

SAMPLE ANNUAL REVENUE AND COST EXPENDITURE REPORT FORM INSTRUCTIONS

School Food Authority – Enter the town name or, if an individual institution, the school name.

Agreement Number – Enter the number assigned by the State found on your Online Site Information Sheet.

The “**Prepared By**” section should include the name, title and telephone number of the person completing the form. Also, include the date that the form is prepared.

1. **Revenue** (This includes the total revenue for all NSLP, SBP, SMP, Seamless Summer, After School Snack and a la carte sales.)
 - A. **Cash from Daily Sales** – Total dollars cashiers take in for paying students and adult meals. Also include total dollars received for a la carte sales.
 - B. **Other Local Revenue** – Cash received from catering and other local sources. Interest on bank accounts should be included here. State Matching funds and Federal reimbursements should NOT be included here.
 - C. **BOE Subsidies** – This refers to any monies that the Board of Education uses to subsidize the school food service program, e.g., food service director’s salary, health benefits, equipment purchases, etc. This also includes any in-kind services - any services provided by the BOE but not charged to the school food service account.
 - D. **Total Revenue** – Add A + B + C and record in D.
2. **Costs** (This includes the total expenses for all NSLP, SBP, SMP, Seamless Summer, After School Snack and a la carte sales. Also, include the costs of the BOE subsidies to reflect the cost of operating your program.)
 - A. **Purchased Food Used** – The total cost of all foods used (including government commodities at the storage and processing rate).
 - B. **Direct Labor** – All food service employee salaries including the Food Service Director, secretary, cashiers, truck drivers, etc. Also, include any fringe benefits (FICA, Workmen’s Compensation, Health Insurance, Sick Leave, Uniforms, Physicals, etc.).
 - C. **Supplies Used & Purchased Services** – The total cost of all supplies used (paper, cleaning, expendable equipment under \$500.00, and delivery charge of government commodities. Purchased Services refers to items such as food service management and administrative fees, armored services, exterminators, etc.).
 - D. **Equipment Depreciation** – If you are not tracking equipment depreciation, place a “0”. If you do track equipment depreciation, indicate the dollar amount.
 - E. **Reported Indirect Costs** – If your School District has applied for an Indirect Rate with the State Department of Education, add 2A, 2B, 2C, and 2D and multiply by the indirect percentage rate. **If your school district has not applied for an Indirect Rate, then put “0.”**
 - F. **BOE Subsidies** – Include the cost of BOE subsidies to reflect the cost of operating your program. This figure should equal the BOE subsidy amount listed in 1C in the Revenue Section. *Note: These figures should NOT be represented in other expense areas.*
 - G. **Total Costs** - Add 2A through 2F and record the total in 2G.
3. **Computed Operating Position**
 - A. **Ending Cash Balance** – The cash balance as of June 30, 2011, in the bank including checking, savings (all forms), petty cash, and posted interest.
 - B. **Account Receivable** – All Federal reimbursements due, money owed from students, adults, etc.
 - C. **Value of Inventories on Hand** – Ending inventory as of June 30, 2011 of purchased food, government commodities (at the storage and processing rate) and supplies.
 - D. **Total of 3A + 3B + 3C**
 - E. **Accounts payable** – Any unpaid bills after June 30, 2011.
 - F. **Computed Operating Position** – Take 3E and subtract from 3D. Record the difference in 3F. (Indicate if the figure is a negative balance.)

Note: The signature and title of an **Authorized Representative** (**not** the Food Service Director) is the person listed as the Authorized Representative on the Sponsor Nutrition Application Information page on your Online Agreement.