

ALABAMA STATE EMPLOYEE COMBINED CHARITABLE CAMPAIGN
POLICIES AND PROCEDURES
ADMINISTRATIVE CODE

CHAPTER 325-5
FUNDS COLLECTION/DISBURSEMENT

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325-5-.01 Statement of Authority.

The policies and procedures in this section are authorized for payroll withholding operations in accordance with law and the ASECCC administrative code.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993

325-5-.02 Applicability.

Voluntary payroll allotments will be authorized by all state departments, offices, and agencies for payment of charitable contributions to ASECCC-certified organizations in each campaign community.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed in June 4, 1993

325-5-.03 Authorization.

Contributions through the ASECCC will be totally voluntary; the ASECCC is the only authorized payroll deduction charitable fund-raising effort among state employees. Authorization for payroll deductions through the ASECCC shall be made through a pledge card approved by the Steering Committee for use statewide. This pledge

card shall be printed or otherwise clearly identified by each campaign community to assist in the proper distribution of contributions. The pledge card will also make provision for employees to designate all or part of their gifts to agencies or federations of their choice. Employees may not designate their gifts to organizations other than those certified to participate in the ASECCC in their campaign community; state employees likewise may not designate their ASECCC gift to any campaign community other than that in which they work.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993

325-5-.04 Duration Of Pledges.

Pledges to the ASECCC shall be for a full year beginning January 1 of the year following the actual fund-raising campaign. The total of the pledge shall normally be divided into 12 equal amounts for deductions throughout the calendar year. Each department or agency shall, however, have the right to utilize its normal method of processing such deductions as long as the department or agency can meet the reporting and disbursement requirements of law and its administrative code. No deduction will be made for any pay period in which the contributor's net pay, after all legal and previously authorized deductions, is insufficient to cover the portion of the contributor's pledge which would normally be deducted. No adjustments will be made in subsequent periods to make up for the missed deductions.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993.

325-5-.05 Cancellation Of Pledges.

State employees shall have the right to cancel their pledges to the ASECCC through their employing agency or department. Likewise, employee's pledges may be canceled upon their retirement or separation (voluntary or involuntary) from state government service.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993.

325-5-.06 Transfer Of Pledges.

When a state employee is transferred within a campaign community, his or her ASECCC pledge will be automatically transferred to his

or her new agency or worksite. If an employee transfers to a position with the state in another campaign community, the pledge shall remain in the campaign community where it originated.

Author: Charles G. Colvin

Statutory Authority: Act 91-561

History: Filed June 4, 1993

325-5-.07 Remittance and Reporting.

It is the responsibility of the Office of the Comptroller to serve as the prime disseminator of pledged funds to all LARCs and local Campaign Managers concerning the ASECCC.

(1) The Comptroller shall prepare a check payable to the ASECCC account in each campaign community (and send to the local Campaign Manager) for each pay period in which ASECCC deductions are withheld. This check will be for the total of the gross amount of pledge monies withheld based on current authorizations. These checks normally would be mailed to each campaign community's local Campaign Manager within ten working days of the payday on which the funds were withheld.

(2) Each state agency or department is responsible for providing the Comptroller a current listing of pledges, canceled pledges, as well as designations made by their employees, subdivided by campaign communities. The Comptroller will provide copies of this list to each local campaign manager in conjunction with all contribution check mailings.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993

325-5-.08 Accounting.

Each local Campaign Manager is responsible for the accuracy of disbursements it transmits to recipient agencies or federations participating in the ASECCC in the campaign community for which they are responsible. The local campaign manager will make monthly distributions to these agencies and federations based on the full amount of monies designated by state employees, plus its proportionate share of undesignated monies, minus only the approved share for administrative cost reimbursement and shrinkage.

(1) Federations participating in each campaign community's ASECCC will accept responsibility for the accuracy of distribution of designated and undesignated funds to the voluntary agencies of their federation which are eligible to participate in the ASECCC campaign.

(2) Each local Campaign Manager shall be responsible for scheduling an examination of its records no later than 120 days after the close of each campaign by an independent certified public accountant. For ASECCC campaigns with total revenues of \$25,000 or over, a full audit shall be required; for ASECCC campaigns of less than \$24,999, a review by an independent public accountant shall be required. The results of this audit or review shall be provided to each LARC chair as soon as possible. The audit or report shall also be available for state employees and the general public.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: Filed June 4, 1993

325-5-.09 Campaign Accounting Practices.

These practices apply to the distribution of funds to federations and unaffiliated agencies and to distribution within participating federations.

(1) Undesignated contributions for each ASECCC campaign community will be distributed on a percentage basis to be determined by the level of charitable funding of services provided in each campaign community or by the level of health research funding raised in the State of Alabama (less administrative and fund-raising costs).

(a) Agencies serving the needy overseas shall receive a percentage set by the ASECCC Steering Committee.

(2) Each LARC shall be responsible for approving an amount for administrative costs that is agreed upon by the LARC and the local campaign manager. This money will be payable to the local Campaign Manager as the first of the distributions made to the agencies and federations, but not later than April 1 of each year for which the local campaign manager continues to serve. In the event of unforeseen expenditures, the local Campaign Manager may request the LARC to approve a modification of the agreed upon administrative costs.

(3) Each local Campaign Manager will notify all federations and agencies participating in the ASECCC in their campaign community of the monies due them (including designated and undesignated funds, and the prorata share of administrative costs mentioned above) no later than 120 days following the conclusion of the campaign (normally February 14).

(4) Local Campaign Coordinators in each agency or department shall provide to the local Campaign Manager at least weekly a report of campaign pledges received at his or her agency during their ASECCC campaign. This reporting shall include

promptly (no less than biweekly) depositing in a bank designated by the local Campaign Manager any cash and checks received by his or her agency Campaign Coordinators shall use coded deposit slips furnished by the local Campaign Manager for his or her agency and promptly remit to the Campaign Manager the records of these cash or check contributions, or other one-time (non-payroll deduction) ASECCC contribution. Campaign coordinators are responsible for ensuring that their assigned agency or department number is also recorded on the coded deposit slips. This reporting shall also include a listing of employee's names and workplaces who have made designated contributions and a listing of the amounts pledged to each agency or federation in the campaign community. It shall be the responsibility of the payroll office (or office responsible for coordinating local payroll activities) in each agency or department to make this information available to the local Campaign Coordinator on at least a biweekly basis.

(a) The local Campaign Coordinator will transmit information on the progress of the agency's or department's ASECCC to the local Campaign Manager in an orderly and accurate manner as required by the local Campaign Manager.

Author: Charles G. Colvin

Statutory Authority: Act 91-561.

History: File June 4, 1993.