



ENVELOPE NUMBER
(CFC HdQTRS Office Use)

Keyperson's Report Envelope

CFC ACCOUNT NUMBER _____ 0-846
 DEPARTMENT OR AGENCY _____
 LOCAL UNIT ADDRESS _____
 PHONE _____
 DIRECTOR NAME _____

CFC COORDINATOR'S NAME _____
 PHONE _____
 KEYPERSON'S NAME _____
 PHONE _____
 THIS REPORT IS: ___ FIRST ___ ADDITIONAL ___ FINAL

Keyperson's Instructions

1. Insure each pledge card is properly and completely filled out legibly and signed in both areas. (Name & Address Release and Payroll Deduction)
2. Separate gifts accompanied by check, cash and payroll deduction. (DO NOT DETACH cash and/or checks from accompanying pledge card.)
3. Insure each cash amount matches accompanying pledge card.
4. Total pledges on pledge cards for cash.
5. Total number of cash pledges. (Block 3A)
6. Total cash (Enter In Block 3B)
7. Insure each check amount matches accompanying pledge card.
8. Total pledges on pledge cards for checks.
9. Total number of check pledges. (Block 4A)
10. Total checks (Block 4B)
11. Verify that the payroll deduction equals total amount of gift.
 - A. Military payroll deduction X 12 - amount of gift
 - B. Civilian payroll deduction X 26 - amount of gift
12. Total number of payroll deduction pledges. (Block 5A)
13. Total payroll deduction pledge amounts (Block 5B)
14. Be sure paying office identification code has been placed in PAYROLL OFFICE SPACE ON EACH PAYROLL DEDUCTION CARD. See list of paying office identification numbers.
15. Verify that the designations on each pledge card equals or is less than amount of gift.
16. Contact contributor about discrepant pledge cards for correction.
17. Record data on Keyperson's Report Envelope leaving no line blank Enter zero "0" where appropriate.
18. REPORT ONLY WHAT IS IN THE ENVELOPE.
19. Turn in envelope to your CFC COORDINATOR DAILY.
20. Fill out Keyperson's Report Form and include in Keyperson's Report Envelope.

C.F.C. Coordinator's Instructions

1. Insure envelope is completely and properly filled in.
2. Verify Keyperson's Report Form. (Make Copy for Coordinator's File.)
3. Make copy of Keyperson's Report Envelope for Coordinator's File.
4. Turn in envelope to Loaned Executive DAILY.

C.F.C. Loaned Executive's Instructions

1. Insure envelope is completely and properly filled in.
2. Verify Keyperson's Report Form. (Pull copy for Loaned Executive's File.)
3. Verify Keyperson's Report Envelope & make copy for LE's file.
4. Turn in Report Envelope daily to C.F.C. Headquarters Office.

C.F.C. Headquarters Instructions

1. Assign envelope number and place in upper right hand corner of envelope.
2. Audit envelope and record data on control record.
3. Pull copy of Keyperson's Report Form for Headquarters File.
4. Make copy of Keyperson's Report Envelope of Headquarters File.
5. Place envelope in pouch for transmittal to P.C.F.O. Office.

Total No. of employees in organization	2. Total No. of Employees in this Session		Payment Accompanying Pledge Card		5 Payroll Deduction Gifts	6 Total of This Report	Verifying Initials	
	3 CASH	4 CHECKS	Number of Gifts (A)	Number of Gifts (A)			Keyperson	Coordinator
	Total	Total	Total	Total	Total	B + B + B =	LE	CFC Hdqtrs.
	Amount (B)\$	Amount (B)\$	Amount (B)\$	Amount (B)\$				

KEYPERSON -- PLEASE DO NOT WRITE BELOW LINE AUDITORS

DATE AUDITED

CASH AUDITED BY

AUDITED	No. Employees	No. Givers	Total Gifts	Amount Paid Now	Balance To Be Paid