or combination of charitable organizations or federations(s) wishing to administer the local CFC, must submit a written campaign plan to the LFCC on or before the deadline set by the LFCC. The plan must be in sufficient detail to allow the LFCC to determine if the applicant could administer an efficient and effective CFC. The plan must also include a CFC budget that details all costs estimated to be required to operate the CFC. The costs in the budget must be based on estimated actual expenses, not on the percentage of the funds raised in the local campaign [5 CFR § 950.105(c)].

The PCFO may recover from the gross receipts of the campaign its actual costs of administering the local campaign. In no event should the amount recovered for expenses exceed by more than 10 percent the estimated budget submitted. The campaign expenses must be shared proportionately by all the recipients according to their percentage share of gross campaign contributions [5 CFR § 950.106].

1. Review the PCFO's budgeted expenses from the Fall 2011 campaign to determine that they are based on actual expenses and not a percentage of funds raised [5 CFR § 950.105(c)(1)].
 - a. Obtain a copy of the PCFO campaign plan from the Fall 2011 campaign, including budgeted expenses, and a detailed list of the prior campaign's actual expenses from the PCFO.
 - b. Compare the expense categories and amounts in the Fall 2011 campaign's budget to the

prior campaign's actual expenses. The categories and amounts should be similar or include an explanation for the change.

- c. Review the PCFO budget description in the Fall 2011 campaign's plan. Make sure the description does not state that the budget is based on a percentage of funds raised.

Evaluation: Report as a finding all instances where the PCFO's budgeted expenses are not based on estimated actual expenses or where the budgeted expenses are based on a percentage of funds raised.

2. Obtain a copy of the Schedule of Budget vs. Actual Expenses incurred by and reimbursed to the PCFO for administering the Fall 2011 campaign. Trace and determine that actual expenses incurred agree with the PCFO's general ledger.
3. Compare the PCFO's actual expenses to their budgeted expenses and determine whether total actual expenses exceeded total budgeted expenses by more than 10 percent. If the total actual expenses exceeded total budgeted expenses by more than 10 percent, review accounting records to determine whether the PCFO absorbed (did not reimburse itself) the excess amount over 10 percent. Amounts recovered by the PCFO in excess of the 10 percent should be set out as not charged to the campaign, unless they were approved by OPM's Director [5 CFR § 950.106(a)].

Evaluation: Report as a finding all instances where the PCFO's actual expenses do not agree to the general ledger or where total actual expenses reimbursed are more than 110 percent of the total budgeted expenses and not approved by OPM's Director.

4. Obtain a copy of or document the PCFO's policy for campaign expense reimbursement. Compare the PCFO's policy to 5 CFR § 950.106(b), which states that the PCFO should cover all campaign expenses at the start of the campaign and then recover their costs from the gross receipts of the same campaign. The campaign expenses should cover the entire campaign period (usually a 24 month period) and the reimbursement policy must be in compliance with CFC Memorandum 2008-09. The PCFO may obtain a commercial loan or line of credit. It may not, however, use receipts from a prior campaign to cover current campaign expenses.

Evaluation: Report as a finding all instances where the PCFO is not properly matching campaign receipts and expenses. Report as a finding all instances where the reimbursement policy is not in compliance with CFC Memorandum 2008-09. Report as a finding all instances where a PCFO is using receipts from a prior campaign to cover current campaign expenses.

5. Either from the Schedule of Budget vs. Actual Expenses obtained in #2 above or from the PCFO's accounting records (journal or general ledger) that support the Schedule of Budget vs. Actual Expenses obtained in #2 above, select a representative sample of expenses incurred by and reimbursed to the PCFO for the Fall 2011 campaign. The sample size is based on actual pledges and should include allocated expenses. For example, some employees do not work full time on CFC activities and their salaries may be allocated on a time equivalent ratio or rent/utilities may be allocated based on a percentage of square feet occupied by CFC staff [5 CFR § 950.106(a)]. For campaigns with pledges \$1 million and over, the sample size is 25 expenses, with 3 being allocated expenses. For campaigns with

pledges between \$150,000 and \$999,999, the sample size is 10 expenses, with 2 being allocated. For campaigns with pledges under \$150,000, the sample size is 5 expenses, with 1 being allocated.

- a. For the expenses that are not allocated, trace and determine that the expense agrees back to supporting documentation that contains a justification that the expense was CFC related. Supporting documentation should include an invoice, billing, receipts, travel reports, or other supporting documentation.
- b. For the allocated expenses, review the allocation methodology to determine that the methodology is reasonable and that the CFC incurs a fair share of the costs. In addition, the allocations must be based on actual amounts that can be traced and agreed to the general ledger. For example, if the PCFO is allocating 10 percent of rent out of a total of \$100,000, then the \$100,000 total rent should be traced to the PCFO's non-CFC general ledger and the 10 percent should be based on the fact that the CFC occupies 10 percent of the square footage in the building.
- c. For all sample expenses, compare the title of the actual expense or its general ledger account to the budget categories from the PCFO's campaign plan. Determine that PCFO is not charging for expenses not listed in the budget.

