

## GUIDE: Financials & Reporting

### Role of the Treasurer

Each campaign team includes a Treasurer. In smaller campaign teams, this person may hold more than one role. The treasurer manages the campaign's funds, tracks the progress towards its fundraising goals, and liaises with Federated Health Charities on financial matters.

The Treasurer's role includes:

- Tracking payroll pledges, lottery sales and other fundraising progress;
- Provide updates to the campaign team on target progress;
- Suggesting areas of focus to improve results throughout the campaign;
- Communicating financial guidelines related to the specific campaign to ensure funds are being directed appropriately and timely.

The Campaign Treasurer works closely with Federated Health Charities' (FHC) Financial Manager to set up campaign specific processes, including things like bank account management, how to transfer funds to FHC etc. **This person should be the first point of contact for finance-related questions.**

### Methods of Donating to Federated Health Charities (FHC)

#### Payroll Pledges

Making a payroll pledge allows the employer to deduct money from your pay cheque and donate it to the charities of the donor's choice. The amount is solely up to the donor to decide. The number of pay periods can also be identified by the donor; alternatively, the pledge can be set up to renew automatically until manually cancelled.

**OPS** employees can initiate payroll pledges by following the instructions found in [How to Make a Payroll Donation in WIN](#) or by submitting a [Donation Form](#) to the Campaign Treasurer.

**OLG** employees can initiate payroll pledges by submitting their donation through the [OLG pledge platform](#).

**Metrolinx** employees can initiate payroll pledges by submitting their donation through the [Metrolinx pledge platform](#).

**All other agency employees** can initiate payroll pledges by submitting a [Donation Form](#) to the Campaign Treasurer. The Campaign Treasurer will forward to FHC.

### One-time Donations

One-time donations can be made to FHC at any time by visiting [One-time Donations](#). Donations can be made via credit card, GooglePay, ApplePay or Pre-authorized Debit and may also be set up to recur on a monthly basis. Tax receipts will be issued for those donations of more than \$25.

### Special Events Payments

Participating in special events is a fun and interactive way to support FHC. Each campaign is assigned a unique QR code and link to use for collection of payment at special events. This should be used for event fees and will allow the Campaign Treasurer to track event proceeds as they occur. Payment for special events is not eligible for a tax receipt.

### Lottery Ticket Purchases

Each year FHC hosts a lottery with prizes ranging from \$1000 - \$15000. Tickets are \$5 each and must be purchased from <https://www.federatedhealth-lottery.ca/>.

Monies paid through other platforms cannot be used to purchase lottery tickets. Alcohol and Gaming Commission of Ontario (AGCO) employees are not eligible to purchase lottery tickets. Payment for lottery tickets is not eligible for a tax receipt.

For more information about FHC's Annual Lottery, please see [FAQ – Federated Health Lottery](#).

## Federated Health Charities Campaign Reporting

The Campaign Treasurer will receive a report from FHC each Friday where activity within the campaign has occurred during the past week. This will include one-time donations, lottery tickets sold, special events proceeds and merchandise sales.

OPS employee payroll pledge totals can be viewed by the Campaign Treasurer at any time by accessing WIN (COGNOS) reports. For more information about how to view these reports, see [How to Pull Payroll Pledge Reports from COGNOS](#).