

## EXHIBIT A

### City of Columbus Combined Charitable Campaign

#### DELIVERABLES

##### **Budget:**

1. Prepare, submit, and maintain a line item, annual budget, not to exceed the amount listed in the signed contract. Budget must be submitted for approval by the date determined by the contract administrator and detail all estimated expenses for the Combined Charitable Campaign; the budget shall not be based on a percentage of funds raised during the campaign;
2. Affirm expenditures for which the city is liable and will not exceed contracted budgeted total;
3. Maintain a separate account with in depth records reflecting management of the city campaign contributions, including interest income and payouts of the employee's contributions;
4. Maintain a system of records, in accordance with generally accepted accounting principles, which ensure integrity and accountability of all funds administered in support of the campaign;

##### **Reports:**

1. Send ***all*** detailed, electronic financial, contribution disbursements, record keeping, and payout expense reports to the city by the requested date and in a manner and format specified by the contract administrator;
2. Affirm all reports, files, and databases are the sole property of the city;
3. Provide a specified formatted payroll deduction file no later than noon on the first full business day of January;
4. Provide a detailed financial report of actual campaign expenses incurred by UWCO for the previous year's campaign, with paid receipts, as well as a record of meetings and activities performed in support of the campaign on or before April 30<sup>th</sup>;
5. Prepare a detailed outline of the designation tracking process, distribution plan and time table used for campaign funds received from city employees including, but not limited to, gross campaign income by payroll deduction donations, cash/check contributions, special events, expenditures, fees, actual, and projected shrinkage;
6. Maintain and report campaign contributions to receiving organizations separate from other funding sources to ensure campaign funding is uniquely identifiable and reconcilable;
7. Provide the following by the date designated by the contract administrator:
  - a. a minimum of bi-weekly all-inclusive reporting from September to January, describing campaign results, including statistical and comparative data; customized individual reports will need to be created and sent upon request;

- b. a bi-annual report of all financial receipts and expenditures together with a comparison between the approved annual budget and actual expenditures;
- c. a year-end contribution report, by city department and division, including elected officials.
- d. a detailed disbursement report in conjunction with the first and final distribution of campaign contributions.

## **Campaign Management and Support**

1. Serve as the central accounting point for all contributions received from the city, and fully distribute to designated agencies;
2. Coordinate and provide eligible participating agency representatives the opportunity to solicit employees for campaign contributions, as requested.
3. Provide to city employees, a UWCO representative name, phone number, and email address they can contact with questions and concerns regarding their contribution;
4. To maintain donor privacy and honor employee requests that names not be released for donor recognition pledge forms are to be designed in a manner to give employees the option to receive a pledge acknowledgement and/or disclose any gift or keep confidential any gift from the designated charity organization;
5. Ensure no employee is coerced in any way to participate in the campaign or designation of funds;
6. Ensure pledge designations are accurately honored, processed, and fully disbursed, as requested, and in a timely manner;
7. Monitor employee designations and participating federations/agencies for continued compliance;
8. Ensure donors are contacted, in writing, by UWCO representatives, with city copied, regarding any pledge changes, errors, or redistributions, agency infractions and/or cancellations of a pledge;
9. Manage the campaign and the federation/agency application process for participation in the campaign, per the city's Combined Charitable Campaign Policy and Procedures;
10. Develop and submit for approval to the contract administrator, a detailed campaign marketing plan with a calendar which includes, but not limited to, a viable alternative to e-pledge, increasing federation, agency and employee participation by 5% annually, the agency application process, approval deadlines, goals, themes, slogans, logos, communication options, recommended materials, key campaign events, available resources, and reporting dates;
11. Provide staff support, printed materials, reports, and training to city campaign co-chairs, contract administrator, campaign coordinators, key workers specific to the city campaign and participating agencies;
12. Acknowledge city employees, in writing, for donations of twenty dollars (\$20.00) or more;

13. Develop, prepare and print materials including, but limited to, annual pledge forms, coordinator training materials, pledge envelopes, completed pledge and report envelop forms, planning calendar outlining key campaign dates, posters, and donor guides, per instructions from contract administrator;
14. Affirm all logos, signatures, and designs are the sole property of the city and cannot be used, without first obtaining written consent from city representatives, for any other purpose or by any other entity;
15. Submit all campaign materials to the contract administrator, for approval, per approved schedule;
16. Retain all campaign records, including all reports, for a minimum of eight years;
17. Ensure necessary controls are established to maintain accountability and disclosure. Prepare a detailed outline of the tracking process, distribution plan and time table that will be used for campaign funds received from employees including, but not limited to, gross campaign income, by payroll deduction donations, cash/check contributions, and expenses, actual and projected shrinkage.
18. Distribute all campaign funds in accordance with the following procedures:
  - a. **Designated Funds** - and interest income will be fully distributed to compliant donor designated federations and federation member agencies participating in the CCC. Donor choice designations shall also be honored.
  - b. **Undesignated Funds** - will be proportionately distributed to compliant donor designated federations and federation member agencies receiving designations from the city's CCC. Donor choice designations shall also receive funds proportionate to what they received in designations. Agency fund allocation is based on the agency's percentage of the total designated funds raised in the campaign. The donor guide will inform employees how the distributions of undesignated funds are calculated, the individual agency names receiving funds, their total dollar amount of donor designations, their percentage of undesignated funds, that dollar amount and a total figure.
  - c. **Non-compliant** - if a participating federation/agency remains non-compliant without making an attempt to rectify the matter for more than two payment cycles, the participating federation/agency will be removed from the campaign and the designated contribution(s) will be reallocated or returned to the donor per the employee's instruction. Within 10 business days of determining non-compliance, UWCO must notify the donor, in writing, of available options. The contract administrator is to be copied on all correspondence, including the final outcome.