

AFL SNP Monthly Financial Report

TCDSB SCHOOLS & THE ANGEL FOUNDATION FOR LEARNING

School/Program Name

Reporting Month	Year

ADJUSTED BANK BALANCE (from Report #11M - Reconciliation Detail Report)

CURRENT MONTH INCOME (REVENUE)			TOTAL
FROM REPORT #11	<i>Category #</i>	<i>Category Name</i>	
	36001	Grants (municipal and provincial funding only)	
	36002	Parent Donations (including cheques to AFL for tax receipts)	
	36004	Community Fundraising	
	36005	Grocery Foundation	
	36006	Breakfast Clubs of Canada	
	36007	President's Choice Children's Charity	
	36008	Other Revenue (i.e. HST rebate)	
Gift Card Donations		Identify Source:	
			QUANTITY
Voucher/Coupon Donations <small>(e.g. egg coupons)</small>		Identify Source:	
TOTAL INCOME			\$ -

CURRENT MONTH EXPENSES (attach original receipts)			KEV SCHOOL BANKING	GIFT CARDS	TOTAL
FROM REPORT #11	<i>Category #</i>	<i>Category Name</i>			
	36101	Food			\$ -
	36102	Supplies			\$ -
	36103	Honorarium			\$ -
	36104	Small Equipment			\$ -
	36105	Bank Charges			\$ -
	36106	Other Expenses			\$ -
TOTAL EXPENSES					\$ -

NET INCOME/(EXPENSE) FOR THE MONTH	\$ -
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If you have gift cards:

Did you count/verify gift cards on hand on the last day of the month? []

Does it match the gift card closing balance on the next page? []

If you have vouchers or coupons:

Did you count vouchers/coupons on hand on the last day of the month? []

Does it match the number of vouchers/coupons remaining - closing balance on the next page? []

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VOUCHER TRACKING

NUMBER OF VOUCHERS/COUPONS - OPENING BALANCE	
Quantity of Voucher/Coupon Donations Received	-
Vouchers/Coupons Available to use	-
Number of Vouchers/Coupons Redeemed	
NUMBER OF VOUCHERS/COUPONS REMAINING - CLOSING BALANCE	-

GIFT CARD TRACKING

GIFT CARD - OPENING BALANCE	
Gift Card Donations Received	\$ -
Gift Card Available	
Gift Card Purchases	
GIFT CARD - CLOSING BALANCE	\$ -

GIFT CARD RECEIPTS

RECEIPT DATE (MM/DD/YY)	ITEM NUMBER	STORE NAME	Gift Card #	Food	Supplies	TOTAL
	1					\$ -
	2					\$ -
	3					\$ -
	4					\$ -
	5					\$ -
	6					\$ -
	7					\$ -
	8					\$ -
	9					\$ -
	10					\$ -
	11					\$ -
	12					\$ -
	13					\$ -
	14					\$ -
	15					\$ -
TOTALS				\$ -	\$ -	\$ -

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Program Information	Breakfast	Lunch	Morning Meal	Snacks
Number of days operating during the month				
Number of students served per day				
Number of meals served	0	0	0	0
Number of Volunteers				
Number of Volunteer hours for the month				

Estimated value of food donations	Description	\$ Value

Comments

Co-ordinator:

Print Name

Signature

Date

Principal:

Print Name

Signature

Date

SUBMISSION INFORMATION

- Submission Checklist:
- Print monthly report
 - Attach KEV school banking reports - #11, #11M
 - Attach **original** bank statement
 - Attach **original** invoices and receipts
 - Photocopy all paperwork and file copy at school
 - Send completed, signed report to AFL

Send completed, signed report via Board office courier to:
The Angel Foundation for Learning - Nutrition
 Attention: Nutrition Managers

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FREQUENTLY ASKED QUESTIONS

When should I submit receipts/invoices to be entered into School Cash Online?	The Student Nutrition Program (SNP) Volunteer Coordinator should provide as many invoices and receipts as possible to the School Admin before month end so that they may be entered into School Cash Online for the correct month. Ideally twice a month.
Which School Cash Online reports should be printed?	The School Admin should print the following reports on a monthly basis and provide them to the SNP Volunteer Coordinator: #11 Customized Transaction Report #11M Re-print Monthly Bank Reconciliation Report Change Funds - Cashbox - Detailed Transaction Report
How do I print report #11 in School Cash Online?	Make sure you are in the Student Nutrition bank account. From the main menu, under My Reports, select #11 Customized Transaction Report. Select the Date Range (for the month you have just reconciled). Sort the report by Category Number. Press the Continue button to proceed.
How do I print report #11M in School Cash Online?	Make sure you are in the Student Nutrition bank account. From the main menu, under My Reports, select #11 Transaction Reports Various. From the 11 Report Menu, select #11M Re-print Monthly Bank Reconciliation Report Details. Select appropriate Reconciled Date.
How do I print the Cashbox report in School Cash Online?	From the main menu, under Expense Activities, select Change Funds - Cashbox. Click on the arrow to see the dropdown box under Print. Select Detailed Transaction Report.
Can I hold back money for petty cash?	No, the full amount of all cash and cheque donations must be deposited into the bank. Please write a cheque to replenish petty cash. The maximum amount that should be withdrawn at one time for petty cash is \$500.
How do I handle parental donations?	All cheque donations should be made payable to the school's student nutrition bank account. All cash and cheque donations must be deposited into the school's student nutrition bank account. DO NOT HOLD ANY FUNDS BACK TO BE USED FOR PETTY CASH. The SNP Volunteer Coordinator will prepare the Donation Information sheets listing all cash and cheque donations requiring tax receipts. The School Admin will prepare a cheque for the total amount of donations requiring tax receipts. The cheque will be made payable to The Angel Foundation for Learning. Use category 36002 Parent Donations when writing the cheque. When funds are returned from The Angel Foundation for Learning, the School Admin will deposit the funds back into category 36002 Parent Donations. In order to issue a tax receipt for the 2021 calendar year, the Donation Information sheets and accompanying cheque must be received by The Angel Foundation for Learning by December 31, 2021.

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DUE DATES

REPORT MONTH	DUE TO THE ANGEL FOUNDATION
September	October 31/2022
October	November 30/2022
November	December 16/2022
December	January 31/2023
January	February 28/2023
February	March 31/2023
March	April 30/2023
April	May 29/2023
May	June 16/2023
June	September 15/2023
July	No report required - send bank statement with <u>June</u> report by September 15/2022
August	No report required - send bank statement with <u>September</u> report by October 31/2022