

## Handy Recording Sheet for Monthly Expenses Reporting

This sheet must be completed by the breakfast program coordinator, with the assistance, as needed, of any staff/volunteers directly involved with day-to-day operations. **At the end of the month:** If the program coordinator is not responsible for the on-line data entry, then this sheet must be given to the person responsible.

Month: \_\_\_\_\_

**C. Monthly Expenses:**

**\*Funds Spent:** includes all purchases (food and daily supplies) for the current month's reporting period using cash/debit/credit card/invoice payment methods, but excluding purchases made with SBP-provided grocery cards

		Grocery Card Amount (if used)			
Receipt #	Total Amount of Receipt	Metro/ Food Basics	President's Choice	Sobey's/FreshCo	Funds Spent* (total amount of receipt minus SBP grocery card amounts)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Report these totals in Webtracker					

Receipts should be attached to sheet and given to person responsible for entering information into Webtracker.

**D. In-Kind Donations Received:**

Financial	Yes / No	From: Parent, Business, Community
Food	Yes / No	From: Parent, Business, Community

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Month: September



**C. Monthly Expenses:**

**\*Funds Spent:** includes all purchases (food and daily supplies) for the current month's reporting period using cash/debit/credit card/invoice payment methods, but excluding purchases made with SBP-provided grocery cards

Receipt #	Total Amount of Receipt	Grocery Card Amount (if used)			Funds Spent* (total amount of receipt minus SBP grocery card amounts)
		Metro/ Food Basics	President's Choice	Sobey's/FreshCo	
1	107.71	—	—	—	107.71
2	39.67	39.67	—	—	0
3	89.33	50.00	—	—	39.33
4	72.46	—	—	—	72.46
5	45.22	—	—	45.22	0
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Report these totals in Webtracker		134.89		45.22	219.50

Receipts should be attached to sheet and given to person responsible for entering information into Webtracker.

**D. In-Kind Donations Received:**

Financial  Yes  No  
 Food  Yes  No

From:  Parent, Business, Community  
 From: Parent, Business, Community