

OSNP ONLINE SYSTEM

Quick Snapshot of the OSNP Online Reporting System

At the end of the month, visit www.osnp.ca, click on the 'Monthly Reporting' icon, and log in by entering your username and password. Once logged in, enter your monthly data (Data is due by the 15th day of the each month).

Contact your local Community Development Coordinator if you do not know your unique username and password.

Home Screen

1.	Funding Profile	Indicates funding details for your school based on OSNP's fiscal year (April to March).
2.	Monthly reporting	Used to report monthly program number and financial details.
3.	Year to Date Report	Provides a fiscal year glance of OSNP's funding allocation and data entered in monthly entries (program numbers and financials).
4.	Renewal	Used exclusively during grant renewal.

The screenshot shows the home screen of the OSNP Online Reporting System. At the top, there are input fields for 'School', 'Address', 'Region', and 'Phone #'. Below these is a navigation bar with three main options: 'Funding Profile' (highlighted in yellow), 'Monthly Entry' (highlighted in blue), and 'Renewal' (highlighted in green). A 'Year to Date Report' option is also visible. Below the navigation bar is a table with a 'Month' column and rows for months from April to June. The numbered callouts are: 1 points to the 'Funding Profile' button; 2 points to the 'Monthly Entry' button; 3 points to the 'Renewal' button; and 4 points to the 'Year to Date Report' button.

1. Funding Profile

School Details	
School Name	TestWE
Address	Addr
Program Details	
Program Type	<input type="text"/>
# of Program Weeks	<input type="text"/>
Program Days/Week	3
Total # in Program	50
# of Students in School	<input type="text"/>
FUNDING SUMMARY: April 2019 to June 31, 2019 Instalment	
April deposit occurs mid to end of March	
OSNP	<input type="text"/>
OSNP Other	<input type="text"/>
BCC	<input type="text"/>
Toonies Cash	<input type="text"/>
Toonies Cards	<input type="text"/>
Total \$ Deposited (in April)	<input type="text"/>
Breakdown of OSNP and third party funders	
FUNDING SUMMARY: September 2019 to March 2020 Instalment (ALL FUNDS ARE EXPECTED TO BE SPENT BY MARCH 31ST)	
September deposit occurs the first weeks of school	
Surplus/Unspent Funds From March 31st 2019	0
Food Programming Participation (V&F or F2D) *if applicable	<input type="text"/>
OSNP	<input type="text"/>
OSNP Other	<input type="text"/>
BCC	<input type="text"/>
Toonies Cash	<input type="text"/>
Toonies Cards	<input type="text"/>
Total \$ Deposited (in September)	<input type="text"/>
Breakdown of OSNP and third party funders	

Identifies funding that was unspent in the previous fiscal year (April-March). Unspent funds are to be spent and reported on in the current fiscal year.

Identifies funds that have been diverted towards special programming

2. Monthly Reporting

A. Program Tab

The screenshot shows the 'Program' tab of the OSNP reporting system. At the top, there are 'Save' and 'Save & Close' buttons. Below that, there are tabs for 'Program' and 'Finance'. A link says 'Please click to complete a short survey'. The 'Reporting Period for:' is set to 'Sep 2018'. Under 'Program Activity', there is a section to 'Enter monthly totals for the following' with a table:

	Month
# of days the program operated	<input type="text" value="0"/>
# of meals served	<input type="text" value="0"/>
# of volunteers	<input type="text" value="0"/>
# of volunteer hours worked	<input type="text" value="0"/>

To the right of the table, there are four text boxes explaining the fields: '# of days the program operated = the total number of days the program actually operated within the month you are reporting in', '# of meals served = the total numbers of student who participated throughout the month (count the number of student daily to ensure this number is accurate)', '# of volunteers = total of unique volunteer who assisted with the operation of the program for the month', and '# of volunteer hours worked = Add up the total hours worked by all volunteers in your program each month including students and school staff. Don't forget to include volunteer time spent on things like shopping, record keeping, menu planning and fundraising'. A calendar for June 2019 is shown below these boxes. At the bottom, there is a 'Capacity Reason' field with the text 'Program starts October 1'. Below that, a note asks for the user's name. A 'PLEASE NOTE' box on the right states: 'PLEASE NOTE: You must sign off on each tab in each month for your report to be deemed completed'. At the very bottom, a note says '* Please be sure to enter your financial information on the next tab titled FINANCE.'.

of days the program operated = the total number of days the program actually operated within the month you are reporting in

of meals served = the total numbers of student who participated throughout the month (count the number of student daily to ensure this number is accurate)

of volunteers = total of unique volunteer who assisted with the operation of the program for the month

of volunteer hours worked = Add up the total hours worked by all volunteers in your program each month including students and school staff. Don't forget to include volunteer time spent on things like shopping, record keeping, menu planning and fundraising

* If your program didn't operate at full capacity this month please explain the reason why (eg. We didn't operate on 2 days due to snow days)

Capacity Reason

Please type your name if you entered ANY data on this screen.
If no name is listed your report will be considered incomplete! If you have nothing to report please comment why and list your name.
Name

PLEASE NOTE:
You must sign off on each tab in each month for your report to be deemed completed

* Please be sure to enter your financial information on the next tab titled FINANCE.

