Web Tracker Monthly Reporting Guide

Web Tracker Website: www.webtracker.ca/snp

1. Log into web tracker using **"Internet Explorer"** with your school "**USERNAME"** and "**PASSWORD"**. See *Figure 1*.

   To Login in and complete your report in **French,** go to the drop down language tab. See *Figure 1.1*.
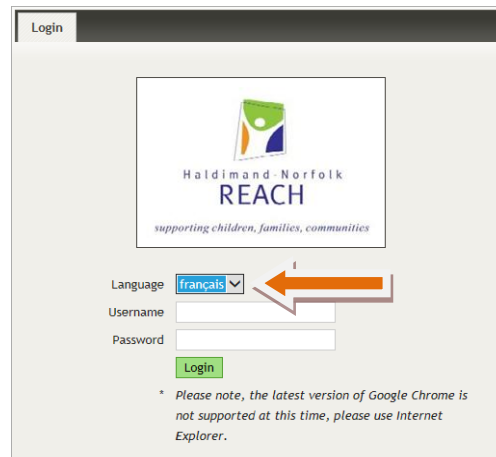
   Web Tracker does **NOT** support Google Chrome

   If you do not have the username and password contact your Community Development Worker (CDW).
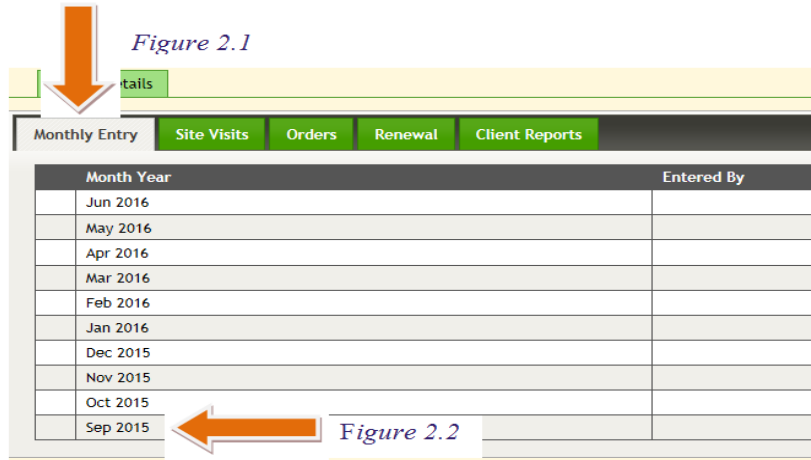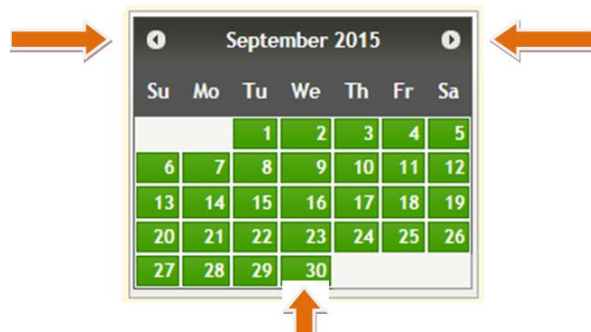
Figure 1

Figure 1.1

2. Click on the **"Monthly Entry"** tab. See *Figure 2*.
   Click on the month you are reporting, line item Sep 2015. See **Figure 2.2**.

Figure 2

Figure 2.1

Figure 2.2

3. Choose the month and date you are filling out the report on. The arrows located at each side of the calendar will allow you to change months. Once you have the correct month, click on the date. Example: September 30, 2015. See *Figure 3*.

Figure 3

4. If your program is not operating please put in **"0"s** for Weeks 1 – 5 under "Days". See *Figure 4.1* then proceed to Section E.

Figure 4.1

A. Number of Children and Meals Served

Program Details

Instructions: Please enter the average number of children served **per day** and the number of days in operation per week.

	Days	Breakfast	EMM	AM Snack	Lunch	PM Snack
Week 1	0					
Week 2	0					
Week 3	0					
Week 4	0					
Week 5	0					

For the following example, working on the premise that this program operates a **breakfast** program **5 days a week**, the following information would be entered. <mark>**Please fill out your programs information based on the number of days the program ran and the average number of students that attended for each week.**</mark>

For the month of **September 2015** there are a maximum of **17 days** for a **5** day a week program.

	Days	**Notes**
Week 1 = 0		School not in Session
Week 2 = 4		Labour Day
Week 3 = 5		
Week 4 = 5		
Week 5 = 3		

If a school/program has for example 200 students and is **serving 55 – 75** students **per week**, <mark># of students = average daily number</mark> **(Not total numbers for the Week)**. See *Figure 4.2*.

Please **DO NOT** add up each day's attendance for a weekly total. ✋ ❌No

Figure 4.2

A. Number of Children / Meals Served

Program Details

Instructions: Please enter the average number of children served **per day** and the number of days in operation per week.

	Days	Breakfast	EMM	AM Snack	Lunch	PM Snack
Week 1	0	0				
Week 2	4	55				
Week 3	5	75				
Week 4	5	75				
Week 5	3	60				

5. Enter the dollar value and a short description of items purchased in the month. See *Figure 5.1*.

The **"End of the Month Balance"** is on the **Student Nutrition Program Financial/s** from your school board accounting program. See *Figure 5*.

