

## Treasurers Checklist: for campaigns using the WIN payroll system

### Steps for Fund Reconciliation

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 not use the WIN payroll system, check out the [checklist for non-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:

- If there is an **existing bank account** used for Campaign Federated Health Charities funds:
  - Draft a process for depositing funds into the campaign bank account and share it the executive team and divisional/regional leads.
    - Include any information required to reconcile deposits, such as copies of deposit slips or an email to the treasurer, specifying the amount and purpose of the deposit.
  - Determine the current signing officer(s) on the account (often the previous year's treasurer and/or chair)
  - Update the signing officers to the current treasurer and/or chair. Please contact [Tatyana.Parfenyuk@ontario.ca](mailto:Tatyana.Parfenyuk@ontario.ca) for assistance as required.
- If there is **NO campaign specific bank account**:
  - 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 WIN, 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](#) 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.