

FOOD SERVICE

REVENUES

1. 1500 Earnings on Investments
2. 1600 Food Service
3. 1900 Other Revenues and Gains from Local Sources
4. 4500 Restricted Revenue (Reimbursement) Received from the Federal Government through the State
5. 4900 Revenue for/on Behalf of the School (1)
6. Total Revenue (lines 1-5)

ACTUAL
0

EXPENSES

7. 6100 Personal Services - Salaries
8. 6200 Personal Services - Employee Benefits
9. 6400 Purchased Property Services
10. 6530 Communications
11. 6570 Food Service Management
12. 6591 Services Purchased from Other AZ Schools or Districts
13. 6610 General Supplies (Nonfood Items)
14. 6620 Energy
15. 6631 USDA Commodities (Excluding Freight)
16. 6632 USDA Commodities (Freight Only)
17. 6633 Other Food
18. 6800 Other Expenses (Excluding Food Service Mgt. Fees)
19. 0190 Capital Assets (Excluding 0196)
20. 0196 Equipment
21. Total Expenses (lines 7-20)

ACTUAL
12,492
2,250
4,365
360
324,349
343,817

A. Number of Operating Months

10

B. Number of Meals Served

1. Served at Charter School Locations
 - a. Reimbursable Meals Only
 - b. Program Adults/Adult Workers
 - c. Other
2. Served at Other Locations
 - a. Reimbursable Meals Only
 - b. Program Adults/Adult Workers
 - c. Other

	BREAKFASTS	LUNCHES/ SUPPERS	A LA CARTE*	SNACKS
1. Served at Charter School Locations				
a. Reimbursable Meals Only	50,346	78,083		
b. Program Adults/Adult Workers				
c. Other				
2. Served at Other Locations				
a. Reimbursable Meals Only				
b. Program Adults/Adult Workers				
c. Other				

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal Prices

1. Reduced Breakfast
2. Reduced Lunch
3. Reduced Snack
4. Paid Breakfast
5. Paid Lunch
6. Paid Snack

	K-6	7-8	9-12	ADULT
1. Reduced Breakfast			0.00	
2. Reduced Lunch			0.00	
3. Reduced Snack				
4. Paid Breakfast				
5. Paid Lunch				
6. Paid Snack				

D. Special Milk Program

Number of 1/2 pint milk units served to children

E. State Equalization Assistance expended for Food Service, Function 3100

\$ 363,678

[This amount will be used to determine school compliance with state matching requirements pursuant to CFR Title 7, §210.17(a).]

(1) Include the value of USDA Commodities on this line (excluding freight), as well as cash received from the USDA instead of commodities.

F. Cash Balances

July 1, 2017 June 30, 2018
 \$ _____ \$ _____

G. Detail of Food Service Management Company Expenses

Classified Salaries	12,492
Employee Benefits	2,250
Supplies and Materials (Nonfood)	360
Food	324,349
Management Fee	4,365
Other	
Total (must equal total on line 11 above)	343,817

IF THE FOOD SERVICE AFR IS NOT SUBMITTED BY OCTOBER 15, REIMBURSEMENTS FOR CHILD NUTRITION WILL BE WITHHELD UNTIL AN ACCURATE AND **COMPLETE** AFR IS SUBMITTED

Report only those revenues and expenditures that are attributable to the operation of the Food Service Program. Documentation must be available for all information on this report. If you have any questions about the Food Service Program only, please contact Health & Nutrition Services (HNS) at (602) 542-8700. **Note: Schools that do not participate in the National School Lunch Program do not need to complete this form.**

Line	Reference	Instruction
REVENUES		
1	1500 - Earnings on Investments	Report the amount of interest earned on Food Service cash, investments, and receivables, if applicable.
2	1600 - Food Service	Report the revenue for dispensing food to students and adults, including School Lunch, Regular and Severe Need Breakfast, Special Milk, Reimbursable After School Care Snack, Summer Food, and Child Care Food Programs. This line should include <u>any</u> revenue received for the Food Service Program that cannot be attributed to <u>any</u> other revenue line. Do not include federal reimbursements here, include them on line 4.
3	1900 - Other Revenues and Gains from Local Sources	Report other revenue from local sources not classified elsewhere, including rentals and contributions.
4	4500 - Restricted Revenue (Reimbursement) Received from the Federal Government through the State	Report the reimbursements received from Child Nutrition Programs based on the claims for the reporting year (July 1, 2017 - June 30, 2018). Include all food service programs [School Lunch, Regular and Severe Need Breakfast, Special Milk, Reimbursable After School Care Snack, Summer Food, and Child Care Food Programs].
5	4900 - Revenue for/on Behalf of the School	Report the value of United States Department of Agriculture (USDA) Commodities received by the school on this line, using the value as set by ADE based on the November 15th USDA Commodity Pricing Report, excluding freight . Cash in Lieu of Commodities must also be reported by schools receiving cash funds from the USDA Food Distribution instead of commodities.
EXPENSES		
7	6100 - Personal Services - Salaries	Report the salaries for all personnel whose job function is attributed to food service. For employees performing more than one job function, report only the portion related to food service tasks.
8	6200 - Personal Services - Employee Benefits	Report the portion of employee benefit expenses for personnel whose salaries have been reported on line 7.
9	6400 - Purchased Property Services	Report the cost of services purchased to rent property or equipment, or to operate, repair, and maintain property owned, rented, or used by the school.
10	6530 - Communications	Report costs for services provided to assist in transmitting and receiving messages or information related to the food service program <u>only</u> . This category includes telephone, facsimile services, and postage. Do not claim telephone or facsimile expenses unless there are separate phone lines for the food service area.
11	6570 - Food Service Management	If the school contracted with a Food Service Management Company (FSMC), report the total amount charged by the FSMC on this line and complete the table in section G.
12	6591 - Services Purchased from Other Arizona Schools or Districts	Report payments to another school or district within the state for services rendered related to the food service program.
13	6610 - General Supplies (Nonfood Items)	Report the cost of purchasing <u>all</u> supplies for the operation of the food service program including freight and tax. Do not report any food purchases on this line.
14	6620 - Energy	Report the cost for utilities (electric, gas, etc.) on this line if there are separate utility meters for the food service area. If one meter serves the cafeteria and classrooms for instance, the utilities expense will be computed as an indirect cost. A 10% indirect cost rate will be used for non-district-sponsored charter schools. Do not report prorated utility bills.

