

## Treasurers Checklist: for campaigns not using the WIN payroll system

### Steps for Fund Reconciliation

This checklist is for any Treasurers of organizations who use a payroll system other than WIN. The following steps can be followed to ensure a seamless and organized funds reconciliation process. If you are a Treasurer for a campaign that does use the WIN payroll system, check out the [checklist for WIN campaigns](#) (under the Campaign Management section).

#### Step 1: Receive Training:

- The Federated Health Manager of Finance & Administration, Tatyana Parfenyuk, will be your main point of contact on the Federated Health team. Connect with her [Tatyana.parfenyuk@ontario.ca](mailto:Tatyana.parfenyuk@ontario.ca) to obtain all training materials and supporting documents.
- Federated Health hosts a training Q&A session for all Treasurers. Attend this to ensure all your questions are answered and you feel prepared for your role.

#### Step 2: Cash Handling:

- Establish a cash handling process.
  - Include any information required to accompany cash and process for transferring funds to treasurer.
  - If volunteers are asked to deposit directly to Federated Health Charities' bank account, direct them to contact [Tatyana.Parfenyuk@ontario.ca](mailto:Tatyana.Parfenyuk@ontario.ca) for instructions.

#### Step 3: Campaign Progress:

- Reconcile pledge totals from payroll pledges, cash donations, revenue from special events, and lottery ticket sales on a weekly basis.
- Present progress updates to the campaign chair and Federated Health team.
- Share progress with divisional leads, volunteers and/or senior management to help build fundraising strategy and change course as required.

#### Step 4: Remit funds to Federated Health Charities:

- Complete the [Donations Envelope Cover Sheet](#) (found in the Financial Management section) and send all cheques/credit card donations, with

donation forms, to Federated Health Charities at 5-315 Front St. W, Toronto, ON M7A0B8 on a weekly basis.

- Contact [Tatyana.Parfenyuk@ontario.ca](mailto:Tatyana.Parfenyuk@ontario.ca) to arrange cash deposits into the Federated Health bank account.