

## Year-End Report Checklist

This checklist was created to help you complete your year-end report. Please complete all items in the checklist.

**Timeline:** Due June 19, 2020

### Instructions:

#### A. Monthly Reporting

Before completing the year-end process, ensure monthly reporting is up-to-date:

- Enter monthly reporting for May, including *Current Balance (by June 7)*
- Enter monthly reporting for June, including any actual expenses or income up to June 19.
- If missing information from September-April, contact Program Manager or Director

#### B. Year End

##### **Category Summary**

- Schools: obtain Category Summary from front office for September to current date
  - Community agencies: obtain current bank statement
- Write the projected income and expenses for remainder of June on either the Category Summary or bank statement

##### **Monthly Summary**

- In **WebTracker**: click on **Client Report** and then on **Year-to-date Summary**
- Click on **Show**

- Reconcile transactions on your Category Summary to your Client Report. Ministry, BCC, Grocery Foundation and CFGW Food & Friends breakdowns are shown at the bottom of the Client Report

##### **Receipts**

- Collect current receipts in your accordion file box for one full school year. (receipts for the school year **DO NOT** need to be included in the year-end report)

##### **Principal/Executive Director Review**

- Have your Principal/Executive Director review the Year-to-date Summary, Category Summary and receipts
- Have your Principal/Executive Director sign the Category Summary

##### **Submit Year End Documents**

- Scan and save the Category Summary into PDF with the naming convention: *school/agency name\_category summary\_2020*
- Email document to [foodandfriends@childrensfoundation.org](mailto:foodandfriends@childrensfoundation.org)