**Filling Out the Campaign Report Form**

**Read the instructions first! If unsure, call audit staff: 210.352.7008**

- All data provided should reflect only the pledges and/or cash accompanying that report.
- Check if report is final.
- Provide an updated employee total.
- Paper clips O.K. NO STAPLES PLEASE!

---

### United Way Campaign Report Form

**1234**  
**08-A-00**  
**United Products, Inc.**

**1437 Old North Road, San Antonio, Texas 78205**

**# EMPLOYEES LAST YEAR**

**# EMPLOYEES THIS YEAR**

---

**PAYROLL DEDUCTIONS**

<table>
<thead>
<tr>
<th>EMPLOYEE GIFTS</th>
<th>NO. OF DONORS</th>
<th>TOTAL PLEDGE</th>
<th>PAYMENT INCLUDED WITH THIS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Payroll Deductions</td>
<td>633</td>
<td>$126,000</td>
<td>$</td>
</tr>
<tr>
<td>2 Fully Paid – Checks/Cash</td>
<td>2</td>
<td>550</td>
<td>550</td>
</tr>
<tr>
<td>3 Credit Card</td>
<td>5</td>
<td>275</td>
<td>275</td>
</tr>
<tr>
<td>4 Direct Billing by United Way</td>
<td>17</td>
<td>255</td>
<td>255</td>
</tr>
</tbody>
</table>

**EMPLOYEE GIFT TOTAL**  
**SUM OF LINES 1 - 4**

<table>
<thead>
<tr>
<th>5</th>
<th>$127,680</th>
<th>00</th>
<th>550</th>
<th>00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>CORPORATE GIFT</td>
<td>25000</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SPECIAL EVENTS</td>
<td>377</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>GRAND TOTAL</td>
<td>$153,057</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>

**SUM OF LINES 5, 6 & 7**

| 8 | $927 | 00 |

---

**COMPANY CONFIRMATION**

**PAYROLL WITHHOLDING**

AGENCIES ARE FUNDED MONTHLY. MONTHLY REMITTANCE IS APPRECIATED.

**CONTACT NAME:** Sally K. Johnson  
**PHONE:** 210-123-4567  
**EMAIL:** SJohnson@email.com

**CORPORATE GIFT WILL BE PAID:**  
One Time: WW/DD/YY (Date)  
Monthly:  
Quarterly:  

**CONTACT NAME:** Sally K. Johnson  
**PHONE:** 210-123-4567  
**EMAIL:** SJohnson@email.com

**COMPANY REPRESENTATIVE PREPARING REPORT**

**NAME:** Jack Smith  
**PHONE:** 210-345-6789  
**SIGNATURE:** Jack Smith  
**DATE:** WW/DD/YY

---

**BREAKDOWN OF CASH AND CHECKS INCLUDED WITH THIS REPORT**

<table>
<thead>
<tr>
<th>FOR UW USE ONLY</th>
<th># SCAN</th>
<th># NON-SCAN</th>
<th>TOTAL #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Led Level</td>
<td>Ldr Level</td>
<td>Ldr Level</td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>00</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>777</td>
<td>00</td>
<td>777</td>
</tr>
<tr>
<td></td>
<td>927</td>
<td>00</td>
<td>927</td>
</tr>
</tbody>
</table>

**UNITED WAY RECEIPT OF CASH/CHECKS VERIFIED BY**

**COMPANY CONFIRMATION**

**CONTACT NAME:** Sally K. Johnson  
**PHONE:** 210-123-4567  
**EMAIL:** SJohnson@email.com

**COMPANY REPRESENTATIVE PREPARING REPORT**

**NAME:** Jack Smith  
**PHONE:** 210-345-6789  
**SIGNATURE:** Jack Smith  
**DATE:** WW/DD/YY

---

When completed, provide the white and blue copies to the United Way representative and retain the pink copy for your records.

Must physically count all cash/checks and place inside the Campaign Closeout Checklist envelope.