

## Instructions for Monthly Reporting

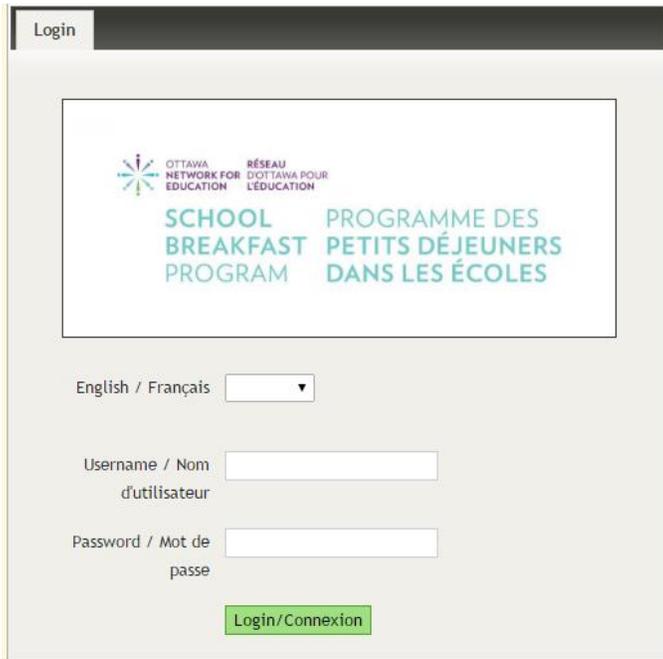
Please follow these step-by-step instructions to report your program data and monthly expenses. The Webtracker system opens for reports on **the 1<sup>st</sup> day of the month** and closes on the 10<sup>th</sup> day of the month.

\*\* Your report will not save, if you enter information before or after these dates.

**IMPORTANT TIP:** Gather the following documents before entering your data online.

- Program & Team Summary Tracking Sheet (appendix 1)
- Monthly Expenses Tracking Sheet (appendix 2)
- Scan all your receipts into 1 PDF file for uploading. Receipts must be visible and include the date, mode of payment and total amount. All grocery card information must be visible (appendix 4). For more information, see the FAQ section.

1. Go to <https://mywebtracker.ca/Account/Login/SNPottawa>



Login

OTTAWA NETWORK FOR EDUCATION RÉSEAU D'OTTAWA POUR L'ÉDUCATION

SCHOOL BREAKFAST PROGRAM PROGRAMME DES PETITS DÉJEUNERS DANS LES ÉCOLES

English / Français

Username / Nom d'utilisateur

Password / Mot de passe

Login/Connexion

- Select Language Preference
  - Enter your Username [as provided by email] and Password: **tracker (case sensitive)**
  - Click **Login/Connexion**
2. Using the “Monthly Entry” tab, select the month you wish to report data (months appear from bottom to top).

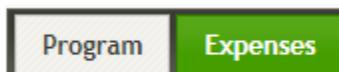


Monthly Entry Client Reports

Month Year
Aug / aout 2022
Jul / juil 2022
Jun / juin 2022
May / mai 2022
Apr / avril 2022
Mar / mars 2022
Feb / fevr 2022
Jan / janv 2022
Dec / dec 2021
Nov / nov 2021
Oct / oct 2021
Sep / sept 2021

Note: Upon opening the month, you will notice two tabs: Program and Expenses. Both of these tabs contain fillable areas that must be completed before submitting your report.

- Click on the “Program” tab to enter the number of meals prepared for the month as well as the time that it takes to run your breakfast program.



- In “Program Data”, use the month feature to help calculate the information below. Click the arrows to navigate between months.

Program Data

# of Program Days

*Enter the number of school days your program operated within the month. Exclude holidays, PD days and weekends. Use this handy calendar to count the number of teaching days per month. Click on the arrow keys to change the month.*

# of meals prepared

*Enter the number of total meals prepared for this month. (For tips on calculating the number of meals prepared, click HELP).*

Reporting a decrease

*Select 'yes' if you are reporting a decrease in the number of meals prepared related to a Covid-19 incident (e.g. students/classrooms were required to self-isolate).*

- Count the number of days the program operated during the month. Ex: if your program started on September 13, enter 14 days. Do not include holidays, PD days and weekends.
- Tally the number of meals prepared\* for each day of the month the program operated. Do not use an average.

