

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



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January 12, 2010

**CFC MEMORANDUM 2010-01**

TO: LOCAL FEDERAL COORDINATING COMMITTEES AND  
PRINCIPAL COMBINED FUND ORGANIZATIONS

FROM: MARK W. LAMBERT  
DIRECTOR, OFFICE OF THE COMBINED FEDERAL CAMPAIGN

RE: 2010 COMBINED FEDERAL CAMPAIGN COMPLIANCE PROGRAM  
AND AUDIT GUIDE

The attached Combined Federal Campaign (CFC) Audit Guide (Guide) provides the requirements and guidance for the completion of the audit in accordance with CFC regulations at 5 CFR § 950.105(d)(9). This section requires Principal Combined Fund Organizations (PCFO) to submit to the Local Federal Coordinating Committee (LFCC) an audit of its collections and disbursements for each campaign managed. The audit must be conducted by an independent certified public accountant (IPA) in accordance with generally accepted auditing standards and Office of Personnel Management (OPM) guidance.

In a change from previous years, we have consolidated this into one Guide. Differences in steps based on pledge levels for the campaign are detailed within each step.

There were significant changes made to the 2010 Guide based on findings from Office of Inspector General reports on audits of local campaigns. These are described in the attached Executive Summary. While smaller campaigns may see an increase in costs, we do not expect these to be significant and expect larger campaigns to see a decrease in costs.

The Guide will require:

- A copy of the PCFO's **most recently audited** organization-wide fiscal year financial statements (campaigns with contributions less than \$150,000 may provide compiled or reviewed statements unless the PCFO is also participating as a federation in which case the financial statements should be audited);

- An LFCC Report on Findings on non-financial activities from the **2009** campaign;
- An AUP report from an IPA reporting results from its audit of campaign activities from the **2008** campaign; and
- A corrective action plan from the PCFO and LFCC if the IPA AUP report contained findings.

The reports and other supporting schedules must be submitted to the LFCC by August 2, 2010, and forwarded to OPM by September 15, 2010. Campaigns that do not submit the items to OPM by September 15, 2010, will be considered non-compliant. Extensions to the due dates noted above will only be approved by OPM under extraordinary circumstances. The reports should be forwarded to OPM either via e-mail at [cfc@opm.gov](mailto:cfc@opm.gov) or at the following address:

U.S. Office of Personnel Management  
Office of Combined Federal Campaign Operations  
1900 E Street NW, Room 5450  
Washington, DC 20415-0001

Due to the required irradiation of regular mail prior to its delivery to Federal offices in the Washington, D.C. area, OPM continues to experience delayed deliveries. As a result, organizations are encouraged to use a "next day" or "overnight delivery" method to ensure the timely receipt of materials.

The Office of CFC Operations is available to provide educational and technical assistance. Please direct your questions to [cfc@opm.gov](mailto:cfc@opm.gov) or call on 202-606-2564.

Attachment