

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, PTO cash box, 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 “FUNRUN LEDGER” amount column has been cleared (blank/empty), is showing \$0 under the total row at the bottom of the sheet, and has 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 and attempt to get the information from the teacher.

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

NOTE: if the student is not in the "FUNRUN LEDGER", please contact Mrs. Gioia. If the student is truly missing, use the "OVERFLOW" worksheet to manually put in this information.

- 5.4. Once completed, all coins, bills, and checks should be placed inside of the PTO cash box and place empty donation envelope in a pile.

6. Count checks, roll coins, count bill denominations, and log that information in the

LRES Money Collection

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.

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: / / TOTAL AMOUNT \$

SIGNATURE: _____

PTO TREASURER: _____

PTO SECRETARY: _____

LRES Money Collection sheet. Place money and LRES Money Collection sheet in the PTO cash box and place in safe.

7. Return all empty envelopes to the appropriate teacher's mailbox.

8. Ensure “FUNRUN LEDGER” has been uploaded.

8.1. The “FUNRUN LEDGER” leverages an “Offline Mode” in Google Sheets. In order to ensure that it has been updated, ensure that it is connected to “wifi” (see image below).



8.2. You may see the below “log In” screen. If so, please select “Accept”



8.3. Wait approximately 60 seconds (1 minute).

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

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

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



9. Return iPad and any other materials to school safe.

10. Notify Fun Run coordinator that Fun Run donations have been processed.

LRES PTO Fun Run Coordinator

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