\*see Appendix 3 on tips for counting Meals Prepared

- New!** If students at your school were asked to self-isolate or if an outbreak occurred during the reporting month due to COVID-19 and this resulted in a **decrease** in the number of meals prepared, please select YES; otherwise, leave this field blank.
- Identify all the individuals that contribute their time to run the program. Each program should have only 1 program coordinator. If the coordinator worked 1.5 hours for 20 days the number of hours would be 30 for the month. All other school staff assisting the coordinator should record their contribution in the “School Staff” section. This can include staff that help distribute food, staff that prepare the monthly reports, staff that purchase food, etc. For example, if 5 school staff helped the coordinator for a total of 20 hours for the month, then enter 5 for staff and 20 for hours. If you have nothing to report in a section, please put a 0 value in that box.

Team Summary		
It takes a team to run a program! Please indicate the total number of individuals in each category, as well as the total number of hours they contributed to your program this month.		
	Number	Hours
Program Coordinator	<input type="text" value="1"/>	<input type="text" value="30"/>
School Staff	<input type="text" value="5"/>	<input type="text" value="20"/>
Students	<input type="text" value="0"/>	<input type="text" value="0"/>
Parents / Community Members	<input type="text" value="0"/>	<input type="text" value="0"/>

9. Next click on the “Expenses” tab to enter your monthly expenses.



Your budget appears here:

Annual Nutrition Budget	
Annual Nutrition Budget	<input type="text"/>

Enter your expenses in this section:

Monthly Expenses	
Funds Spent	<i>This amount reflects any purchases (food and daily supplies) for the current month's reporting period regardless of the method of payment, but excluding purchases made with SBP-provided grocery cards (which are entered separately below).</i>
SBP Grocery Cards	<i>This amount reflects any purchases (food and daily supplies) for the current month's reporting period paid for using SBP-provided Grocery Cards as a portion of the annual nutrition budget.</i>
* Please do not mix receipts for different months; even if they are only off by one day.	
Funds Spent	<input type="text" value="0"/>
Metro/Food Basics	<input type="text" value="0"/>
President's Choice	<input type="text" value="0"/>
Sobey's/FreshCo	<input type="text" value="0"/>
Total Monthly Expenses	<input type="text" value="0.00"/>

In "Funds Spent" field, enter the amount spent using cash /debit/credit/invoice.

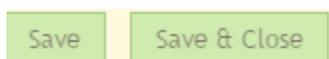
In the grocery store fields, ONLY enter expense amount(s) IF expenses were paid using grocery cards (gift cards) provided to your school by the ONFE School Breakfast Program. For more clarification, refer to FAQ section.

10. Click “Choose File” to upload your **scanned PDF** copy of receipts/invoices (entire receipt must be visible - see appendix 4). **Do not upload JPEG files.**



Note: **Only 1 PDF file can be uploaded.** If you have multiple receipts, photocopy all receipts and scan them to create 1 PDF file. If you upload a second file, it will **overwrite** the first file.

11. Report any in-kind donations. If you answer “yes”, please report whether the donation was in the form of money or food along with the source of the donation (parent, business, community, etc.).
12. To complete your monthly entry, click the “Save & Close” tab.



Tip: You can click on the “Save” tab and add information at a later time.

13. If you wish to keep a copy for your files, click the “To PDF” tab.



14. To ensure that you have successfully uploaded your PDF file, re-click your month and click on “Open File”. If your file is not there, you will have to re-upload your file.
15. Check your remaining balance to ensure you are on track. Grocery card balances in Webtracker should equal your overall card balance.

Balance	
Funds	356.91
Metro/Food Basics	200.00
President's Choice	0.00
Sobey's/FreshCo	0.00

If you are in a **negative** situation, you must contact your CDC immediately.

