

INSTRUCTIONS

INSTRUCTIONS BELOW PROVIDE STEP BY STEP INSTRUCTIONS FOR ENTERING DATA INTO THE 2005 CAMPAIGN DISTRIBUTION SCHEDULE COLUMNS THAT ARE NOT INCLUDED IN THESE INSTRUCTIONS HAVE PRE-SET FORMULAS THAT SHOULD NOT BE CHANGED.

- 1) Enter the CFC Agency # and name for all local charities that received pledges in the campaign. (National and International Agencies are already listed)
Federations should only be entered at the Aggregate Federation level - members should not be listed.
- 2) Enter total designated dollar amount pledged to each agency or federated group in the Designated column.
- 3) Enter the undesignated dollar amounts allotted to each agency or federated group in the Undesignated column.
- 4) Enter the IIII dollar amounts allocated to International agencies in the IIII Designated column.
- 5) If any agencies listed did not receive any designations in 2005, delete those rows from the schedule.
- 6) Enter the amount of the cash designations to each agency in the Cash Designations column.
- 7) Enter the amount of undesignated cash attributed to each participating agency in the Undesignated Cash column.
- 8) Enter the dollar amount of campaign expenses charged to each agency in the Expense column.
- 9) If participating organizations received a one-time disbursement in the first distribution for the campaign, cut and paste the rows (columns A - W only) for those organizations into the One-Time Disbursement Distribution Schedule located below the Distribution Schedule. Delete these rows from the Distribution Schedule. If the campaign did not make One-time Disbursements, skip steps 9 & 10.
- 10) Enter the amount of the one-time disbursement for each agency that received one-time disbursements in the One-Time Disbursement Column on the One-Time Disbursement Distribution Schedule, less the cash amount from the Cash Distributed First Payment Column.
- 11) In the Distribution Schedule, enter amount of the payments made to each agency for the first month, less the cash amount from the Cash Distributed 1st Payment Column.
- 12) In the Distribution Schedule, enter the amounts of the remaining payments (either monthly or quarterly depending on the size of your campaign).

NOTE: THE SUM OF THE FOLLOWING AMOUNTS SHOULD EQUAL THE FIRST DISTRIBUTION AMOUNT ON THE SCHEDULE OF CAMPAIGN RECEIPTS AND DISBURSEMENTS:

- A) The Cash Distribution 1st Payment Column Total from the Distribution Schedule
- B) The Cash Distribution 1st Payment Column Total from the One-Time Disbursement Distribution Schedule
- C) The One-Time Disbursement Total
- D) The first monthly Distribution Total

Table with columns: Agency#, Agency Name, Designated Designation %, Undesignated %, III Designated %, Gross Designation, Cash Designations, Undesignated Cash Amount, TOTAL CASH, Total Payroll Pledges, Expenses Charged, Cash Less Expenses, Cash Disb. 1st Payment, Remaining Exp. Disb., Payroll Pledge Less Exp., and columns for months from Apr-06 to Mar-07, Total Paid, and %.

