

	PROCEDURE	City of Austin Combined Charities Campaign Guidelines		
	Division	Administration		
	Effective Date	May 15, 2009; June 10, 2014	Rev. No.	1, 2
I. Purpose				
<p>The purpose of the City of Austin Combined Charities Campaign (COACCC) is to solicit charitable contributions from City of Austin employees. COACCC will provide for the greatest possible benefit to the people living in Austin and surrounding counties. It is the intention of the City that the COACCC will enhance Austin area programs and services through local reinvestment of at least 50% of the total funds contributed to participating organizations.</p>				
II. Objectives				
<p>a. To implement a procedure for the solicitation of charitable donations from City employees.</p> <p>b. To establish eligibility criteria for charitable organizations that will be the recipients of these donations.</p> <p>c. To provide equal access to all charitable organizations that meet the established eligibility requirements and follow the established procedures for application.</p> <p>d. To give each City employee the freedom to choose which eligible charitable organization(s) are to receive his or her donation.</p> <p>e. To conduct an annual charitable campaign that will be efficient, convenient, fair, equitable and beneficial to the community with minimal disruption to the workplace.</p>				
III. Definitions				
Administrative overhead expenses	Expenses that support operational costs of the Participating Organization or member organizations, not used for direct services to clients. A maximum of 25% is allowed for each Participating Organization and member organizations.			
Federation	An organization that solicits, receives and distributes charitable contributions on behalf of at least 15 member organizations, pursuant to section 170 (c) of the Internal Revenue Code, and ensures that these member organizations comply with all federal, state and City of Austin regulations governing solicitation of charitable contributions. Member agencies must have had status as a 501(c)(3) organization for at least one year prior to the application closing date.			
Fiscal Agent Agreement	Agreement between the City of Austin, fiscal agent, and Participating Organizations on roles, duties and compensation of the fiscal agent. The agreement is created annually by the Fiscal Agent and signed by a representative of the City and all Participating Organizations.			
City of Austin Program	A City of Austin internally managed program that supplements funding for core City services, such as water and electricity, for low income customers. Such programs must provide documentation to the Director of Human Resources that is deemed equivalent to 501 (c) (3) status. Such programs are not intended to provide funding for City department operations.			

Organization that funds or supports a City sponsored entity.	A foundation or charitable organization with a 501(c)(3) status that provides substantial funding or support to a City-sponsored entity, as determined by the Director of Human Resources. The organization must have had status as a 501(c)(3) organization for at least one year prior to the application closing date.
Participating Organization	A federation, a City of Austin program, or an organization that funds or supports a City-sponsored entity and has been approved for participation in the City of Austin Combined Charities Campaign.
IV. Roles and Responsibilities	
Director of Human Resources	<ol style="list-style-type: none"> 1. Ensures Citywide compliance with campaign guidelines 2. Establishes application procedures and eligibility criteria. 3. Reviews applications for eligibility. 4. Establishes appeal procedure for organizations determined to be ineligible. 5. Establishes guidelines for distribution of printed materials and other contact with employees. 6. Reviews effectiveness of campaign guidelines and procedures and revises as needed. 7. Serves as City representative in signing the Fiscal Agent Agreement. 8. Provide to fiscal agent a secure file containing the names, employee identification number and department of its employees.