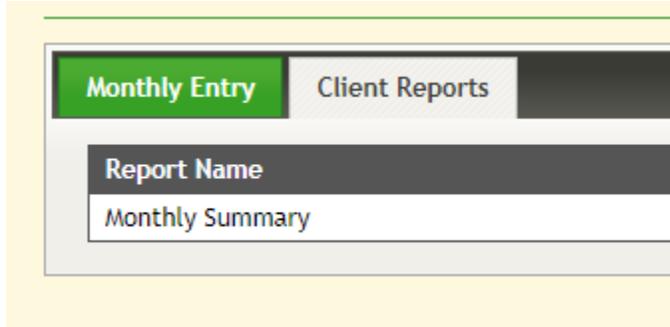
Balance	
Funds	-524.12
Metro/Food Basics	0.00
President's Choice	0.00
Sobey's/FreshCo	0.00

16. To end your entry, click "Close", followed by "Logout".

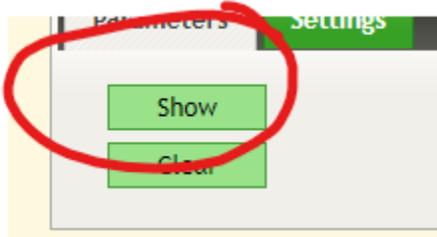


## New Report Available

We have designed a new report to summarize all your reported data. To access, click the “Client Reports” tab, followed by “Monthly Summary”.



Click “Show”



The following report will appear. It can be printed and/or exported to Excel.

month/mois	Program(me) days/jours	Meals Prepared/Repas prparz	Funds spent/fonds d'pensz	Metro cards spent/d'pensz	Sobeys cards spent/d'pensz	Rcpt Uploaded/Fct t'lchargz	Donations/dons
Sep / sept 2019			0	0	0	No	No / non
Oct / oct 2019			0	0	0	No	No / non
Nov / nov 2019			0	0	0	No	No / non
Dec / dec 2019			0	0	0	No	No / non
Jan / janv 2020			0	0	0	No	No / non
Feb / fevr 2020			0	0	0	No	No / non
Mar / mars 2020			0	0	0	No	No / non
Apr / avril 2020			0	0	0	No	No / non
May / mai 2020			0	0	0	No	No / non
Jun / juin 2020			0	0	0	No	No / non
Jul / juil 2020			0	0	0	No	No / non
Aug / aout 2020			0	0	0	No	No / non
Total			0	0	0		

If you require assistance and FAQs, click on the “Help” tab.



## Frequently Asked Questions

**Q:** My file will not upload.

**A:** Check the file name, file size (cannot exceed 4 MB) and resolution.

Name your file with upper- and lower-case letters only e.g., OttawaElementarySchoolOct. Avoid spaces, special characters and punctuation of any kind.

You can reduce the file size by lowering the resolution when scanning your receipts, or by choosing “compact PDF”.

**Q:** Had do I create 1 PDF if I have more than 1 receipt?

**A:** Photocopy all receipts and then scan all photocopies to create one file.

To scan using an iPhone models 8+ <https://support.apple.com/en-us/HT210336>.

To scan using an android phone

<https://support.google.com/drive/answer/3145835?co=&co=GENIE.Platform%3DAndroid&oco=1>

**Q:** My school gave me a grocery (gift) card to purchase groceries for my program. Do I enter these purchases in the grocery store field?

**A.** DEPENDS. If the grocery card was provided by the School Breakfast Program, then YES, enter these amounts in the appropriate fields. If the grocery card was purchased by the school or donated to the school, then NO, enter these amounts in the FUNDS SPENT field.

**Q.** I forgot to include a receipt. Now what?

**A.** Within the first 10 days of your reporting period, you can simply re-scan ALL of the receipts, including the missed receipt, and re-upload the PDF by clicking the "Choose file".

If you have passed the 10-day mark, contact your CDC.

Upload Receipts

Choose file

No file chosen

*\* Use this to Upload replacing the previously uploaded receipt.*

**Q.** Can I access previously submitted data?

**A.** Yes, you can always see your data for the current year; however, you cannot update your data. If an update is required, contact your CDC.

**Q.** We shopped in September with a credit card but paid the credit card bill in October. Which month does this get reported in?

- A. Expenses must be reported for the month in which they incurred. In the above example, those expenses would be reported in September.

