



Resource Management

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Nutrition & Wellness Division
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Resource Management Team

- The Team

- Mark Haller, Nutrition Division Director
- Dean Held, Nutrition Division Supervisor
- Mike Gogerty, Principal Consultant
- Christina Smith, Principal Consultant
- Toby Turek, Principal Consultant



Maintenance of nonprofit school food service account



Maintenance of nonprofit school food service account

- One of the major responsibilities in deciding to be a part of the Child Nutrition Programs is the management of the accounting.
 - Maximize Benefits to Students
 - Use account funds only for the program
 - Comply with Federal Regulations
- Strong accounting sets the tone for the review.
 - Private vs. public districts
 - What goes into the AFR accounts
 - Non Federal funds to support paid lunches
 - Non program food revenue



Maintenance of nonprofit school food service account

- Revenues received by the nonprofit school food service are to be used **ONLY** for the operation of the food services program and its improvement.
 - Revenues may be used for food, equipment, and personnel used to operate the meals program
 - Revenues cannot be used to purchase land or buildings, or add to the existing property of a building without consent from the National USDA offices.



Maintenance of Nonprofit School Food Service Account

- Documentation Requested
 - Completed Annual Financial Report (AFR)
 - General Ledger for Food Services
 - 10% Sample of Invoices
 - Payroll



Maintenance of Nonprofit School Food Service Account

- The Annual Financial Report is used to look at the revenues and expenditures of the overall account.
- Net Cash Resources Requirements in 7 CFR 210.14
 - Nonprofit vs. For Profit status
 - 3 months operating expenses
- Allowable Expenses
 - 10% Sampling of Invoices or 1 month



Revenues

FOOD SERVICE		
Sales to Pupils - Lunch	1611	226,018
Sales to Pupils - Breakfast	1612	9,084
Sales to Pupils - A la Carte	1613	61,716
Sales to Pupils - Other (Describe & Itemize)	1614	21,570
Sales to Adults	1620	
Other Food Service (Describe & Itemize)	1690	97,606
Total Food Service		415,994

FOOD SERVICE		
Breakfast Start-Up Expansion	4200	
National School Lunch Program	4210	1,973,947
Special Milk Program	4215	10,313
School Breakfast Program	4220	610,606
Summer Food Service Program	4225	
Child Adult Care Food Program	4226	
Fresh Fruits & Vegetables	4240	202,947
Food Service - Other (Describe & Itemize)	4299	
Total Food Service		2,797,813



Expenses

SUPPORT SERVICES - BUSINESS										
Direction of Business Support Services	2510									0
Fiscal Services	2520	295,094	53,269	13,272	1,739		890		364,264	422,528
Operation & Maintenance of Plant Services	2540	518,694	112,895	19,059	1,082,090	38,176			1,770,914	2,163,056
Bus/Transportation Services	2550			11,657					11,657	28,560
Food Services	2560	1,033,278	276,073	36,743	1,549,331	6,104	1,728		2,903,257	2,927,683
Internal Services	2570	00,077	7,417		4,443				77,957	82,133
Total Support Services - Business	2500	1,913,143	449,654	83,731	2,637,603	44,280	2,618	0	0	5,131,029

SUPPORT SERVICES - BUSINESS										
Direction of Business Support Services	2510									0
Fiscal Services	2520		18,286							18,286
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Services	2540		65,298							65,298
Bus/Transportation Services	2550		22,677							22,677
Food Services	2560		35,324							35,324



Maintenance of Nonprofit School Food Service Account

- Net Cash Resources
 - 3 month's operating expenses
 - Operating Expenses / 9 (months in standard school year)
* 3 = Nonprofit Threshold
- Capital Equipment Threshold
 - Purchase of Equipment over \$5,000
 - Pre Approved List
- Invoices
 - Allowable purchases or not



Approved equipment list

beverage dispenser
blast chiller
blixer
cold cereal dispenser
combination oven
convection oven
dishwasher
eating table
exhaust hood
food mixer
food processor
food slicer
food transport carriers and carts
freezer – walk-in and reach-in
griddle
hot oatmeal dispenser
hot or cold food buffet, sneeze guard, drains, tray slide

hot or cold serving counter
ice maker/machine
meal delivery vehicle
milk cooler
POS system
prep table
proofers
proofers/holding cabinet
range
refrigerator - walk-in and reach-in
serving line equipment
shelving
slicer
Steamer/steam table
tilt skillet
toaster



Indirect Cost



Indirect cost

- Indirect Cost is a function used so that the School Food Services may pay a portion of the cost to the district that are shared
- Indirect cost rates are figured from each district AFR from 2 years prior
- Districts or other entities not assigned a rate may use the State Rate
- Nutrition Division is only division that allows for the unrestricted rate
- Only one rate, restricted or unrestricted, may be used across the board



Indirect cost

- Ensure that the SFA received indirect cost rate and written agreement with ISBE
- Ensure the correct indirect cost rate is being applied.
- ISBE.net → Nutrition Programs → NSLP
→ Monitoring and Review Information
 - → Indirect Cost Rates
- Cost must be identified in General Ledger entries



Indirect cost

<u>District No.</u>	<u>County</u>	<u>District Name</u>	<u>Restricted Rate</u>	<u>Unrestricted Rate</u>
<i>Zero (0.00%) rates highlighted in Green were calculated as a negative number</i>				
9999999999		State Indirect Cost Rate	3.15%	12.14%
33048276026	Knox	Abingdon-Avon CUSD 276	0.96%	13.05%
01009262026	Cass	A-C Central CUSD 262	7.07%	17.82%
19022004002	Dupage	Addison SD 4	1.84%	10.85%
34049125013	Lake	Adlai E Stevenson HSD 125	3.25%	11.72%
21028091004	Franklin	Akin CCSD 91	9.10%	11.28%
13014063002	Clinton	Albers SD 63	4.27%	17.61%
44063019024	McHenry	Alden Hebron SD 19	0.95%	12.94%
20093017024	Wabash	Allendale CCSD 17	2.20%	17.58%
35050065004	La Salle	Allen-Otter Creek CCSD 65	4.99%	15.22%
07016126002	Cook	Alsip-Hazlgrn-Oaklwn SD 126	14.25%	25.64%
03025010026	Effingham	Altamont CUSD 10	0.18%	9.51%
41057011026	Madison	Alton CUSD 11	1.57%	11.49%
28037225026	Henry	AlWood CUSD 225	2.28%	11.32%



Indirect cost

Direct Cost

- Wages and Salaries
- Cost of Food
- Media/Promotional Materials
- Capital Expenditures*

*Please see preapproved list or request approval of expenditures of \$5,000

Indirect Cost

- Gas/Electricity
- Water/Sewage
- Trash
- Worker's Compensation



Approved equipment list

beverage dispenser
blast chiller
blixer
cold cereal dispenser
combination oven
convection oven
dishwasher
eating table
exhaust hood
food mixer
food processor
food slicer
food transport carriers and carts
freezer – walk-in and reach-in
griddle
hot oatmeal dispenser
hot or cold food buffet, sneeze guard, drains, tray slide

hot or cold serving counter
ice maker/machine
meal delivery vehicle
milk cooler
POS system
prep table
proofers
proofers/holding cabinet
range
refrigerator - walk-in and reach-in
serving line equipment
shelving
slicer
Steamer/steam table
tilt skillet
toaster



Indirect cost

- Additional Payroll Possibilities
 - Janitorial and Administration
 - Performance Reviews or timecards



Questions

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