Evaluation: Report as a finding all instances where the PCFO's actual expenses were not supported by source documentation, justified as CFC related, allocated in a fair or reasonable method, allocated based on actual expenses, or included as part of the budget in the PCFO's campaign plan.

6. From the Schedule of Budget vs. Actual Expenses obtained in #2 above or the PCFO's accounting records, determine if the PCFO has charged the campaign for interest expenses.
 - a. If there is interest expense, then obtain supporting documentation from the PCFO to determine that the PCFO used a commercial loan to pay for campaign expenses. If the PCFO did not obtain a commercial loan but still charged the campaign for interest expense, then report this as a finding. 5 CFR § 950.106(b) only allows for interest expense if the PCFO obtained a commercial loan. The PCFO may not charge interest for using its own funds to pay for campaign expenses.
 - b. If there is no interest expense, then no further work is required.

Evaluation: Report as a finding all instances where the PCFO charged the campaign for interest expenses, but did not obtain a commercial loan.

Receipt and Disbursement of Funds

Contributors may choose to direct their gifts to a specific voluntary organization(s) or federation(s) of his or her choice by designating organizations/options on their pledge forms.

Contributors may also select the international general designation option. If they do not wish to designate their contributions to a specific organization(s), federation(s), or use the international general designation option, contributions are considered undesignated.

The PCFO receives contributions through cash donations or payroll deductions. The PCFO is allowed to reimburse itself for actual campaign expenses approved by the LFCC from the current year's receipts. The PCFO is responsible for the accuracy of disbursements and must disburse

receipts, less their expenses, in accordance with contributor designations. The PCFO must make its initial disbursement by April 1 and at least quarterly thereafter.

CFC Memorandum 2006-5 directed campaigns to develop and follow policies and procedures regarding un-cashed checks. In the memorandum, we recommend that this policy be documented and implemented after a check has gone un-cashed for six-months and the procedures include at least three documented follow-up attempts to reach the payee by phone and e-mail. The memorandum directed that if it is determined that the payee is no longer active, the funds must be distributed among the remaining organizations for that campaign as undesignated funds.

1. Obtain a completed “Schedule of Campaign Receipts and Disbursements”, “Distribution Schedule” and, if applicable, an “International Distribution Schedule” (see Appendix B, page B-2) from the PCFO for the Fall 2011 campaign. Templates for these schedules will be available in MS Excel format on the CFC website at www.opm.gov/cfc [5 CFR § 950.105(d)(8)]. Two Distribution Schedule templates are available depending on whether the campaign tracks cash donations separately from pledge donations. The PCFO must break out the bank fees and credit card fees from the Administrative Expenses and show these in the appropriate columns on the Schedule of Campaign Receipts and Disbursements. The PCFO must break out credit card receipts, cash/check, payroll receipts and interest earned and show these in the appropriate columns on the Schedule of Campaign Receipts and Disbursements.
2. Trace and determine that the total campaign receipts, reimbursed administrative expenses, and total campaign disbursements from the “Schedule of Campaign Receipts and Disbursements” agree with the PCFO’s general ledger and the administrative expenses and total campaign disbursements to the totals on the “Distribution Schedule.” If differences are noted between these totals on the schedules and/or the general ledger, request the PCFO to provide corrected schedules [5 CFR § 950.105(d)(8)].

Evaluation: Report as a finding all instances where the PCFO cannot produce schedules that agree with each other and/or its general ledgers. Report as a finding all instances where the PCFO does not break out bank fees, credit card fees, credit card receipts, cash/check receipts, payroll receipts and interest earned and report them in the appropriate columns on the Schedule of Campaign Receipts and Disbursements.

3. Review the “Schedule of Campaign Receipts and Disbursements” for the following:
 - a. PCFO began the collection of cash receipts during the period September – December, depending on the start of their solicitation period [5 CFR § 950.102(a)].
 - b. Disbursements began by April 1 and continued at least quarterly thereafter [5 CFR § 950.901(i)(2)]. For campaigns with limited receipts by the April 1 due date, the following hierarchy should be followed to determine if the initial disbursement was timely:
 - PCFO expense reimbursement;
 - If funds remaining, one-time payments;
 - If funds remaining, regular quarterly payments.
 - c. Total campaign receipts (cash/checks, payroll deductions, and interest), less bank service charges and administrative expenses, were distributed by the PCFO. The ending balance

should equal \$0 [5 CFR § 950.901(i)(2)].