Line	Reference	Instruction
15	6631 - USDA Commodities (Excluding Freight)	Report the value of donated USDA commodities, using the value as set by ADE based on the November 15th USDA Commodity Pricing Report, excluding freight charges. Do not include storage and processing charges in this amount. This amount should equal the value of USDA commodities included on revenue line 5. HNS has provided additional guidance on where to obtain the expense amounts to be reported for USDA Commodities at the link below: https://cms.azed.gov/home/GetDocumentFile?id=596801363217e10e9c9fa9f2
16	6632 - USDA Commodities (Freight Only)	Report the cost of freight for USDA commodities only. Storage charges for USDA commodities are reported on line 18.
17	6633 - Other Food	Report <u>all</u> food purchases on this line except USDA commodities. USDA commodities processing charges and the purchase of food with minimal nutritional value should also be reported on this line.
18	6800 - Other Expenses (Excluding Food Service Management Fees)	Report all <u>other</u> expenses related to the food service program not recorded elsewhere, such as interest on revolving lines of credit, capital leases, etc., on this line. Also, report USDA commodities storage charges on this line.
19	0190 - Capital Assets (Excluding 0196)	Report the purchase of capital items for the food service area other than furniture/equipment and vehicles/transportation equipment. The items purchased under this object code must have a unit cost of at least \$5,000 and/or have a life expectancy of 1 year or more. Included on this line would be expenses of at least \$5,000 for making improvements to the interior of an existing building. Food Service monies may not be used to buy land or buildings or erect buildings.
20	0196 - Equipment	Report the cost of furniture/equipment or vehicles/transportation equipment purchased for the benefit of the food service program. The items must also have a unit cost of at least \$50 and have a useful life of 1 year or more. Items reported here include, but are not limited to, chairs, tables, mixers, and vehicles and equipment used to transport food.
	SECTION A	Number of Operating Months
		Report the number of months school is in session.
	SECTION B	Number of Meals Served
1 & 2	Served at District Locations/Served at Other Locations	Meals served at the charter school should include all meals served on the school's premises. Meals served at other locations should include meals served at nearby district schools, private schools, or other charter schools.
a.	Reimbursable Meals Only	Report the number of reimbursable meals served.
b.	Program Adults/Adult Workers	Report the number of meals served to program adults and adult food service workers.
c.	Other	Report the number of all other meals served that were not eligible to be included on lines a or b, including non-program adults.
	Breakfasts	Report breakfast meals served during an established breakfast period, typically for the purposes of an approved USDA School Breakfast Program in this column.
	Lunches/Suppers	Report lunch meals served during an established lunch period, typically for the purposes of an approved USDA National School Lunch Program in this column. Report supper meals served in the evening for the purposes of an approved USDA Summer Food Service Program, if applicable, in this column.
	A La Carte	Any food items sold that are not appropriate to include in the breakfast, lunch/supper, or snack column should be reported in the a la carte column. Report these as equivalent meal counts by totaling the dollar amount of such sales, and dividing by the free lunch reimbursement rate.
	Snacks	Report snack meals served after the school day has ended, typically for the purposes of an approved After School Care Snack Program in this column.
	SECTION C	Meal Prices
		Report the charge to children and adults as indicated. Please enter zeros if no charge applies.
	SECTION D	Special Milk Program

Line	Reference	Instruction
		Report the number of half-pint units served to children.
	SECTION E	State Equalization Assistance expended for Food Service, Function 3100
		Report the amount of State Equalization Assistance spent for food service. This amount will be used to determine school compliance with the State Matching Requirement pursuant to Code of Federal Regulations Title 7, §210.17(a).
	SECTION F	Cash Balances
		Report the cash balance (if any) as of July 1, 2017. If there was no cash balance as of July 1, 2017, subtract total expenses from total revenue to determine the cash balance as of June 30, 2018.
	SECTION G	Detail of Food Service Management Company Expenses
		Report the breakdown of expenses related to the use of a food service management company. The total reported in this table must agree with the amount on line 11.