

**CASH is not to be accepted in the 2012 SEFA  
Campaigns & CHECKS should be payable to SEFA.**

**Instructions for State Agency Preparation and Processing of  
SEFA Federated Community Campaign (FCC) Report Envelopes**

Using the following instructions as a guide, FCC Report Envelopes that do not include cash may be mailed to the applicable FCC with checks made payable to SEFA.

Consider using two people to complete the Preparation and Processing of SEFA Report Envelopes.

Following the controls in place at your agency for SEFA processing of checks and the personal information contained on SEFA pledge forms:

1. Organize by Federation Fund Code the SEFA Pledge & Payroll Deduction Authorizations (Pledge Form Part I & II) with any related checks that are payable to SEFA. The applicable Federation Fund Codes are listed on the back of the Pledge Form;
2. Then for each Federated Fund Code , separate donations into 2 categories, donations by check payable to SEFA and payroll deduction;
3. Reconcile the checks received to their related pledge forms;
4. Total the dollar amount of checks and the total number of contributions by check to be included in the SEFA Report Envelope. Print three copies of the totals that include the amount of each contribution in the total;
5. Total the dollar amount of pledge forms and the total number of contributions by payroll deduction to be included in the SEFA Report Envelope. Print three copies of the totals that include the amount of each contribution in the total;
6. Separate Part 1 (State Agency Copy) from Part II of each pledge form;
7. Number the Report Envelope, complete the agency name and account number provided by the Federated Community Campaign, and write the number and amount of contributions by payroll deduction and by checks on the envelope;
8. Place the checks with their related Part II sections of the pledge forms in the Report Envelope with two copies of the total described at 4 above;
9. Place the Part II pledge forms where contributions are made by payroll deduction in the Report Envelope with two copies of the total described at 5 above;
10. Maintain a record of the Report Envelope Number, the receiving Federated Community Campaign area with their FCC number with the copies of the totals included and the date of mailing;
11. Following the instructions provided by the applicable Federated Community Campaign, mail the Report Envelope to the correct Federated Community Campaign associated with the Fund Code on the pledge forms.
12. Forward the Pledge Forms (Part I) with completed Payroll Deduction authorizations to your agency's payroll office.

The above are suggested controls. You should adjust the above to your specific requirements and your Agency's directions.