Evaluation: Report as a finding all instances where the PCFO did not begin collecting receipts between September and December based on their solicitation period, make initial disbursements by April 1 and/or did not disburse all receipts, less administrative expenses by the end of the campaign. **Note:** *If the organization is holding funds to pay for the Agreed-Upon Procedures engagement, this amount should be shown as a separate line item on the “Schedule of Campaign Receipts and Disbursements” and be included as an administrative expense to determine the ending balance. If the organization is holding funds it received erroneously and is awaiting OPM direction for the distribution of these funds, this amount should be shown on a separate line item on the “Schedule of Campaign Receipts and Disbursements” and be included in the payroll receipt column as a negative number. The campaign must have an e-mail from OPM as documentation for this amount.*

4. From the “Schedule of Campaign Receipts and Disbursements”, select 6 representative months of campaign receipts.
 - a. Trace amounts back to deposits and interest on bank statements for the selected months and determine that the amounts agree with the bank statements [5 CFR § 950.105(d)(8)]. If a month selected is during a period in which receipts from two campaigns are deposited in the bank, request the “Schedule of Campaign Receipts and Disbursements” for the overlapping campaign. The combined total for the month from the two schedules should agree with the bank statement;
 - b. Determine that all deposits on the bank statements are included on the “Schedule of Campaign Receipts and Disbursements” [5 CFR § 950.105(d)(8)].

Evaluation: Report as a finding all instances where the PCFO’s campaign receipts are not supported by deposits listed on the bank statements and where the bank statements include deposits not listed on the “Schedule of Campaign Receipts and Disbursements.”

5. From the "Distribution Schedule", determine that organizations were distributed funds in accordance with regulations [5 CFR § 950.106(c) and 950.501(a)]. These steps should be performed on the amounts in both sections of the Distribution Schedule (Monthly/Quarterly Disbursements and the One-Time Disbursements).
 - a. From the Distribution Schedule, compare the GRAND TOTAL of Designated, Undesignated, and IIII Designated dollars to the Total Designated, Undesignated, and IIII Designated dollars in the pledge tracking system.
 - b. From the Distribution Schedule, compare the Undesignated Percentage for all organizations (national, international and local) to the Designated Percentage.
 - c. If the PCFO tracks cash donations separately and pays cash at 100 percent, from the Distribution Schedule, compare the Undesignated Cash Percentage for all organizations to the Designated Percentage in step b. All Cash, whether Designated or Undesignated, should be distributed in the same proportion as the amount of Designated pledges. If the PCFO does not track cash donations separately, skip to step d.
 - d. From the Distribution Schedule, compare the Expense Percentage to the Gross Allocation Percentage.

From the Distribution Schedule, confirm that the Shrinkage Percentages for all organizations paid monthly are the same (within .02 percent variance. For example, if the shrinkage should be 5.50 percent, we would allow the payment to have a shrinkage of anywhere between 5.48

percent and 5.52 percent). *(NOTE: This step is based on the formula used in the electronic template which divides the shrinkage amount per organization by the pledges for that organization. If this campaign uses an internally prepared Distribution Schedule with a different formula, please contact the OPM Office of CFC for approval of alternate procedures.)***Evaluation:** Report as a finding all instances where the Grand Total of Designated, Undesignated, and IIIII Designated dollars does not agree to the total Designated, Undesignated, and IIIII Designated dollars in the pledge tracking system. Report as a finding all instances where Undesignated Percentage on the Distribution Schedule does not agree to the Designated Percentages on the Distribution Schedule. Report as a finding all instances where the Undesignated Cash Percentage does not agree to the Designated Percentages on the Distribution Schedule. Report as a finding all instances where the Expense Percentage on the Distribution Schedule does not agree to the Gross Allocation Percentage. Report as a finding all instances where the Shrinkage Percentages for monthly payments on the Distribution Schedule are not within the acceptable variance.

6. If donors selected the IIIII General Designation Option, then perform these procedures. From the “International Distribution Schedule”, determine that the IIIII General Designation Option Funds were distributed in accordance with the regulations [5 CFR § 950.101]. Otherwise skip to #7.
 - a. From the International Distribution Schedule, compare the organizations listed to the organizations listed in the International Organizations section of the 2011 campaign Charity List. Also, compare organizations listed on the International Distribution Schedule to the organizations listed on the Distribution Schedule.
 - b. From the International Distribution Schedule, compare the Designated dollar amounts to the Designated dollar amounts from the Distribution Schedule.
 - c. From the International Distribution Schedule, compare the IIIII Designated dollar amounts to the IIIII Designated dollar amounts from the Distribution Schedule.
 - d. From the International Distribution Schedule, compare the IIIII Designated Percentage column to Designated Percentage column.

Note: The IIIII General Designation Option means that the donor wishes that his or her gift be distributed to all of the international organizations listed in the International Section of the campaign Charity List in the same proportion as all of the international organizations received designations in the local CFC. It does not affect the National or local federations or independent organizations.

Evaluation: Report as a finding all instances where the International organizations listed on the International Distribution Schedule do not agree to the organizations listed in the International Organization Section of the 2011 Charity List and the International organizations listed on the Distribution Schedule. Report as a finding all instances where the IIIII General Designations were shared with organizations other than the International organizations listed in the 2011 Charity List. Report as a finding all instances where the Designated dollar amounts and IIIII Designated dollar amounts on the International Distribution Schedule do not agree to the same amounts on the Distribution Schedule. Report as a finding all instances where the IIIII Designated Percentage on the International Distribution Schedule do not agree with the Designated Percentage on the International Distribution Schedule.

