

Daily Fun Run Donation Counting and Bookkeeping Process

IMPORTANT: All collection and bookkeeping should be performed by at least 2 volunteers for proper reconciliation and validation.

STEPS:

1. Check-in with Mrs. Gioia at the front desk.
2. Retrieve any Fun Run donation envelopes from the PTO mailbox.
3. Retrieve all Fun Run donation envelopes, coin machine, and iPad out of the school safe.
4. Setup iPad
 - 4.1. Turn on iPad by firmly pressing the button on the top-right side of the device.
 - 4.2. Open the **Sheets** Application by touching the icon.



- 4.3. Select "FUNRUN LEDGER" in Sheets application.



- 4.4. Validate that the amount column has been cleared (blank/empty) and is showing today's date at the top. If not, please contact the Fun Run Coordinator.
5. Count and validate donation envelopes one-by-one and perform the following:
 - 5.1. Validate that the donation envelop log (Stapeled to the outside of the envelope) has the teacher, student's name, and todays date on it.



NOTE: If the donation envelope log does not contain the teacher and/or student name, please contact Mrs. Gioia.

- 5.2. Each volunteer count the money inside of the donation envelope and validate that it matches the total on the log on the outside.
- 5.3. One volunteer will record the total amount in the “FUNRUN LEDGER” under the grade, teacher, and student on the donation envelope.



TIP: Using the “Filter” button in the Sheets application will all you to quickly filter by Grade, or Teacher.

- 5.4. The second volunteer will keep track of checks and individual denominations using the LRES Money Collection form.

LRES Money Collection				
<small>The funds must be counted AT THE EVENT/SCHOOL by two people and each person's name should be signed on the bottom of this form. Please submit the completed form, the funds collected, and the Cash Box to the PTO Treasurer or any Executive Board Member.</small>				
CASH	QUANTITY	TOTAL	CHECK NUMBER	CHECK AMOUNT
\$20.00		\$		
\$10.00		\$		
\$5.00		\$		
\$1.00		\$		
\$0.25		\$		
\$0.10		\$		
\$0.05		\$		
\$0.01		\$		
TOTAL CASH		\$	TOTAL CHECKS \$	
DATE COLLECTED		TOTAL AMOUNT \$		
SIGNED BY				
RECEIVED BY (PRINT NAME)		DATE () -		
RECEIVED BY (SIGNATURE)		DATE () -		

- 5.5. Once completed, money should be returned to donation envelope, and donation envelop should be placed to the side.
6. Return envelopes to the safe (Including ones retrieved from the PTO mailbox.
7. Upload “FUNRUN LEDGER”

- 7.1. The “FUNRUN LEDGER” leverages an “Offline Mode” in Google Sheets. In order to upload the ledger, please go to the Library, and connect to its Wifi, which should connect automatically.

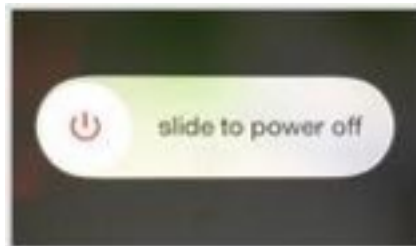


- 7.2. Wait approximately 60 seconds (1 minute).



NOTE: If you are unable to connect to the library Wifi, please contact Mrs. Gioia.

- 7.3. Turn off iPad by pressing and holding the top-right button until the screen turns dark and prompts you to “slide to power off”.



- 7.4. Slide the power button on the iPad screen to turn it off.

8. Return iPad and any other materials to school safe.
9. Notify Fun Run coordinator that Fun Run donations have been processed.