Handy Recording Sheet for  
**Monthly Program Data & Team  
 Summary 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: \_\_\_\_\_

**A. Program Data: # Days Program Offered & Number of Meals Prepared**

	# of Days Program Offered	# of Meals Served					Totals
		Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
<b>Total # Days Offered</b> →				<b>Total meals prepared this month</b>			→

**B. Team Summary: # of people and hours contributed to running the program.**

Team Member Type	Week 1 (# hrs.)	Week 2 (# hrs.)	Week 3 (# hrs.)	Week 4 (# hrs.)	Week 5 (# hrs.)	Total Hours Contributed	# People
Program Coordinator (1 per school)							
School Staff							
Students							
Parents and/or Community Members							

## Appendix 2



**SCHOOL BREAKFAST PROGRAM** / **PROGRAMME DES PETITS DÉJEUNERS DANS LES ÉCOLES**

### 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

## Appendix 3

### How to count meals by program type:

#### Grab-and-go Program

Ask: How many meals/snacks are prepared for the program on an average day?  
The number should reflect how many meals/snacks are put out and not how many meals/snacks are taken.

For example, a breakfast program puts out 100 bananas, yogurts, and whole wheat English muffins. At the end of the morning, there are five bananas, eight yogurts, and two English muffins left over. The number of meals served is 100.

#### Bin Programs

Ask: How many meals/snacks are put in the bins each day?  
The number may reflect either total school enrollment (if the program serves every child or youth in every classroom) or program demand. A bin could last one or more days.

For example:

- ❖ A snack program fills 10 bins with 25 servings of baby carrots and hummus. Each bin is given to a different classroom and lasts one day. The number of meals served is 250.
- ❖ A snack program fills 15 bins with 60 apples and whole grain cereal bags. Each bin is given to a different classroom and lasts three days. The number of meals served is 300 for each of the three days (900 meals in total).

**metro** \_\_\_\_\_ store name

Store #100253 (613) 744 2961  
EAOE HST# R10521-170

PRODUCE  
 AVOCADO BAG 2.99  
 PREMIUM BANANA 0.94  
 0.620 kg @ \$1.52/kg  
 GRAPE GREEN SDLS  
 0.295 kg Gross  
 -0.005 kg Tare =  
 0.290 kg Net @ \$6.59/kg 1.91  
 BROCCOLI S214 1.99  
 GALA APPLES  
 0.770 kg @ \$4.39/kg 3.38  
 HOTHOUSE SWEET RED PEPPER  
 0.190 kg @ \$6.59/kg 1.25  
 ORGANIC RASPBERRIES 2.99  
 ORG. STRAWBERRY  
 1 @ 2/\$4.00 2.00

DELI  
 HUNNUS 6.99

DAIRY  
 LIB. 2% PLAIN SKYR YOG 4.99

CONN. BAKERY  
 WHEAT ENGLISH MUFFIN 1.99

CUT FRUIT  
 1 2 CNLOP 1.99

Manufacturer Coupons  
 MFR CPN -1.00

SUBTOTAL 32.41

TOTAL 32.41

GIFT CARD 32.41  
 Total number of items sold = 12

method(s)  
of payment

AIR MILES  
 BASE AIR MILES EARNED 1  
 BONUS AIR MILES EARNED 0  
 Total Air Miles earned 1  
 AIR MILES COLLECTOR \*\*\*\*\*8136

DREAM MILES BALANCE 25033  
 AIR MILES CASH BALANCE 0

AIR MILES: 1-888-247-6453 airmiles.ca  
 Your code

58620944063260920916

Sep 26 2018 04:33 pm Trans#005000009120

date

TRANSACTION RECORD

TR Terminal #: 00000005  
 Operator : 143  
 Invoice #: 005000009120  
 Card Entry : KEYED

Account Type : GIFT CARD  
 Trans Type : FORCED REDEMPTION  
 Card Number : 606171\*\*\*\*131605499\*  
 User ID : 177478  
 Auth #: 432184

grocery card  
number

Amount \$ 32.41  
 Amount Redeemed \$ 32.41  
 Remaining Balance \$ 10.11

balance on  
grocery card

\*\*\*\*\* TRANSACTION APPROVED \*\*\*\*\*

18/09/26 16:33:10: Auth # 432184

09/26/2018 04:33 PM  
 CASHIER 143 100253 05 9264