

How to Read Reports

Cognos Reports

Payroll Pledge numbers are available within Cognos (WIN reporting). Each campaign treasurer will keep track of all payroll pledges that result from their individual campaigns.

The report will consist of three tabs:

(1) By Department Donations Report

Information in the COGNOS report is broken down by "Department" code. The department data must be used to manually calculate divisional results.

Donations in this tab are also included in the detailed donations report. Do not add this amount to the Detailed Donations Report amount.

(2) Leadership Report

Federated Health Charities (FHC) does not run a formal leadership program, but donations of \$500 or more are considered "high-end donations" and will receive acknowledgement from FHC.

Note that the donations in this tab are also included in the detailed donations report. Do not add this amount to the Detailed Donations Report amount.

(3) Detailed Donations Report

This includes all WIN donations, including those identified on the other two reports. Do not add this amount to the other reports. The Detailed Donations Report provides the total donations to date.

COGNOS reports are available for download anytime. FHC will pull COGNOS reports each Monday (Tuesdays in instances where Monday is a statutory holiday) to be consistent and measure campaign results in equal time increments.

It is recommended that individual campaigns do the same. This ensures that any questions can be answered by comparing relevant data between FHC and the campaign team.



Weekly Treasurer Report

Each Friday, FHC sends reports to campaign treasurers via email. These reports show a summary of activity for the past week, including lottery ticket sales, merchandise sales, events revenue through the online platforms, and one-time online donations. Inactive campaigns will not receive a statement.



Sample of Weekly Treasurer Report

	Quantity	Total	Grand Total
One-Time Donations			
Special Events - General			
Event I			
Event II			
Special Events - FHC Silent Auction			
Special Events - FHC Campaign Merchandise			
Special Events – FHC Lottery			
			0.00