

Appendix 5: Payment tracker

This sheet may be used to track the cash flow of money due and collected from participants. It is important to set payment dates before recipe ingredients are purchased.

Payment Day (Date): _____

Cooking Day (Date): _____

Recipes: _____

Participant Names	Phone Numbers	Number of Portions	Amount Due	Amount Paid	Initial
Total Amount Due:					
Total Amount Collected:					

How to calculate money owed by each member:

1) Identify goal cost per portion per recipe

\$ _____ per portion per recipe (For example, \$2.00)

2) Calculate how much money should be collected from each member

[Goal cost per portion per recipe] x [# of recipes] x [# of portions required] = amount owed

For example:

\$2.00 per portion per recipe x 3 recipes x 4 portions = \$24.00