

## Definitions for Part 1 – FINANCIAL REPORT

1. **Opening Balance:** Opening balance will be brought forward from previous year.
2. **Revenues for Reporting Period**
  - a. **Program Revenues:** Local program receipts includes collections from student meals (reimbursable and non reimbursable), adult meals, interest income, and cash donations.
  - b. **State Reimbursement:** State Reimbursement is an annual payment paid to public districts from General Revenue funds. The payment is based on lunch meals served the prior school year.
  - c. **Federal Reimbursement:** Federal Reimbursement is the monthly reimbursement payment made to all LEAs from Federal funds. It is calculated on a per meal basis for Lunch, Breakfast, After School Snacks, and for ½ pints of milk served.
  - d. **Non-program Revenues:** Non Program receipts are local revenues received from ala carte items, banquets, vending machines, Special Milk Program/extra milk sales, After School Snack Program, etc.
  - e. **Total Revenue:** Sum of 2a. Thru 2d.
3. **Expenditures for Reporting Period**
  - a. **Food:** Food expenditures are payments for food, including processing fees; transportation, handling, and storage of purchased and USDA donated foods; and any co-op purchasing service fees. Refunds from vendors and the insured value of foods lost, stolen, or spoiled should be deducted from food expenditures.
  - b. **Salaries:** Salary expenditures are payroll payments for all food service program personnel.
  - c. **Employee Benefits:** Employee Benefits are all LEA contributions for social security, retirement, insurance and other fringe benefits.
  - d. **Purchased Services:** Purchased Services are services rendered by personnel who are not on the LEA payroll, equipment repairs, property and liability insurance, advertising, printing, and other purchased services such as license fees, professional dues, subscriptions.
  - e. **Equipment Purchases:** Equipment Purchases are items costing \$1,000.00 or more per unit and items costing less than \$1,000.00 per unit that are controllable, have a useful life of 1 or more years, or are repairable.
  - f. **Supplies:** Nonfood supplies such as napkins, paper service, cleaning supplies, pans, cutlery, trays, etc.
  - g. **Total Expenditures:** Sum of 3a. Thru 3f.
4. **Adjustment to Balance:** Adjustment to Balance is used if necessary to amend the balance. This can be done per an audit, to report a loan (+) to the account, to report a repayment of a loan (-), or to recover indirect costs (-) from the account.
5. **Adjustment to Balance for Food Management LEAs only:** Adjustment to Balance for Food Management LEAs only is open only for schools which contract with Food Management Companies. It can be used by these LEAs to adjust the Closing Balance. This is done to ensure the Closing Balance agrees with the closing balance calculated from Annual Secretary of the Board Report (ASBR) figures.