

MONTHLY REPORTING TRACKING SHEET

If desired, use this template to track your program's numbers by hand throughout the month before final webtracker reporting.

A. NUMBER OF CHILDREN AND MEALS SERVED

Please enter the average number of children served per day and the number of days in operation per week.

	DAYS	BREAKFAST	MM	AM SNACK	LUNCH	PM SNACK
WEEK 1						
WEEK 2						
WEEK 3						
WEEK 4						
WEEK 5						

B. PROGRAM EXPENDITURE

Please enter the dollar value and description for each item purchased in the month.

	AMOUNT	DESCRIPTION
FOOD AND SUPPLIES		
EQUIPMENT		
OTHER		
END OF MONTH BALANCE		

C. IN-KIND DONATIONS

Volunteer Hours: Please enter the number of volunteers and hours per day per volunteer spent in each applicable category.

	DAYS	# OF PARENT / CAREGIVER VLNTRS	HOURS PER DAY	STUDENT VLNTRS	HOURS PER DAY	STAFF VLNTRS	HOURS PER DAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							



Donated Items: Please enter the dollar value and description for each item received in the month.

	AMOUNT	DESCRIPTION
1. FOOD		
2. EQUIPMENT		
3. GIFT VOUCHERS		
4. OTHER		
5. EGG FARMERS OF ONTARIO		
6. BCC YOGURT (\$8.97/CASE)		
7. BCC JUICE (\$1.99/CARTON)		

Space Utilized: Which of the following areas were used for each program day?

1. CLASSROOM	
2. SCHOOL KITCHEN	
3. FOOD SERVICE CLASS	
4. CAFETERIA	
5. STAFF ROOM	
6. GYM	
7. HALLWAYS	

D. FINANCIAL CONTRIBUTIONS

Please enter the dollar value and description from each group in the month.

	AMOUNT	DESCRIPTION
1. PARENTAL		
2. CORPORATE		
3. COMMUNITY		
4. FUNDRAISING		
5. OTHER		