<p>Campaign Chairperson</p>	<ol style="list-style-type: none"> 1. Serves as a Citywide campaign coordinator, as designated by the City Manager. 2. Establishes Citywide and departmental campaign contribution goals. 3. Provides direction to City departments on their participation in the campaign. 4. Ensures that each department director designates campaign coordinator(s) for their department. 5. Coordinates with participants all campaign planning and training activities for departmental campaign coordinators. Provides cash handling training for all coordinators. 6. Reviews marketing materials submitted by Participating Organizations to ensure their compliance with guidelines. 7. Monitors or ensures collection of all contributions from City department coordinators on a weekly basis or as appropriate. 8. Monitors whether the documentation of funds collected accurately represents actual funds submitted by each department. 9. Monitors or ensures the submission of all contributions and pledge forms to the Fiscal Agent. 10. Ensures submission of one copy of all payroll deduction pledge forms to the Payroll Division and Financial Services Department. 11. Monitors the maintenance of records of funds collected through the campaign. 12. Ensures that a completed final report of total funds collected is prepared at the end of the campaign. 13. Evaluates success of campaign and provide improvement suggestions for the next year's campaign.
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Fiscal Agent / Campaign Manager	<ol style="list-style-type: none"> 1. Collects employee deduction / designation information (forms if applicable) and cash or check donations from campaign coordinators and provides to the payroll division 2. Transfers funds to organizations as designated. 3. Develops pledge and campaign report forms in cooperation with Participating Organizations. 4. Distributes undesignated funds on a pro-rata basis to Participating Organizations. 5. Prepares reports for accounting purposes and for determining reimbursable costs. 6. Collects reimbursement for incurred cost from Participating Organizations on a pro-rata basis (or withholds percentage of collected funds to cover costs) not to exceed 10% of the campaign gross proceeds. 7. Secures printing of pledge forms as needed or requested by City. 8. If printed marketing materials are used; submits to the campaign chairperson materials for distribution to employees not later than four weeks prior to the beginning of the campaign. Marketing materials must be approved by the City's charitable campaign chairperson and Director of Human Resources and, once approved, must be supplied in a sufficient quantity for distribution. 9. Ensures accurate delivery of marketing materials to each department as designated by department name and division numbers. 10. Hold confidential employee information in strictest confidence, releasing the information to no person or entity other than employees and agents of the fiscal agent. 11. Is required to distribute all collections designated for each entity and is prohibited from estimating shrinkage and deducting that amount from the distribution. 12. Complies with all requirements outlined in the Fiscal Agent Agreement.
City of Austin Payroll Division	<ol style="list-style-type: none"> 1. Ensures that designated payroll deductions begin on the first pay period of the calendar year following the close of the campaign and continues such deductions for one entire year unless canceled by the employee. 2. Notifies the fiscal agent monthly of discontinued payroll deductions. 3. Pays the fiscal agent the gross amount collected during the preceding month's pay periods by the first of the month.

Participating Organizations	<ol style="list-style-type: none"> 1. Submit a completed application and any required documentation prior to the deadline established by the Director of Human Resources. 2. If an organization is denied and wishes to appeal, such appeal must be filed as outlined in these guidelines and within required timelines as established by the Director of Human Resources. 3. Participating Organizations will collectively select a fiscal agent from among their members no later than the date designated, unless the Director of Human Resources approves a later date. Each organization will sign a statement agreeing to properly perform its duties. Participating organizations shall decide on any binding requirements they may ask of the fiscal agent. 4. Comply with guidelines for access to the workplace and for distribution of written or audiovisual materials as stipulated in Section VII (Campaign Procedures) of this policy. 5. Bear responsibility, along with other Participating Organizations, for the administrative costs of the campaign that are incurred by the City as a result of the implementation of the program. 6. Train speaker's bureau participants for campaign "neutral" presentations and coordinate such presentations as requested by departments. 7. Hold confidential employee information in strictest confidence, releasing the information to no person or entity other than employees and agents of any entity that the employee made a donation to, when authorized by the employee. 8. Agree to timely and standardized donor acknowledgment. 'Standardized' means that each COACCC donor is thanked in a timely manner, as described elsewhere in the Guidelines, that the acknowledgment specifically names the City of Austin Combined Charities Campaign, and that each donor is thanked for the entire pledge or gift, not for incremental distributions of the pledge throughout the year.
Department Coordinators	<ol style="list-style-type: none"> 1. Participate in all coordinators' meetings and training sessions related to campaign procedures, cash handling and any other campaign guidelines. 2. Provides direction and training to City employees regarding all aspects of the campaign; website, pledge forms, online contribution, special event fundraising & procedures, campaign guidelines. 3. Coordinate department meetings, presentations or events related to the campaign. 4. Collect all payroll deduction forms, donated cash and checks. 5. Ensure that all pledge forms have been accurately completed by employees prior to providing the forms to the campaign chairperson or his or her representatives. 6. Comply with all specified cash-handling guidelines. 7. Transfer all pledge forms, pledges and event contributions to the campaign chairperson. 8. Complete all campaign activities and fund raisers by the closing date of the campaign.