7. The PCFO, at the direction of the LFCC, may make one-time disbursements to organizations that received minimal donations from federal employees. The PCFO may deduct the proportionate amount of each organization's share of the campaign's administrative costs and the average of the previous 3 campaigns' pledge loss from the one-time disbursement. This is the only approved application of adjusting for pledge loss [5 CFR § 950.901(i)(3)]. If the campaign made one-time disbursements, then perform the following procedures; otherwise, skip to #8:
 - a. Obtain the specific LFCC meeting minutes documenting its approval of the one-time disbursement and approved ceiling amount from the LFCC or PCFO.
 - b. Review LFCC meeting minutes to determine the LFCC's approval of one-time disbursement and ceiling amount.
 - c. From the One-Time Disbursement section of the Distribution Schedule, compare each of the one-time disbursement amounts to the LFCC approved ceiling to determine that all one-time disbursements were for pledge amounts below the LFCC approved ceiling.
 - d. Obtain from the PCFO supporting documentation for the previous 3 campaigns' pledge loss and calculate the average 3-campaign period loss.
 - e. From the One-Time Disbursement section of the Distribution Schedule, compare the Shrinkage %⁴ for each organization to the average calculated in step 7 d to determine that the average of the previous 3 campaigns' pledge loss was used.

Evaluation: Report as a finding all instances where the one-time disbursements and ceiling amounts were not approved by the LFCC. Report as a finding all instances where one-time disbursements were made for pledge amounts above the LFCC approved ceiling. Report as a finding all instances where the Shrinkage Percentage did not agree to the average of the previous 3 campaigns' pledge loss (within a 0.10 percent variance).

8. From the Monthly/Quarterly Disbursements section of the Distribution Schedule, select 3 representative federations (one national, one international and one local) and 3 representative independent (one national, one international and one local) organizations. Test the accuracy of disbursements by tracing the canceled checks for all distributions made to those organizations to the "Distribution Schedule" and determining that the amounts on the canceled checks agree with the amounts on the "Distribution Schedule." [5 CFR § 950.901(i)(2)]. If the PCFO's bank does not provide canceled checks, suitable substitutes would include copies of cleared checks included by the bank in the bank statements, electronic files provided directly from the bank, and microfilmed copies of the checks provided by the bank.

Evaluation: Report as a finding all instances where the PCFO's "Distribution Schedule" is not supported by canceled checks or a suitable substitute. Report as a finding if the initial distribution was not made by April 1 (Based on hierarchy listed in step 3(b)).

9. Obtain a copy of the PCFO's policies and procedures for un-cashed checks, an outstanding

⁴ Shrinkage is the difference between the amount pledged and the amount actually collected. Shrinkage is also commonly referred to as pledge loss and can result because donors stop their contributions during the year, retire, leave government employment or become deceased. CFC regulations allow for a 3-year average shrinkage to be withheld from one-time payments. The calculation in the Distribution Schedule for each one-time payment should match to the 3-year average shrinkage or pledge loss determined in step 7d above on this page.

checks list⁵, and the PCFO's documentation of completed procedures. Determine if the procedures include at least three documented follow-up attempts to reach the payee by phone and e-mail for checks un-cashed after six-months. Review the documentation of completed procedures to determine if the PCFO followed its documented policies and procedures.

Evaluation: Report as a finding all instances where the PCFO did not have documented policies and procedures for un-cashed checks, the policies and procedures did not include at least three documented follow-up attempts to reach the payee, or the PCFO did not follow its documented policies and procedures for un-cashed checks.

PCFO as a Federation

Many PCFOs also participate in the CFC as federations – both in the local campaign for which they are the PCFO and in other adjacent/statewide campaigns. CFC regulations at 5 CFR §950.303 set forth the requirements for organizations participating as federations. Federations are defined as a group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members. Federations must have at least 15 member organizations (other than itself).

1. Obtain a copy of the 2011 campaign charity list for the local campaign, all other campaigns in the state, and any campaigns in other states that are adjacent to the local campaign (adjacent campaigns are campaigns whose boundaries touch). You can determine which campaigns you need to obtain charity lists from by visiting OPM's Campaign Locator at <http://www.opm.gov/cfc/Search/Locator.asp> and selecting the State in which the campaign administered by the PCFO is located from the drop down menu. You will find a map that will assist you in identifying other applicable campaigns. The charity list may be provided in electronic format. If the PCFO participated as a federation in another campaign, it will be listed as such in the charity list for that campaign. Determine in which, if any, campaigns the PCFO participated as a federation. If the PCFO did not participate as a federation in any campaign, no further work is required.
2. Obtain a copy of the "Federation Distribution Schedule" prepared by the PCFO (as the federation) documenting the pledges from all CFC campaigns in which it participates as a federation, the expenses charged, and the distributions made to each member organization.
3. Obtain from the PCFO (as a federation) copies of the pledge reports received from the campaigns in which the PCFO participated as a federation (including the local campaign). Add the total pledges on each campaign pledge report (if not already totaled) and compare to the total pledges per campaign on the "Federation Distribution Schedule". Select a judgmental sample of six federation member agencies. Compare the pledges per campaign for those agencies on the "Federation Distribution Schedule" to the amounts on the pledge reports from the campaigns.

