

**2015-2016 Greeley School
Annual Committee Report**

Committee: Grand Receipts

Chair: Amanda Hansen

Key Responsibilities: Collect receipts from Grand Foods for Greeley to receive a 3% return.

Chronological Task List:

August: Contact Hazel Byerly hazelb@grandfoodcenter.com and ask for spreadsheet and date by which 2015 receipts must be returned.

September: Collect receipts from blue mailbox by Leslie's desk. Enter subtotals into spreadsheet provided by Grand. Turn in receipts and spreadsheet to the Winnetka Grand as completed.

October - November: See September.

December: Set a deadline for receipts to be delivered to school and send reminders through room parents and Greeley Greeting about it being the last chance to turn in 2016 receipts.

January-May: See September.

June: Turn in receipts and spreadsheet to Hazel. Check with her for date.

Budget: 0

Recommended Change:

Biggest issue is to flatten the receipts. Honestly, the data entry of the receipts doesn't take too long (2 hours quarterly) if you have a ten-key and are proficient. But it usually take me 4x longer to spread out the receipts to process them. I have friends/family help.

Per previous chair: You might consider breaking the task up and having a committee. I hear that is what they do at Hubbard Woods. But if you stay on top of it (which I didn't!) it shouldn't be too overwhelming. Hazel said the report can be turned in monthly, but I did it twice.

Additional Information:

The fall is particularly heavy on the receipts because you may turn in receipts as far back as January 2015. The spring will be 2016 only.

The spreadsheet can be a bit glitchy, so if you run into a problem, enter 0 and skip to the next line.

I'm happy to answer any questions you have!