V. Eligibility Criteria	
Type organization	<p>Must be one of the following (see definitions for discussion of each):</p> <ul style="list-style-type: none"> • A federation of 15 or more member charitable organizations that has had and/or whose member agencies have had status as a 501(c)(3) organization for at least one year prior to the application closing date. • A City of Austin managed program that supplements funding for core City services, such as water and electricity, for low income customers. Such programs must provide documentation to the Director of Human Resources that is deemed equivalent to 501 (c) (3) status. Such programs are not intended to provide funding for City department operations. • A foundation or charitable organization with 501(c)(3) status that funds or supports a City-sponsored entity in the Austin area.
Type services provided	<p>The services provided must consist of the following:</p> <ul style="list-style-type: none"> • Human Care • Research, education or environmental protection in the fields of human health, social adjustment or rehabilitation • Relief for victims of natural disaster and other emergencies, or • Assistance to those who are impoverished and in need of food, shelter, clothing and other basic human welfare services.
Accountability requirements	<p>Must meet accountability requirements as follows:</p> <ul style="list-style-type: none"> • Must be governed by a volunteer board of directors who serve without compensation. • Comply with these guidelines regarding their organizations budget; <ul style="list-style-type: none"> 1). If budget is not more than \$250,000, the organization shall provide a completed Internal Revenue Service (IRS) Form 990 and an accountant's review that offers full and open disclosure of the organization's internal operations; or 2). Is greater than \$250,000, the organization shall be audited annually in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants. A copy of the report of such audit shall be provided along with a completed Internal Revenue Service (IRS) Form 990.
Use of contributions	<ul style="list-style-type: none"> • Must not contribute funds collected from City employees toward any lobby or political advocacy group or must provide separate certification that the organization's expenses connected with lobbying and all attempts to influence voting or legislation would classify it as a tax-exempt agency under 26 U.S.C. 501(h). • Must not contribute funds collected from City of Austin employees toward any religious activities.

Compliance requirements	<ul style="list-style-type: none"> • Must have a written policy of non-discrimination and must comply with all laws and regulations regarding non-discrimination and equal opportunity with respect to clients, officers, employees and volunteers. • Must meet application deadlines. • Must agree to timely acknowledgment of donors who wish acknowledgment: Federation participants must notify member organizations of donors wishing acknowledgment within 30 calendar days of receiving donor names from fiscal agent and must take steps to reasonably assure that organizations will thank donors within 30 calendar days of receipt of names from federation. Donors to federations who do not designate federation member organizations shall be thanked within 30 calendar days of federation receipt of names. • Must agree to hold confidential employee information in strictest confidence, releasing the information to no person or entity other than employees and agents of the fiscal agent. • Must agree to comply with all provisions in these guidelines.
VI. Application Procedure	
Notice of application process	<p>The Human Resources Department will publicize the availability of applications and campaign guidelines through local media and direct mail to interested parties. Deadlines will be set for receipt and processing of applications.</p> <p>In general, Participating Organizations will be approved for a three-year cycle. On an annual basis, each Participating Organization is required to re-certify some information. At the end of the three-year period, each Participating Organization is required to apply with a full application.</p> <p>The application process may be open every year. If opened, Participating Organizations selected during the middle of the three-year cycle will be eligible until the end of that three-year cycle and then will have to reapply.</p>
Application required	<p>Organizations seeking participation in the City of Austin Combined Charities Campaign must apply by filing a completed application with the Director of Human Resources on or before the deadline designated.</p> <p>If the Participating Organization is a federation, the list of Member Organizations is considered final by the application deadline. Only deletions for an emergency reason will be accepted after the application deadline. An emergency reason would be due to the member organization losing accreditation, ceasing to operate or some other reason that cause it to no longer meet the eligibility criteria outlined in these guidelines.</p>

