

INSTRUCTIONS

INSTRUCTIONS BELOW PROVIDE STEP BY STEP INSTRUCTIONS FOR ENTERING DATA INTO THE 2003 CAMPAIGN DISTRIBUTION SCHEDULE LOCAL 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 III dollar amounts allocated to International agencies in the III Designated column.
- 5) If any agencies listed did not receive any designations in 2003, delete those rows from the schedule.
- 6) If your campaign pays cash designations at 100%, enter the amount of the cash designations to each agency in the Cash Designations column. Otherwise skip steps 6 & 7.
- 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, & 11.
- 10) Enter the amount of pledge loss attributed to each organization receiving a one-time disbursement in the Pledge Loss Applied Column of the One-Time Disbursement Distribution Schedule
- 11) 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.
- 12) 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.
- 13) 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

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