

# United Way workplace campaign: cash control process

Finalized: September 19, 2023

Review frequency: Annually for accuracy

## Overview

This document outlines the process for collection of cash from United Way fundraising events and activities. These funds are raised during the United Way workplace campaign from donations and are deposited directly with the United Way Waterloo Region Communities.

## Stakeholders

Stakeholder	Title in this documentation
University of Waterloo United Way workplace campaign co-ordinator (co-op student)	Campaign Coordinator
University of Waterloo United Way workplace campaign administrative officer (UWaterloo employee, volunteer)	Administrative Officer
University of Waterloo United Way workplace campaign departmental volunteer	Ambassador
United Way Waterloo Region Communities (UWWRC) representative/philanthropy coordinator	UWWRC representative

## Cash and cheque collection process

When Ambassadors run a fundraising event in their department or area, controls must be in place for cash acceptance: cash collection should be monitored by two people, total

cash/funds collected should be counted by two people, and a final count sheet signed by two people.

Once the event is complete, the Ambassador contacts the Campaign Coordinator to arrange for funds collection. Cheques should be made payable to: United Way Waterloo Region Communities (Reminder that charitable receipts are not supplied)

1. Ambassador reports total funds raised to the Campaign Coordinator and confirms that all funds have been counted.
2. Ambassador arranges a time to meet with the Campaign Coordinator to transfer the cash and cheques within 2 business days of the event. Any funds from the event should be stored in a secured location until the transfer. This transfer can be in the United Way office in Math and Computer (MC) or in the Ambassador's department in a location where cash can be counted. **Any large amounts of cash (~\$1,000+) should be escorted by two volunteers.** Campaign Coordinator counts the money **with the Ambassador present**. It is helpful to write down the quantity of each denomination to make it easier to confirm the amount being deposited. ***Note:** if the Ambassador has hand-rolled any coins, the Campaign Coordinator should unroll and re-count these coins to ensure they contain the correct amount.*
3. Campaign Coordinator records the total in the special events cash control sheet and has the Ambassador confirm and sign it.
4. At the United Way office in MC, the Campaign Coordinator will then record the amount and department information in the Event Totals sheet to ensure we have accurate records of fundraising events.
5. Keep all money separated by department/pick-up until the Administrative Officer has double counted all cash and cheques.
6. Once all the department funds are counted by the Administrative Officer, a UWWRC pick up will be arranged.
7. Funds will be collected and transferred to UWWRC as required. This may be weekly, or multiple times per week during late October, November, and early December.

## **Electronic funds collection process**

1. Ambassadors interested in offering an electronic funds collection option will work with the Campaign Coordinator to have an events registration page with electronic payment (credit card, paypal) set up in UWWRC's e-pledge system with payment collected directly by UWWRC. All payments made will go directly to UWWRC.
2. Event registration and payment pages can be created as a single event page, or as a portal that includes a set of Ambassador events.
3. **We need the following information to set up the page:**
  - -10-50 word event description
  - -cost to participate (or variable whatever they want to donate)
  - -start date and time
  - -end time and finish time
  - -event image (optional)
  - -event goal (optional)
  - -department specific or is it University of Waterloo in general
  - -if they want one payment link to pay for all events at the same time, or a unique link for each event
4. The event Ambassador and/or Campaign Coordinator/Administrative Officer can share the link to the event page with participants of the event to make payments. QR codes linking to the event payment page can be used for convenience. If a QR code is posted for a period of time – for example, on printed posters in the department or a public space – Ambassadors will validate the QR code daily to ensure the link validity.
5. The Campaign Coordinator will have access to the registration/payment lists for reporting purposes.

## **UWWRC cash and cheque pick up**

1. Campaign Coordinator will combine all counted cash and cheques into one envelope and total for a UWWRC representative to pick up.
2. Campaign Coordinator will email the UWWRC philanthropy coordinator [campaign@uwaywrc.ca](mailto:campaign@uwaywrc.ca) and Anjie Dietrich [adietrich@uwaywrc.ca](mailto:adietrich@uwaywrc.ca) to arrange a



pick up. Until the pickup takes place, the funds are stored in a locked cabinet in the United Way office and controlled by the Campaign Coordinator.

