

A bald eagle is shown in profile, flying from left to right against a clear, light blue sky. The eagle's head is white with a yellow beak, and its wings are dark brown. The text "CAMPAIGN FINANCE" is overlaid in the center of the image.

CAMPAIGN FINANCE

MANAGE



Separate Training – Very Important

Supplies: Terry Tharp

Reports: Stephanie Pettway

Awards: Chris Williams

- **Online Tool: Tracking funds**
- **Various Users/Varioues Uses**
- **Limited access may mean fewer errors**
- **Multiple Reports available**
- **No Online Giving YET! If NCA website used for online pledge printing – hard copy MUST be submitted**

FINANCE

Money makes the world go round!

- Goal assistance**
- Prompt deposit**
- Check audit reports**
- Errors cause loss of revenue for charities**



PLEASE CHECK FOR ERRORS



- **Keyworkers will be trained to check but Team Captains, Financial Managers and Campaign Managers can double-check:**
 - **FIVE DIGIT CHARITY CODES**
 - **Military service designation (Info/addresses in CM Guide)**
 - **NO YELLOW SLIPS IN BAG**
 - **Correct Account Reporting Number on documentation**
 - **“Fat finger” errors may be quickly resolved – contact the VCMO for rapid assistance and revisions to MANAGE**

Common Mistakes

- **Incorrect Account Numbers**
 - Use listings provided to you and ensure all keyworkers are aware of their correct account reporting number (even subaccounts). This number must be written on all pledge card carriers and bags.
- **Yellow slips turned in for audit**
 - Do NOT let any yellow slips leave your agency! They must get to payroll in a timely fashion to ensure full deductions are taken for the year.
- **Events cash not converted to cashiers check**
 - Large amounts of cash may be difficult/problematic to submit
- **Money reported but not turned in**
 - VCMO will check all Manage account reports weekly and audit issues will be brought to the attention of the appropriate LE for each account. CMs should also check their accounts online to resolve any outstanding issues as soon as they are discovered.

Impacts of Problems



Money or correct documentation not turned in promptly may:

- Cause your agency to receive a lower award than that actually earned
- Delay payroll deductions and provide less money for charities
- Cause donor's designation not to be honored (late turn-ins = undesignated funds)
- Cause problems for a donor's checking account or prevent a check from being honored

A donor is easily lost and difficult to regain