



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 12, 2011

SUBJECT: **Operational Memorandum # 03-12**
I. Report of Annual Revenue and Cost Expenditures **Report due: Jan. 31, 2012**

I. Report of Annual Revenue and Cost Expenditures

Federal Regulations require a review of the net cash resources of Child Nutrition Programs (CNP) to ensure continued non-profit status. To ensure that the program income and expenditures fall within the allowable three months operating costs, all programs (*including* Residential Child Care Institutions [RCCIs]) must supply the information as indicated on the enclosed Sample Form.

Sponsors are not required to use this specific form. An audited annual (2010-11 school year) report for the Food Service Department may be submitted instead. If you choose to submit your school district or RCCI Food Service Department's annual financial statement, the following items **must** be included and **highlighted**:

1. Total revenue for the CNP (if this total reflects your federal and state reimbursements, highlight these separately);
2. Total expenses for the CNP (include all Board of Education subsidies);
3. Accounts payable as of June 30, 2011;
4. Accounts receivable as of June 30, 2011;
5. Ending inventories (for both government commodities at the storage and processing rate and regular purchased food, indicate if combined) as of June 30, 2011; and
6. Ending cash balance as of June 30, 2011.

Failure to highlight this information may cause a delay in the processing of the report.

The financial information must be submitted no later than **January 31, 2012**. Please forward this information to: Glenda Stuckey, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457. Please note that only authorized signatures are acceptable on this report. *School food service directors are **not** considered to be authorized representatives.* Check your school district's *Sponsor Nutrition Application Information* page in your Online Agreement to determine who the authorized representatives are in your school district.

Questions may be directed to Fionnuala Brown at 860-807-2129 or Fionnuala.brown@ct.gov.

CR: feb

Enclosure

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>