

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 8, 2018

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* (**before June 7**)
- Enter monthly reporting for June, including any actual expenses or income up to June 9.
- If missing information from September-April, contact Program Manager or Director

B. Year End

Monthly Summary

- In **WebTracker**: click on **Client Report** and then on **Monthly Summary**
- Click on **Show**
- Click *Print* in top right to obtain the Monthly Summary

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

Receipts

- Collect current receipts (a scan of the receipts for the school year will need to be included in the year-end report)

Principal/Executive Director Review

- Have your Principal/Executive Director review the Monthly Summary, Category Summary and receipts
- Have your Principal/Executive Director sign the Category Summary

Submit Year End Documents

- Scan and save documents into PDF with the following naming conventions:
 - Monthly Summary as *school/agency name_monthly summary*
 - Category Summary as *school/agency name_category summary*
 - Receipts (for the entire school year) in one file as *school or agency name_receipts*
- Email all documents to foodandfriends@childrensfoundation.org