Evaluation: Report as a finding all instances in which the PCFO total pledge per campaign on the "Federation Distribution Schedule" did not agree to the total pledges on the pledge reports from the campaigns. Report as a finding all instances in which the pledge per

5 Outstanding Check List should include, at a minimum, check date, payee, and amount for all un-cashed checks.

campaign for member agencies did not agree to the pledge per agency on the reports from the campaigns. Report as a finding any instances where another campaign was unable to provide a copy of the 2011 charity list for review. Report as a finding if the PCFO did not receive a pledge report from a campaign in which it participated as a federation.

4. Obtain a copy of the “Federation CFC Receipts Schedule” prepared by the PCFO (as a federation) documenting the actual receipts from each campaign in which it participates as a federation. Select a judgmental sample of six months receipts. Compare the amounts of the receipts from each campaign for those months to the supporting documentation (EFT on bank statement or disbursement report/check stub received with hard copy check).

Evaluation: Report as a finding all instances in which receipts on the “Federation CFC Receipts Schedule” do not agree to the supporting documentation.

5. Compare the total amounts received per campaign on the “Federation CFC Receipts Schedule” to the total amounts received per campaign on the “Federation Distribution Schedule”. Compare the percentage of receipts assigned to each organization for each campaign to the percentage of pledges for that organization from that campaign.

Evaluation: Report as a finding all instances in which the total amount received per campaign on the “Federation CFC Receipts Schedule” does not agree to the total amount received for that campaign on the “Federation Distribution Schedule”. Report as a finding all instances in which the percentage of receipts assigned to an organization for a campaign does not agree to the percentage of pledges for that organization from that campaign.

6. Obtain a copy of the federation’s annual report. Compare the expenses charged to the organizations on the “Federation Distribution Schedule” to the description of the dues/service charges included in the annual report [5 CFR §950.303(e)(2)(iii)].

Evaluation: Report as a finding all instances in which the annual report does not contain an accurate description of the federation's membership dues and/or service charges received by the federation from the charitable organizations participating as members.

7. For the six member agencies selected in step #3 above, obtain the cancelled checks for the 2010 campaign distributions (or EFT documentation). Determine if the Federation distributes CFC receipts separately from its other receipts or if it combines all receipts for distribution. If the Federation distributes CFC receipts separately, trace and agree the cancelled checks to the amounts on the “Federation Distribution Schedule”. If the Federation combines all receipts, confirm the cancelled checks are for at least the amount on the “Federation Distribution Schedule”.

Evaluation: Report as a finding all instances in which the Federation distributes CFC receipts separately and the cancelled check (or EFT documentation) did not agree to the amount on the “Federation Distribution Schedule”. Report as a finding all instances in which the Federation combines CFC distributions with other distributions and the cancelled check (or EFT documentation) was not for at least the amount on the “Federation Distribution Schedule”.

8. Obtain a copy of the federation's audited financial statements. Determine if the audited financial statements contain evidence that the federation is honoring designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member. [5 CFR §950.303(e)(2)(i)]. This evidence may be in the form of a footnote stating this, an additional paragraph to the audit report, or a supplemental schedule including the statement.

Evaluation: Report as a finding all instances in which the audited financial statements do not contain evidence that the federation is honoring designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member.

STATUS OF PRIOR YEAR FINDINGS

Update the status of prior year findings. Obtain the PCFO's corrective action plan from the prior year. Obtain an update on the status of each finding from the prior year. Determine that the actions indicated were completed by the PCFO by viewing evidence from the PCFO. See Appendix A, numbers 3 and 4, for an illustration of comments on resolution of prior year's examination findings and illustrative corrective action plan.

CONTRIBUTORS TO THIS GUIDE

OPM wishes to express our appreciation for the contributions of time, effort and expertise so generously given by the members of the following government and private entities.

OPM Office of Combined Federal Campaign Operations

OPM Office of the Inspector General

OPM Office of the General Counsel

United Way of America's Financial Issues Committee

Dyer & Smith, LLC

OPM also gratefully acknowledges the assistance provided by all local campaigns and their IPAs.

