

THE RECORD-KEEPING FILES AT A GLANCE

How to Use the Record-Keeping Files

You keep two files. The Campaign Record Keeping workbook has two tabs — Tab 1 for running totals and Tab 2 for individual pledges — and a separate Event Activity Verification Excel doc captures fundraiser proceeds. Both files must be complete and reconciled before you submit your close-out packet to UWNSV.

WORKBOOK · TAB 1

Campaign Record Keeping

First tab of the workbook. Tracks totals by payment method and holds the cash-denomination count, check log, and Grand Total. The coordinator signs and submits it.

WORKBOOK · TAB 2

Employee Donations

Second tab of the same workbook. One row per employee — name, payment method, amount, contact info. Its Grand Total must match Tab 1 before submitting.

SEPARATE EVENT DOC

Event Activity Verification

A separate Excel doc for fundraiser proceeds only. Separate coin, bill, and check counts. Use one per event or activity.

STEP-BY-STEP PROCESS

1

Collect pledges

Staff give through the online pledge form — payroll, card, or check.

2

Log each donor

One row per person on the Employee Donations sheet — name, method, amount.

3

Count cash

Fill the Record Keeping cash section bill by bill, coin by coin. Convert to check when possible.

4

Total the campaign

Add every method — cash, check, card, payroll, events — into the Grand Total.

5

Sign & submit

Coordinator signs Tab 1, confirms Tab 2 matches, and submits the workbook plus any Event doc to UWNSV.

WORKBOOK • TAB 1 • FIELD GUIDE

Campaign Record Keeping

PAYMENT-METHOD ROWS

of Investors

How many people gave in each category.

Pledge Amount

Total each donor committed to give.

Amount Paid

What has actually been collected so far.

Balance Remaining

Auto-calculated: pledge minus paid (for payroll and direct bill).

Special Events

Separate line for fundraiser / event proceeds (use the Event doc).

Grand Total

Auto-sum of all payment methods combined.

CASH & CHECK SECTIONS

Cash denominations

Enter the quantity of each bill and coin separately; amounts auto-calculate.

Cash Subtotal

Auto-sums bills and coins separately, then combined.

Check log

List each check number and amount on its own line; the total auto-calculates.

Coordinator Signature

Sign and date at the bottom before submitting.

Tip — only ever type the quantity column for cash. Every amount and subtotal fills in automatically.

WORKBOOK • TAB 2 • FIELD GUIDE & COUNTING MONEY

Employee Donations

REQUIRED FIELDS (EVERY ROW)

Name

Last name first (e.g., Doe, Jane).

Cash / Check / Direct Bill

Enter the amount in the correct payment column only.

Total Gift Amount

Auto-sums the payment columns; do not edit manually.

Email Address

Used for pledge confirmation; enter n/a if unavailable.

Anonymous (Y/N)

If Y, the name is not shared in public reports.

OPTIONAL FIELDS & NOTES

Address / City / State / Zip / Phone

Only for non-payroll donors who want a receipt.

Totals row

Auto-sums each column; verify it matches the Record Keeping Grand Total.

Example rows

Sample rows are provided — delete them before submitting.

\$0 pledges

Pledged but not yet paid? Enter \$0.00 rather than leaving it blank.

Stock, DAF, or other

For stock gifts, donor-advised funds, or other vehicles, email UWNSV to arrange.

COUNTING CASH & CHECKS

Bills — enter quantity

\$100	qty × \$100
\$50	qty × \$50
\$20	qty × \$20
\$10	qty × \$10
\$5	qty × \$5
\$2	qty × \$2
\$1	qty × \$1

Coins — enter quantity

Dollar	qty × \$1.00
Half dollar	qty × \$0.50
Quarter	qty × \$0.25
Dime	qty × \$0.10
Nickel	qty × \$0.05
Penny	qty × \$0.01

Checks — log each one

Enter the check number and amount on separate lines. Don't combine checks. The Check Total auto-calculates at the bottom of the log.

**Make all checks payable to
United Way of Northern
Shenandoah Valley**

EVENT DOC • FIELD GUIDE & COMMON MISTAKES

Event Activity Verification

HEADER FIELDS

Event / Activity Name

The name of the specific fundraiser or event.

Date

The date the event was held.

Coordinator

Name of the person running the event.

Branch / Department

Which branch or team hosted the event.

COUNTING SECTIONS

Coins & Bills

Enter the quantity for each denomination; amounts auto-calculate.

Checks

Log each check number and amount individually in the rows provided.

Total Donation

Auto-calculates coins + bills + checks. Transfer it to the Special Events row on Tab 1 of the workbook.

Use one Event Activity Verification sheet per event or fundraiser.

COMMON MISTAKES TO AVOID

Don't leave rows blank

If a donor pledged but hasn't paid, enter \$0.00. Blank cells make totals unreliable.

Convert cash to check

A check to UWNSV is faster, safer, and easier to track. Don't send cash without converting it first.

Match the two docs

The Tab 1 Grand Total must equal the Tab 2 Totals row. Reconcile any gap before submitting.

FINAL CLOSE-OUT

Submitting Your Campaign

SEND YOUR CLOSE-OUT EMAIL

To

Kim Wilt — Kwilt@unitedwaynsv.org

Subject

[Organization Name] [Year] Campaign — Close-Out

In the email

Confirm your Grand Total and request a time for UWNSV to collect the money or arrange a drop-off.

MONEY COLLECTION OPTIONS

UWNSV picks up

Propose a date and time in your email; have all documents and checks ready.

You drop off

Bring the full packet to UWNSV at 329 N. Cameron Street, Suite 201, Winchester, VA 22601.

What to bring

Signed workbook (Tab 1 + Tab 2), all checks, and any Event Activity Verification docs.

BEFORE SUBMITTING — CHECKLIST

- | | |
|--|--|
| ☐ Workbook Tab 1 signed & dated | ☐ All checks attached & payable to UWNSV |
| ☐ Tab 2 complete (example rows deleted) | ☐ Event Activity Verification doc attached (if any) |
| ☐ Tab 1 & Tab 2 Grand Totals match | ☐ Close-out email sent to Kim Wilt |
| ☐ All pledges submitted through the online form | ☐ Collection or drop-off scheduled |