B. Finance Tab

Save Save & Close Print Help Close

Program Finance

Reporting Period for:

Month / Year

Donation Estimate

Estimated value of donated product received this month
(for coupons please enter the total savings value of all coupons received)
NOTE: Grocery Foundation Voucher Coupons savings do not need to be reported here.

CASH IN - SCHOOL

Other Grants/Community Donations

Grant Description:

*(ie. United Way, external businesses. Also, please include all other funding received that is NON-OSNP/NON-VON flowed funding)

PCCCF Food Funding

PCCCF Equipment Funding

Parental Donations/In School Fundraising

Source/Description:
include all parental donations and all in school fundraising amounts

Vouchers AND Coupons

of grocery foundation vouchers

of Egg Coupons used

CASH OUT- RECEIPT UPLOAD Food, Consumables, Equipment

use the + button to add each Receipt

+	Upload Date	Staff	Amount
*All OSNP flow			

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

Estimated value of donated product received this month = List and estimate retail value of all donated products

Other Grants/Community Donations = Non-OSNP flowed grants and donations. Please specify grant amount and grant description in provided areas.

PCCC Food Funding / Equipment Funding = please indicate if your program has received any funding from the President's Choice Children's Charity

Parental Donations / In school Fundraising = Please indicate amount and the funding source of donation and/or fundraising dollars

Vouchers AND Coupons = simply record and report the number of vouchers or coupons used

To upload your expense receipts, you must click on the + and Sign off when finished your report

C. Receipt Upload

The screenshot shows a web interface for uploading receipts. At the top, there are three buttons: "Save", "Save & Close", and "Pr". Below these is a form titled "Receipt Upload". The form contains the following fields:

- Upload Date:** A text box containing "2019-07-19".
- Staff:** An empty text box.
- Description:** A dropdown menu with a yellow background and a downward arrow.
- Receipt Amount:** A text box with a yellow background.
- Note:** A large empty text area.
- File:** A button labeled "Choose File" and a text box containing "No file chosen".

To the right of the form is a callout box with the following text:

Description Options:
Food & Consumable Supplies (e.g. soap, napkins, disposable utensils, etc.) OR Equipment

Receipt Amount = the total \$ amount purchased in that category (this number should match the total of all receipts uploaded at this time.

To UPLOAD: click on Choose File. Files types accepted are .jpgs, .pdf, or .doc(x). File size matters so multiple uploads may be required to complete your report

SAVE & CLOSE when finished, it will take you back to the monthly reporting screen. To upload more receipts, you will need to click the + button again.

Make sure you sign off on the main screen before completing your entire report.

3. Year to Date Report

School Name		Program details based on school application		
TestWE (TestWE)		TestWE		
Program Type	Program Days/Week	Program Weeks	Total in Program	# in School
	3		50	
Summary:Details in Profile Tab				Amount (\$)
Total OSNP Flowed Funding (April 1 - June 30)				
Total OSNP Flowed Funding (September 1 to March 31)				
Other Funding (including Surplus)				
TOTAL OSNP FLOWED FUNDING (* to be spent by March 31)				
Month	Program Days	Snack or Meals Served	Avg # Students Served	Equipment Food Receipts
Apr 2019				
May 2019				
Jun 2019				
Sep 2019				
Oct 2019				
Nov 2019				
Dec 2019				
Jan 2020				
Feb 2020				
Mar 2020				
Total				
Remaining Balance				
Total Equipment Expenditures			Amount	
Equipment				
Vouchers/Coupons (Sept - June)			Received	Used
Grocery Foundation Vouchers			0	0
Egg Coupons			0	0
			Remaining	
			0	0
Other Sources			Amount	
Estimated Value of donated products			0	
Other Grants/Community Donations			0	
Parental Donations/In School Fundraising			0	
PCCC Grant - Food			0	
PCCC Grant - Equipment			0	

Outlines OSNP and third party funding based on OSNP's fiscal year

Outlines unspent funds from the previous fiscal year. Funds needs to be spent by March 31st

Summary of monthly reports

Reports expenses between April to March

Reports activity between September to June

Reports funding between April to March

SAMPLE Program Tracking Form

OSNP Reporting Month: _____ Year: _____

	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly Total
# of days program operated						
# of snacks or meals served						
# of volunteers						
# of Volunteer hours						
Est. Value of donated product						
Other Funding \$						
# of Vouchers redeemed / used						
# of Egg Coupons redeemed / used						
Parental donations / in school fundraising						
Food Costs / Consumable Supplies						
Equipment Costs						
Other						

Reminder: The OSNP funding year is from April to March. Please ensure all OSNP funds are spent by March 31st. Any Questions? Contact your local Coordinator.