APPENDIX A

SAMPLE REPORTS

1. ILLUSTRATIVE REPORT ON AGREED-UPON PROCEDURES (Attestation Standards Section 601.25 through 601.29)

Independent Accountants' Report

We have performed the procedures included in the Combined Federal Campaign Audit Guide *[or enumerated below]*, which were developed by the Office of Personnel Management, and agreed to by the Local Federal Coordinating Committee, and *[PCFO name]*, solely to assist the specified parties in evaluating the *[local campaign name]*'s compliance with 5 CFR Part 950 and OPM guidance during the 2011 Combined Federal Campaign ended March 31, 2013 *[or applicable date]* and the effectiveness of the *[local campaign name]*'s internal control over compliance with the aforementioned compliance requirements as of *[date]*. Management is responsible for the *[local campaign name]*'s compliance with those regulations and guidance. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are included in the Combined Federal Campaign Audit Guide *[or enumerated in the listing of engagement procedures accompanying this report]*. Findings obtained from performing these procedures are presented in the accompanying schedule of findings and questioned amounts.

or

The procedures we performed are included in the Combined Federal Campaign Audit Guide *[or enumerated in the listing of engagement procedures accompanying this report]*. No exceptions were found as a result of performing these procedures.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance and on the effectiveness of internal control over compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Office of Personnel Management, Local Federal Coordinating Committee and *[PCFO name]* and is not intended to be and should not be used by any other person or organization.

[Signature]

[Date]

2. ILLUSTRATIVE SCHEDULE OF FINDINGS AND QUESTIONED AMOUNTS

Schedule of Findings for Agreed-Upon Procedures

Area	Description of Findings	\$ Questioned	Status of Finding
1. Pledge Card Tracking System	The PCFO entered 1 pledge card out of our sample of 25 incorrectly into its tracking system. Specifically, the PCFO did not include that the donor wanted to release his name to charities.	Procedural	PCFO will inform quality reviewers to make sure all information entered into the pledge card tracking system is accurate.
2. LFCC Processes	The LFCC did not use a local application review sheet	Procedural	The LFCC will use the local application review sheet provided by the Office of CFC Operations
3. PCFO Budget and Administrative Expenses	No exceptions found as a result of performing the procedures.	N/A	N/A
4. Receipt and Disbursement of Funds	The PCFO did not distribute interest earned on its CFC bank account to participating organizations	\$10,000	The PCFO distributed the \$10,000 in interest earned on May 15, 2013 (or has agreed to distribute the \$10,000 or disagrees with the finding and is seeking resolution from the LFCC and OPM).
5. PCFO as a Federation	The federation's annual report did not accurately describe the federation's dues/service charges.	\$2,000	The federation will distribute the erroneously charged fees to its member organizations in its next disbursement on October 1, 2013.

3. ILLUSTRATIVE COMMENTS ON RESOLUTION OF PRIOR YEAR'S EXAMINATION FINDINGS

Finding No 1: In an examination performed by the [name of audit entity] dated [mm/dd/yy] and titled [name of report], in tests of the PCFO Budget and Administrative Expenses, the PCFO did not have controls in place to ensure that it included the required certifications in its application. This was a procedural finding.

Status: As of [mm/dd/yy] the PCFO implemented controls to ensure its application was in compliance with CFC regulations. The PCFO is in compliance for the 2013 campaign.

4. ILLUSTRATIVE CORRECTIVE ACTION PLAN FOR FINDINGS

Corrective Action Plan
(Prepared by LFCC and PCFO)

Campaign Name:
LFCC Chair Name:
PCFO Name:
CFC code:

LFCC member responsible for plan:

Phone number:

PCFO Official responsible for plan:

Phone number:

Audit Period:

IPA/Audit firm:

A. Comments on findings and recommendations

The LFCC and PCFO should provide a statement of concurrence or nonconcurrence with each finding and recommendation. For instances of nonconcurrence, the LFCC and PCFO should provide documentation to support the position.

B. Actions taken or planned

The LFCC and PCFO should develop a detailed action plan to correct or resolve all IPA findings. The plan should include expected correction date(s) and name of official responsible for corrective actions.

C. Status of corrective actions for prior year findings

The LFCC and PCFO should document status of all prior year findings and the related corrective actions including changes in corrective action, and expected dates of completion.

5. ILLUSTRATIVE LFCC REPORT ON FINDINGS

Office of Personnel Management
Director of CFC Operations
Office of CFC Operations
1900 E Street, NW., Room 5450
Washington, DC 20415-1000

Campaign Name: *[Insert Name of the Campaign]*
CFC Code: *[Insert 4-digit CFC number]*

The LFCC certifies that it has developed an understanding of the campaign regulations, is carrying out its responsibilities under the campaign regulations and has a current active membership, including a LFCC Chairperson. The LFCC has conducted a compliance assessment by performing the procedures included in Chapter II of the Combined Federal Campaign Audit Guide. The objective of these procedures was to assess the *[PCFO name]*'s compliance with CFC regulations and OPM guidance and the effectiveness of the PCFO's internal controls over its compliance for the 2012 campaign.

Based on our compliance assessment, we found the *[PCFO name]* was in compliance for each of the procedures we performed with 5 CFR Part 950 and OPM guidance.

or

Based on our compliance assessment, we found the *[PCFO name]* was in compliance for each of the procedures we performed with 5 CFR Part 950 and OPM guidance, except for the following:

1. The PCFO did not have controls in place to ensure that it notified participating organizations of their pledges by March 15.
2. The PCFO did not make its first distribution by April 1.