Figure 5

ABC School
TD Canada Trust
School Account

Detailed Category Summary - All Transactions To Date

Report #2
09/02/2014 .... 06/24/2015
Date ... Range
2014-2015

Summary for: Student Nutrition Program
Cat. #: 14008

Contact Person:
Balance Forward: $598.32

Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
09/25/2014	Cheque 2986	Dan's Produce Fruit	$84.05				X	$514.27
10/08/2014	Cheque 2999	Dan's Produce Ltd Inv# 622423,623401	$105.00				X	$409.27
10/23/2014	Deposit 258	Snack Program		$1,850.00			X	$2,259.27
11/03/2014	Deposit 259	Student Snack Program		$500.00			X	$2,759.27
11/07/2014	Cheque 3017	Dan's Produce Inv# Oct 31/14	$286.30				X	$2,472.97
11/24/2014	Cheque 3023	Dan's Produce Inv# 627283,628905	$80.25				X	$2,392.72
12/11/2014	Cheque 3035	Dan's Produce Ltd	$96.60				X	$2,296.12
01/06/2015	Cheque 3055	Dan's Produce	$195.10				X	$2,101.02
01/26/2015	Cheque 3066	Dan's Produce Ltd Inv# 635291-636049	$133.75				X	$1,967.27
02/23/2015	Cheque 3083	Dan's Produce Ltd Inv# 637672,636907	$146.85				X	$1,820.42
03/04/2015	Cheque 3094	Dan's Produce Inv# 638373,639777,640546	$271.15				X	$1,549.27
03/10/2015	Deposit 270	NNP Food Funding Cheque		$700.00			X	$2,249.27
03/25/2015	Cheque 3108	Dan's Produce Inv# 641394	$70.35				X	$2,178.92
04/20/2015	Cheque 3128	Dan's Produce Ltd Inv# 645480,646374	$145.50				X	$2,033.42
05/07/2015	Cheque 3147	Dan's Produce Inv# 657157,648087	$195.80				X	$1,837.62
05/28/2015	Cheque 3159	Dan's Produce Ltd Inv# 649026-649963	$204.50				☐	$1,633.12
06/02/2015	Cheque 3168	Dan's Produce Ltd Inv# 651370,652075	$170.35				☐	$1,462.77
06/24/2015	Cheque 3202	Dan's Produce	$296.05				☐	$1,166.72
			$2,481.60	$3,050.00				$1,166.72

Opening Balance: $598.32

2,481.60   3,050.00   0.00   ➡ $1,166.72

Figure 5.1

B. Program Expenditure

Items

Instructions: Please enter the dollar value and description for each item purchased in the month.

	Amount	Description
Food and Supplies	466.40	Milk/Chocolate Milk, Cheese Strings, Apples, Pears
Equipment	79.28	Tosters
Other		
End of Month Balance	1162.72	

6. Enter the number of volunteers and hours per day, per volunteer in each category. See *Figure 6*.

Figure 6

C. In-Kind Donations

Volunteer Hours

Instructions: Please enter the number of volunteers and hours **per day** per volunteer spent in each applicable category.

	Days	# of Parent / Caregiver Volunteers	Hours per Day	Student Volunteers	Hours per Day	Staff Volunteers	Hours per Day
Week 1	4					4	1.5
Week 2	5					4	1.5
Week 3	5					4	1.5
Week 4	5					4	1.5
Week 5	1					2	2.25

# of volunteers = average daily number **not total number of volunteers for the week**

Please **DO NOT** add up each day's total number of volunteers for a weekly total.

7. Enter the dollar value and description for each donated item received in the month. See *Figure 7*.

Figure 7

Donated Items

Instructions: Please enter the dollar value and description for each item received in the month.

	Amount	Description
1. Food	50.00	Cereal and Bread - Sobeys and parent donation
2. Equipment		
3. Gift Vouchers	600	Presidents Choice Gift Cards - NNP
4. Other	150.00	ADM (muffin/pancake mix)/Kaumeyer Paper - NNP
5. Egg Farmers of Ontario		
6. BCC Yogurt ($18.00/case)		
7. BCC Juice ($1.99/carton)		

8. Enter the areas used for each program day. See *Figure 8*.

Figure 8

9. Enter in any financial contributions; if there are gift cards they should be reported as Gift Vouchers. See *Figure 9*.

Funding cheques from NNP are inputted by NNP staff on a separate page in web tracker – **please DO NOT include them in your reporting.**

Figure 9

10. In Section E, enter your name and any other information. Should something be of importance, please contact your Community Development Worker. See *Figure 10*.

Figure 10

E. Sign Off

Data Entry

Instructions: Please type your name if you entered ANY data on this screen.

Name | Bob Stanley

If your program has not begun in the month of September please indicate with a note similar to the following in Section E. See *Figure 10.1*. **Please be sure to include your name.**

Figure 10.1

E. Sign Off

Data Entry

Instructions: Please type your name if you entered ANY data on this screen.

Name | Program beginning in October.
Bob Stanley

11. Scroll back up to the top of the page and click the **"Save & Close"** button. See *Figure 11*.

IF YOU CHOOSE THE **"CLOSE"** FEATURE *Figure 10*, YOUR REPORT **WILL NOT** BE SAVED AND IT WILL HAVE TO BE RE-ENTERED. No

Figure 11

No

| Save | Save & Close | | Print | To PDF | Help | Close |

If you wish to print your report, click on the **"Print"** button – **Please do not** send this report to us, we have access to it.

Your web tracker reporting is now completed.