- 3.** Campaign Coordinator will complete the Workplace Campaign Summary Form and record the total funds in the “Special Events” section. The form will be signed by the Campaign Coordinator and Administrative Officer and attached to the envelope of cash and cheques.
- 4.** UWWRC representative will meet the Campaign Coordinator and count the cash and cheques to verify the total listed on the Workplace Campaign Summary Form and sign the form. Campaign Coordinator will keep a photocopy of the form.
- 5.** UWWRC representative will deliver the cash and cheques to UWWRC.


|

## Referenced files

- Event Totals sheet – digital file in which Campaign Coordinator records all event funds raised
- Special Events Cash Control form – printed document for recording event cash and cheques collected from Ambassadors

	<b>University of Waterloo United Way Campaign Special Events 2022</b>					
Date	Event name	Amount raised	Area Rep Resp.	Area Rep Signature	Campaign Coordinator signature	Admin Officer Signature

- Workplace Campaign Summary Form – cover page supplied by UWWRC for transfer of donations and event funds

	<b>Workplace Campaign Summary Form</b> Phone: (519) 888-6100 • Regular Office Hours: Monday-Friday 8:30-4:30 50 Sportsworld Crossing Rd. (East Building), Suite 220, Kitchener, ON, N2P 0A4				
<b>Organization Information:</b>					
Account Name:	UW Internal Account #:				
Address:	City: Postal Code:				
Employee Campaign Manager (ECM) Name:					
Phone (ECM):	Email (ECM):				
<b>Envelope Prepared by:</b>					
Print Name (1):	Phone: Initials:				
Print Name (2):	Phone: Initials:				
<b>Campaign Submission Instructions:</b>					
<ul style="list-style-type: none"> <li>• All pledge forms to be completed in full, signed by the donor, and included in package.</li> <li>• Donation amounts on pledge forms should match with the corresponding cheque(s). All cheques are affixed to the top of the corresponding pledge form and are made payable to "United Way Waterloo Region Communities".</li> <li>• Print your name(s) and initials to note that you have prepared the envelope.</li> <li>• Complete Contribution Summary below.</li> <li>• <i>Special event and corporate gift totals to be indicated in Corporate Contribution section only.</i> Provided corporate pledge confirmation and/or corporate match information.</li> <li>• Provide a current number of total employees at your workplace.</li> </ul> <p><i>Envelopes that only contain payroll donations can be mailed to us. <b>Do not mail cash.</b> Please contact your United Way staff partner to arrange for a pick-up date and time.</i></p>					
<b>CONTRIBUTION SUMMARY</b>					
<b>Corporate &amp; Special Events</b>					
Donation Type	Total Amount (\$)	Corporate Pledge Summary			
Corporate Gift (Cheque enclosed.)		Is your pledge confirmed?	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
Special Events (Cheque preferred.)		Is it a corporate match?	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		
<b>Employee Giving (Please do not include corporate or special events in this section.)</b>					
Donation Type	# Donors	Total Amount (\$)	Donation Type	# Donors	Total Amount
Payroll Deductions			Visa		
Cash			MasterCard		
Cheques			AMEX		
EMPLOYEE TOTAL: \$ _____					
ENVELOPE TOTAL: \$ _____					
<b>PLEASE PROVIDE:</b>					
Will employee payroll deduction be recorded on T4 slips? <input type="checkbox"/> Yes <input type="checkbox"/> No (require payroll receipts)					
Total Number of Employees: _____					
<b>FOR UNITED WAY USE ONLY:</b>					
Received by:		Verified by:		Entered into Andar by:	
Initials: _____	Date: _____	Initials: _____	Date: _____	Initials: _____	Date: _____