We have discussed these issues with the PCFO. The PCFO agrees with all the issues above and is working to correct them.

or

We have discussed these issues with the PCFO. The PCFO agrees with all the issues above except for number 1. The PCFO believes the date was extended to March 31, 2013. We would appreciate your input on the correct date for notifying organizations of their pledges.

[Signature]
[Date]

APPENDIX B

PLEDGE PROCESSING CONTROLS

(Please address each of these questions.)

1. How are pledge forms collected, organized, and processed [5 CFR § 950.105(d)(1)] (the responses should focus on the controls once the PCFO has received the pledge forms)?
 - a. Describe the internal controls in place to ensure that pledge forms are processed properly (e.g., not misplaced or lost, etc.).
 - b. Describe the controls in place to ensure that designated and undesignated contributions are recorded properly (i.e., individual organization five-digit codes and amounts).
 - c. Describe the controls in place to verify the totals for designated and undesignated contributions.
2. What procedures are used when an employee makes a designation to an organization not listed in the charity list [5 CFR § 950.402(c)]?
3. What procedures are used when a pledge form has mathematical errors or is illegible [5 CFR § 950.105(d)(3) and 5 CFR § 950.402(d)]?

SCHEDULE OF CAMPAIGN RECEIPTS AND DISBURSEMENTS

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov .

DISTRIBUTION SCHEDULE

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov. The e-mail should note whether they want the template for separate tracking of cash, no separate tracking of cash or both templates.

INTERNATIONAL DISTRIBUTION SCHEDULE

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov

SCHEDULE OF BUDGET VS ACTUAL EXPENSES

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov

OUTSTANDING CHECK LIST

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov

FEDERATION DISTRIBUTION SCHEDULE

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov

FEDERATION CFC RECEIPTS SCHEDULE

Please use template format provided with e-mail transmitting CFC Audit Guide to the field. IPAs should request these templates directly from OPM by sending an e-mail to cfc@opm.gov

APPENDIX C

DEFINITIONS AND ACRONYMS

"Agreed-Upon Procedures (AUP)" - An agreed-upon procedures engagement is one in which an independent public accountant (IPA) is engaged to issue a report of findings based on specific procedures performed on a subject matter. OPM and the IPA agree upon the procedures to be performed as outlined in this Guide. The IPA may request alternative procedures be performed to achieve the desired result if the current procedures do not match the operating environment.

"Business Days" - calendar days exclusive of Saturdays, Sundays, and Federal holidays.

Campaign" - the CFC processes performed by the LFCC and PCFO from selection of the PCFO to final distribution of CFC receipts as delineated in the regulations at 5 CFR §950

"Campaign Period" - a two year period which marks the beginning of a campaign and the end of a campaign. For example, February 11, 2011 (or upon selection of the PCFO) begins the Fall 2011 campaign and March 31, 2013 (or upon final disbursement) marks the end of the Fall 2011 campaign.

"Combined Federal Campaign" or "Campaign" or "CFC" - the charitable fund-raising program established under Executive Order Number 10728, as amended by Executive Order Number 10927, 12353, and 12404.

"Director" – The Director of the Office of Personnel Management. Currently, OPM’s Director is John Berry.

"Designated Funds" - those contributions which the contributor has designated to a specific voluntary organization(s), federation(s), or general option(s).

"Employee" - any person employed by the Government of the United States or any branch, unit, or instrumentality thereof, including persons in the civil service, uniformed service, foreign service, and the postal service.

"Fall 2011 campaign" – The most recently completed campaign that was solicited in the Fall of 2011 for which all receipts and disbursements have been completed.

"Fall 2012" – The campaign solicited in the Fall 2012 for which receipts and disbursements continue to occur.

"Federation" or "Federated Group" - a group of voluntary charitable human health and welfare organizations organized for purposes of supplying common fund-raising, administrative, and management services to its constituent members.

“Independent Public Accountant” – a licensed certified public accountant (CPA) or a CPA firm who has no financial interest in or decision making authority over the organization that he/she is auditing. It can be the same person or firm that performs the PCFO's organizational financial statement audit.

"International General Designation Option" – a donor option indicating that the gift be distributed to all of the international organizations listed in the international section of the campaign charity list in the same proportion as all of the international organizations received designation in the local CFC. This option will have the code "IIIII."

"Local Federal Coordinating Committee" or "LFCC" - the group of Federal officials designated by the Director to conduct the CFC in a particular community.

"Organization" or "Voluntary Organization" - a private, non-profit, philanthropic, human health and welfare organization.

"Organization-wide Financial Statements" – Financial statements of the PCFO as an organization. These statements may or may not include CFC activity. These are the financial statements that are made available to the public and that should reconcile to the organization's IRS Form 990.

