

Adjutant Software Customer Support Tech Notes

Document Title: Pro-rata returns
Document Number: 024
Applies to: Campaign ToolBox for FL, GA, PA

SUMMARY

This Tech Note describes how the “Return Surplus Contrib.” function of the program works and tips on how to use it. Be sure to check your election laws carefully before using this function.

HOW IT WORKS

You must first determine the exact percentage rate to be returned. This must be done manually - there are too many variables for the rate to be automatically determined. When you tell the program to continue, Campaign ToolBox will go through each contribution record that is marked as a monetary contribution (other than loans or amended deleted records), and multiplies the amount of the contribution by the percentage rate you entered. It will then create an expense record to the same person or organization for that amount and enter the correct data for a pro-rata return. It makes no decisions or calculations beyond that. If a contribution was previously returned to someone, the program will have no way to know that, so you must manually locate and delete that pro-rata return expense record. The same is true for any other situation where a refund check should not be issued. To print checks for those expense records, they are printed just as any other expense record would be printed (see program Help for more info).

NOTES

1. The program will remind you to make a backup copy of your database file before starting. This makes it much easier to fix things if you later discover that you entered the wrong percentage rate.
2. It may be helpful to hold back some money for unforeseen expenses. Any left over of this amount can be given to charity or whatever the law allows just prior to closing the bank account.
3. Campaign ToolBox will print the contributor’s address on the printed checks, making it very easy to return contributions in window envelopes. (Check the web site to order checks and window envelopes.)
4. While there are easier ways to dispose of surplus funds, the good will that it generates generally makes it easier to raise funds for the next campaign.
5. Keep in mind that there will inevitably be some people who won’t cash or deposit their checks, so keep this in mind when planning your account closing.
6. The program Help and the Quick Reference Guide contain detailed steps plus a sample percentage calculation.
7. Calculating the percentage rate to be used is the most important step in this process. Review your transactions carefully before using this function, and know which (if any) refund records will need to be manually deleted.
8. The program will calculate the total amount to be returned and the number of records to be created and will display this before actually creating the expense records. You must type “REFUND” into a box to confirm the operation before the program actually creates the records; press Cancel or type anything else in the box to exit. Be sure to review this amount carefully before proceeding.
9. This function will apply to all contribution records with a date later than the “Campaign Start Date” entered in Initial Program Setup (also available under the menu item Tools > Options).