Application questions	<p>The following questions will be included in the application:</p> <ol style="list-style-type: none">1. Organization's registered 501(c)(3) name or name if a City of Austin internally managed program.2. Local address3. Local telephone number4. Local FAX number5. Local contact name and title6. Headquarters organization telephone number7. Organization's purpose or mission8. General description of services provided9. Is this a City of Austin managed program that supplements funding for core City services, such as water and electricity, for low income customers?10. Is the organization a federation or an organization that funds or supports a City-run or City-sponsored entity?
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<p>Required documents to accompany application</p>	<ol style="list-style-type: none"> 1. Completed, signed and notarized Certifying Statements Sheet (available with application) 2. Proof of registration as a 501(c)(3) tax exempt entity pursuant to the Internal Revenue Code and to which contributions are tax deductible pursuant to 26 USC 170. If a City of Austin program, documentation that is deemed equivalent to the 501 (c) (3) status by the Director of Human Resources. 3. If a federation, information on each member agency and your federation including organization name, telephone number, web address, 25-word description and administrative costs as percent of total operating budget (25% max). If an organization, provide name, telephone number, web address, 25-word description, and administrative costs as percent of total operating budget (25% max). <p>The administrative percentage for 501(c) (3) organizations is calculated using amounts reported on form 990 to the Internal Revenue Service as follows: Add the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VII (Statement of Revenue), Line 12, Column A (Total Revenue). No other method may be used to calculate this percentage.</p> <ol style="list-style-type: none"> 4. Copy of non-discrimination policy 5. Most current annual and financial reports 6. If budget is not more than \$250,000; completed Internal Revenue Service (IRS) Form 990 and an accountant's review that offers full and open disclosure of the organization's internal operations, Or If budget is greater than \$250,000, the organization shall be audited annually in accordance with generally accepted auditing standards of the American Institute of Certified Public Accountants. A copy of the report of such audit shall be provided along with a completed Internal Revenue Service (IRS) Form 990. 7. Certificate of authority from the office of the Secretary of State or for a City of Austin internally managed program, a statement of governance. 8. Disclosure of percentage of total revenue as reported on the IRS Form 990 spent on administrative costs for the most current two years. 9. Copy of the organization's by-laws, and names and addresses of the members of the organization's Board of Directors.
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<p>City review and acceptance</p>	<p>The Human Resources Department will review all applications for eligibility. Applicants must meet all requirements established by these guidelines. Incomplete applications will not be accepted.</p> <p>Applicants will receive written notice of the status of their application within 30 days of the application deadline. Eligible applicants will receive notice that they have been accepted into the campaign. Applicants determined to be ineligible will be notified of that they are ineligible and provided information on the appeals process.</p> <p>The Human Resources Department will provide a complete list of accepted federations and organizations including organization name, contact, phone number, address, web address and information about member organizations to the Fiscal Agent / Campaign Manager.</p>
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Re-certification procedures	<p>In general, Participating Organizations are approved for a three-year cycle. On an annual basis, each Participating Organization is required to re-certify some information.</p> <p>If a Participating Organization changes its Employer Identification Number, that organization will not be approved for continued participation during the three-year cycle, but can reapply as a new participant with its new EIN number during a new application process. A full application as a new participant will be accepted only during a designated new application process and will not be accepted during a mid-cycle year when only re-certifications are being accepted.</p> <p>At the end of the three-year period, each Participating Organization is required to apply with a full application.</p>	
	Information required for re-certification for federations and for organizations that fund or support a City sponsored entity.	<p>IRS Form 990, for the Participating Organization only, not member agencies.</p> <p>Current information on Participating Organization and each member agency including organization name, telephone number, web address, 25-word description and administrative costs as percent of total operating budget.</p>
	Changes to campaign guidelines	The City reviews the campaign guidelines annually and has the right to revise them, as needed. Organizations must comply with the guidelines in place for each year in which they participate in the campaign.

VI. Appeal Procedures

	<ol style="list-style-type: none"> 1. Applicants not selected may file an appeal in writing to the Director of Human Resources, City of Austin, P.O. Box 1088, Austin, Texas 78767, within 10 days of receipt of the notice of refusal. New information and / or supporting documents must be submitted with the appeal. 2. The applicant will be notified of the final decision within 20 days of receipt of the appeal. This decision will be final.
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VII. Campaign Procedures

Marketing materials	<p>Approved marketing materials will be made available to the City by established deadlines and will include, at a minimum, the following information:</p> <ul style="list-style-type: none"> • Description of the services provided • Full disclosure of administrative costs for the preceding year <p>Access to employees on work time will be allowed with the permission of affected department directors.</p> <p>All marketing materials, including presentations to employees, must present a combined charities focus rather than promoting any single charitable organization.</p>	
	Representation on Pledge Card Campaign Materials	Any individual organization may be represented only once in campaign materials, either as a qualified individual organization or as a member of a qualified federation, but not both.

Fundraising activities	Any departmental fundraising activities will have a combined charities focus, with collected funds distributed among eligible agencies on a pro-rata basis using the City's overall designation percentages.	
Payroll deductions	Payroll deductions will begin with the first pay period of the calendar year and will continue for one year unless discontinued by the employee.	
Financial Report	At the end of the campaign, the Fiscal Agent shall submit to the City a financial report, which summarizes expenses and revenues associated with the Fiscal Agent duties.	
REFERENCE DOCUMENTS		
Number	Type	Title
Replaced Documents		
--	Guidelines	2009 Combined Charities Campaign Guidelines
Current Documents		
--	Application	Combined Charities Campaign
--	Agreement	Fiscal Agent Agreement
	Instructions	25 WORD DESCRIPTIONS
PROCEDURE ADMINISTRATION		
Review Cycle	Annual	
Authority to Change	HRD / Administration	