

Monthly Report Checklist

This checklist will help you complete your monthly report. Please complete all items in the checklist.

Timeline: Due by the 7th of each month.

- **Note:** The data from previous months will be locked at a certain point so no changes can be made.

Instructions:

A. Collect information to be reported

- Gather all statistics (for example, # of students served, # of days served, # of adult volunteers, # of student volunteers, # of volunteer hours) for current month
- Gather all receipts for expenses incurred during the current month
- Gather all cheque stubs and/or category summary for the current month

B. Monthly Report

Program statistics

- In **WebTracker**: click on **Monthly Entry** and then on **Month of report**
- Click on **Program**
 - Insert # of average students served for current month (total number of students served divided by the # of days served)
 - Insert # of days served for current month
Note: # of meals will be automatically calculated (average number of students times the number of program days)
 - Insert # of adult volunteers
 - Insert # of student volunteers (from your school or other schools)
 - Insert # of volunteer hours (imagine you were going to write them a paycheck)
 - Click **Save**

Finance

- Click on **Finance**
 - Enter all expenses (for example, Food, Supplies, Equipment, Other). Be sure to add descriptions
 - Enter all income (for example, School, Live Free/Fundraising, Parental, Corporate, Other). Be sure to add descriptions.
Note: Community Partners will enter your Ministry, Breakfast Club of Canada, Presidents Choice Children's Charity and Grocery Foundation funding, if applicable.
 - Enter Program Account Balance (can be found on the category summary)
 - Enter Gift Card Balance
 - Enter Grocery Foundation Voucher cost and Voucher Product cost
 - Enter In-Kind Donations (for example, Parent Community, Local Business, Equipment, Other). Be sure to add descriptions of what the donation was.
 - Enter notes that would assist in understanding any irregularities for this month
Note: You may choose to click on **To PDF** and save a copy of this monthly report for your own records with your monthly receipts.
 - Click **Save and Close**

Receipts

- Scan and save receipts into PDF with the following naming conventions:
 - school or agency name_receipts_month (e.g. schoolname_receipts_May)**Note:** You will be emailing your receipts to foodandfriends@childrensfoundation.org with the Year-End report.