

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

This policy is adopted to provide an opportunity for Riverside County employees to have deducted from their salaries and wages their contributions to a combined fund drive organization for designations to a variety of charitable organizations approved by the Board of Supervisors.

AUTHORITY:

Government Code 1157.2 enables the Board of Supervisors, under such regulations as it may prescribe, to allow employees to authorize deductions to be made from their salaries or wages for the payment of contributions of designated sums to bona fide charitable organizations or to nonprofit California corporations that are compelled by their bylaws to make and which do expend such sums solely by the making of contributions to charitable organizations qualified under Section 501 (c) (3) of the U.S. Internal Revenue Code; the Board now prescribes the following regulations:

EXCLUSIONS:

The procedures set forth in this policy do not apply to payroll deductions for United States Savings Bonds or for dues for membership in employee organizations.

PRINCIPAL COMBINED FUND DRIVE ORGANIZATION - DEFINITION:

For the purpose of this policy, "principal combined fund drive organization," or "organization," means a non-profit California corporation which is compelled by its articles of incorporation or by-laws or stated purpose to make and which does expend the sums contributed to it by making contributions to health, human service, youth, and other charitable agencies qualified under Section 501 (c) (3) of the U.S. Internal Revenue Code and Section 23701 of the California Revenue and Taxation Code and which has been designated by this Board to conduct the single annual charitable fund drive for the employees and officers of the County of Riverside.

DESIGNATION OF COMBINED FUND DRIVE ORGANIZATION:

A single organization shall be designated as the county's sole Combined Fund Drive Organization based upon the following:

- a. **Scope:** The selected principal organization shall have at least 10 charitable member agencies evidenced by a list of the member agencies including a description of the geographical area served by the combined fund drive organization.

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1. For purposes of these standards only a parent organization and not its affiliates, will be counted in member agency totals of the organization. Branches, chapters, or other such sub-units of a parent organization, will be counted as a single unit within the membership structure of the organization.

2. Member agencies of the organization must be agencies whose principal service function is reasonably accessible to residents of the county of Riverside. This criterion is intended to insure that the widest and most diverse range of services possible is provided to the residents of the county.

b. Record of Fund Raising: The number of dollars raised within the county of Riverside during the last completed fund drive **shall be accounted for and included in a report submitted to the county.**

c. Administrative Costs of the Organization:

1. The percentage of such dollars disbursed to charitable agencies as a result of the drive should not be less than the guideline standard of 75% of total dollars received. Amounts allocated to agencies or program services as well as the cost incurred in fund raising, and management in general, should be reflected separately as evidenced by the combined fund drive organization's Internal Revenue Form 990 including Part II.

2. The intent of this section is to permit the solicitation of payroll deductions by charitable organizations with a proven history of charitable contributions which are able to devote a substantial portion of the charitable revenue collected to charitable application.

APPLICATION:

The Executive Office shall be responsible for issuing a request for proposal ("RFP") to those combined fund drive organizations that have expressed an interest in conducting the county's annual combined fund drive campaign. This process began in September 1989 and the selected combined fund drive organization conducted the annual fund drive for five years through September 1994. A new RFP is issued every five years unless circumstances warrant a change in the combined fund drive organization. Either the county or organization may discontinue the service with 60 days written notice.

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Administrative Review: Organizations requesting permission to solicit payroll deductions as part of the combined fund drive organization shall submit their request for approval. The approval process shall include the following:

1. Review and verification of the organization's articles of incorporation or partnership, and by-laws.
2. Review of the names and addresses of all the organization's officers and members of its Board of Directors.
3. Identification of other charitable member agencies included in the fund drive including the addresses of same. The enrollment of member agencies shall not be less than 10.
4. A description of the geographical area served by an applicant organization. For purposes of these standards, member agencies of an umbrella organization must be agencies whose principal service function is reasonably accessible to the residents of the County of Riverside unless otherwise designated by the individual employee/donor through the form prescribed by the Auditor-Controller.
5. Agreement to transmit contributions, as designated by the employee, to charitable organizations qualified as tax exempt organizations under Paragraph 3 of Subsection (c) of Section 501 of the U.S. Internal Revenue Code.
6. Agreement to conduct only one such major annual combined fund drive through the Riverside County Payroll Deduction Program.
7. Agreement that charitable member agencies will not independently solicit contributions through county payroll deductions.
8. Compliance with all other provisions deemed necessary by the Board of Supervisors, Executive Officer or the Auditor-Controller.
9. Changes made in the information provided in conformity to the above requirements shall be reported to the Executive Officer by the organization agency in writing within 30 days of the change.
10. Certification that the organization is in compliance with the provisions of the Fair Employment and Housing Act of the State of California.

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EMPLOYEE AUTHORIZATION:

Any county officer or employee may authorize payroll deductions from his/her wages for payment of charitable contributions to community organizations, as approved by the Board of Supervisors. Payroll deduction procedures for such charitable contributions shall include the following:

1. Employee authorization must be in writing upon the form prescribed by the Auditor-Controller in cooperation with the combined fund drive organization.
2. Payroll deductions may be authorized at such a percentage or dollar amount of salary per pay period as printed on the prescribed form.
3. An authorization or cancellation shall not be effective for any payroll period unless received in time for the Auditor-Controller to process and enter or cancel the deduction on the payroll for that period.

NON-MEMBER AGENCIES:

Charitable organizations that are not affiliated beneficiaries of the principal combined fund drive organization may apply to the designated principal combined fund drive organization for inclusion on the listing of approved non-affiliated organizations which the principal combined fund drive organization is required to provide to each employee solicited. Such application shall include the following:

1. The name of the organization.
2. The boundaries of the area in which the organization normally solicits public contributions and a list of the names and addresses of the member agencies.
3. A certification that the organization is qualified as an exempt organization under Section 23701 (d) of the Revenue and Taxation Code, or paragraph (3) of subsection (c) of Section 501 of the Internal Revenue Code.
4. A certification that the organization is in compliance with provisions of the California Fair Employment and Housing Act, Part 2.8 (commencing with Section 12900).
5. Other provisions deemed necessary by the Board, Executive Officer or the Auditor-Controller.

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PROCEDURE:

1. There shall be only one campaign each fiscal year for soliciting payroll deductions from county employees for contributions to charitable organizations.
2. Prior to July 1st of each year, the Executive Officer shall designate an official or an employee as the campaign chairperson.
3. The designated principal combined fund drive organization shall make available to the Auditor-Controller by September 1st of each year campaign literature and payroll deduction cards so that such information can be distributed to county employees during each annual campaign.
4. The Auditor-Controller shall be responsible for disbursing funds deducted from employees' salaries and wages to the designated principal combined fund drive organization which, in turn, will distribute the funds to the organizations the employee has authorized for such deductions.
5. Nothing contained in this policy shall preclude the designated principal combined fund drive organization from honoring an employee's designated deduction to any private non-profit charitable organization.

Reference:

Minute Order 6.13 of 06/15/82
Minute Order 3.21 of 05/30/89
Minute Order 3.3 of 04/10/07