"Principal Combined Fund Organization" or "PCFO" - the federated group or combination of groups, or a voluntary organization selected by the LFCC to administer the local campaign under the direction and control of the LFCC and the Director.

"Undesignated Funds" - those contributions which the contributor has not designated to a specific voluntary organization(s), federation(s), or general option(s).

<i>AICPA</i>	American Institute of Certified Public Accountants
<i>AIGA</i>	Assistant Inspector General for Audits
<i>AR</i>	AICPA's Professional Standards - Accounting and Review
<i>AT</i>	AICPA's Professional Standards – Attestation Standards
<i>AUP</i>	Agreed-Upon Procedures
<i>CFC</i>	Combined Federal Campaign
<i>CFR</i>	Code of Federal Regulations
<i>CPA</i>	Certified Public Accountant
<i>FOIA</i>	Freedom of Information Act
<i>GAAP</i>	Generally Accepted Accounting Principles
<i>GAAS</i>	Generally Accepted Auditing Standards
<i>GAO</i>	U.S. Government Accountability Office
<i>Guide</i>	Combined Federal Campaign Audit Guide
<i>IPA</i>	Independent Public Accountant
<i>LFCC</i>	Local Federal Coordinating Committee
<i>OIG</i>	Office of the Inspector General
<i>OPM</i>	Office of Personnel Management
<i>PCFO</i>	Principal Combined Fund Organization
<i>SAS</i>	AICPA's Statement on Auditing Standards
<i>SSAE</i>	AICPA's Statements on Standards for Attestation Engagements
<i>SSARS</i>	Statements on Standards for Accounting and Review Services

AUTHORITATIVE REFERENCES

5 CFR Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for
Contributions to Private Voluntary Organizations
Generally Accepted Accounting Principles (GAAP)
Generally Accepted Auditing Standards (GAAS)
AICPA Statements on Auditing Standards (SAS)
AICPA Statements on Standards for Attestation Engagements (SSAE)

APPENDIX D

LAWS, REGULATIONS AND OPM GUIDANCE TO BE TESTED FOR COMPLIANCE

1. 5 CFR Part 950 – Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
2. Applicable CFC Memoranda, which can be found at www.opm.gov/cfc.

APPENDIX E

FREEDOM OF INFORMATION ACT REQUESTS

NOTIFICATION TO SUBMITTERS OF CONFIDENTIAL COMMERCIAL INFORMATION

You have been or may be asked to submit to the U.S. Office of Personnel Management and/or its Office of Inspector General information in connection with these procedures, audit, inspection or other inquiry pursuant to the Inspector General Act of 1978, as amended, 5 U.S.C. app. 3, sec. 1 et seq. This is to notify you that if you deem any of this information to be “confidential commercial information,” you may take steps to so designate that information to protect its confidentiality if at a future point in time a request is made for disclosure of this information under the Freedom of Information Act (FOIA).

“Confidential commercial information” means records that may contain material exempt from release under Exemption 4 of FOIA (pertaining to trade secrets and commercial or financial information that is privileged or confidential), because disclosure could reasonably be expected to cause substantial competitive harm.

You may use any reasonable method you believe appropriate and which is acceptable to OPM or the OIG to indicate which documents and information you deem to fall into the category of “confidential commercial information.” Please be as specific as possible in segregating the information that you consider to be “confidential commercial information” from any other information you are providing to OPM or the OIG. This may be done before such information is provided to OPM or the OIG if feasible, but only if it will not delay or interfere with production of the information or delay or interfere with OPM’s or the OIG’s investigation, audit, inspection or other inquiry. Otherwise, you may so designate this information within a reasonable period of time after the information is provided to OPM or the OIG.

If a FOIA request is received by OPM or the OIG for information you have designated as “confidential commercial information,” OPM or the OIG is nevertheless required by law to make its own independent determination of whether the FOIA requires disclosure of the information or whether it should be withheld pursuant to Exemption (b)(4) or any other exemption of FOIA. If OPM or the OIG determines that it may be required to disclose pursuant to FOIA that information you have designated or other information that OPM or the OIG has reason to believe could be expected to cause substantial competitive harm, to the extent permitted by law, we will make a good faith effort to notify you and provide you with a reasonable opportunity to object to such disclosure and to state all grounds upon which you oppose disclosure. We will give careful consideration to all specified grounds for nondisclosure prior to making our final decision.

If we nonetheless believe that disclosure is required, we will provide you with a statement explaining why your objections were not sustained and specifying a disclosure date. To the extent permitted by law, this statement will be provided to you in a reasonable number of days prior to the specified disclosure date. Furthermore, if disclosure of the designated information is

denied pursuant to an exemption under FOIA and an administrative or judicial appeal is taken by the FOIA requestor, we will make a good faith effort to notify you promptly.

The procedures outlined in this notice are intended only to improve the internal management of OPM and the OIG and are not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, officers, or any person.



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
Office of Combined Federal Campaign (Room 6484)
1900 E Street, NW
Washington, DC 20415