**MONTHLY DOCUMENTATION**

SITE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **# of children enrolled** |  |
| **# days operated** |  |
| **Highest Daily Attendance** |  |

✓ or N/A

Attendance Records (must be on the approved form)

\_\_\_\_\_\_Snack

\_\_\_\_\_\_Supper

Daily Meal Count Sheet

\_\_\_\_\_Snack

\_\_\_\_\_Supper

Monthly Meal Count Record

\_\_\_\_\_Snack

\_\_\_\_\_Supper

Receipts (Invoices from ECS)

\_\_\_\_\_Snack

\_\_\_\_\_Supper

1st Desk Audit Conducted by:

2nd Desk Audit Conducted by: