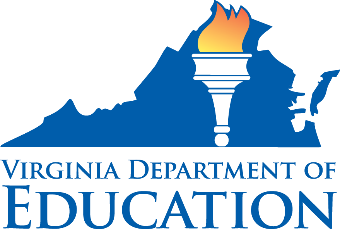
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Virginia Department of Education, Office of School Nutrition

Team Nutrition Training Program

**Financial Management: Mastering the SNP Financial Report**

eModule User Guide

Published August 23, 2019

Overview

In 2017, the Virginia Department of Education (VDOE) was awarded a USDA Team Nutrition Training Grant (TNTG) in the amount of $498,010 to develop and implement a training program, *Nourish and Flourish through Training and Technical Assistance*, for Virginia school nutrition professionals. Over the course of the three-year grant period (2017-2020), the VDOE Office of School Nutrition is providing targeted training to school nutrition professionals across all eight Superintendent's regions. In 2019 (year two), Team Nutrition training targets school nutrition directors with a focus on the following topics: Procurement, Farm to School, financial management, and data-driven decision making. Training topics are delivered using a two-step approach: 1) The release of four eModules (videos) and 2) an in-person interactive workshop delivered during the Office of School Nutrition’s annual Fall Regional Meetings. A User Guide accompanies the four eModules and contains key pieces of information and examples to facilitate viewer engagement and serve as a resource for future reference.

Key Terms and Definitions

1. **Beginning Cash Balance:** The cash balance as reported at the end of the last reporting period. This number cannot be altered.
2. **Cash Adjustment:** The dollar value needed for the ledger or bank statement to match the beginning cash balance. Sometimes after reports are filed, it may be determined that the cash balance is incorrect. Changes discovered for revenue and expenditure categories can be adjusted in the associated category, while the cash adjustment is used when the adjustment cannot be assigned to a specific report category. Cash adjustments can be either negative or positive.
3. **School Lunch, Breakfast, Special Milk, and Summer School Lunch/Breakfast Program Sales:** The dollar value of all sales from student school lunches, breakfasts, and special milk during the reporting period.
4. **A La Carte and Adult Meal Sales:** The dollar value of all revenues from the sale of a la carte food and beverage items and adult meals during the reporting period.
5. **Rebates:** Money that is received from a vendor as an incentive to use a product during the reporting period. Rebates received during the current school year must be subtracted or deducted from the food costs being reported in the current school year. Rebates received after June 30 of the previous school are recorded as revenue.
6. **Interest Earned:** The dollar value of interest earned on school nutrition program funds, bank notes, accounts or investments during the reporting period.
7. **Subsidies/Loans:** The dollar value of any loan or subsidy received from any source other than the school nutrition fund during the reporting period. Loans are funds that are temporarily transferred to the school nutrition account with the expectation of repayment to the loan source. Subsidies are funds from other sources that support the school nutrition program without the expectation of repayment.
8. **Other Revenues—Catering:** The dollar value of funds received during the reporting period from providing meals, food, and/or beverages to organizations or groups for a fee. Usually these funds come from agreements with Head Start or from catering school board functions and meetings.
9. **Other Revenues—A La Carte (Only) Schools:** The dollar value of revenue received during the reporting period from schools that do not participate in the National School Lunch or Breakfast Programs.
10. **Other Revenues—Miscellaneous:** The dollar value of funds received during the reporting period from the sale of items that are not food or beverage related, such as selling equipment, renting the cafeteria, or any other non-food or beverage sales.
11. **Program Reimbursement (Federal Funds):** The dollar value of any federal reimbursements received during the reporting period. This includes all federal programs—National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), Seamless Summer Option (SSO), Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).
12. **State Funds:** The dollar value of funds received from the state during the reporting period for state lunch reimbursements, state breakfast incentive funding, and breakfast after the bell funding.
13. **Grants:** The dollar value of any grants received and/or deposited during the reporting period. This does not include notifications of awarded grants.
14. **Repayment of Loans / Fund Transfers:** The dollar value of any funds repaid to the school nutrition program during the reporting period.
15. **Cash in Lieu of USDA Foods:** The dollar value of funds received in place of receiving USDA Foods during the reporting period. Some School Food Authorities (SFAs) receive cash in lieu if they participate in CACFP. Only a few SFAs receive cash in lieu for the NSLP. Smaller SFAs may find that it is easier to accept cash in lieu to purchase from their own vendor instead of purchasing USDA Foods.
16. **Personal Services:** The dollar value of all compensation paid from school nutrition program funds during the reporting period for labor (full-time, part-time, substitute, and overtime), time not worked (sick leave, vacation, holidays, and snow days), and other paid absences.
17. **Employee Benefits:** The dollar value of all employee benefits paid from school nutrition program funds during the reporting period, including FICA, pensions, health insurance, life insurance, and disability income.
18. **Purchased Services:** The dollar value paid during the reporting period for services acquired from outside sources, such as software maintenance contracts, pest control, equipment service contracts, trash removal, and laundry services.
19. **Internal Services:** The dollar value paid during the reporting period for services acquired from other departments of the local school division, such as printing, maintenance, and data services. Also called indirect costs.
20. **Other Charges:** The dollar value of other remaining charges from the reporting period that cannot be assigned to another category, such as telecommunication services, utilities, postal, leases and rentals, travel, bank fees, and insurance.
21. **Materials and Supplies:** The dollar value of all materials and supplies purchased during the reporting period, such as paper products, cleaning supplies, small wares, and office supplies.
22. **Food Products:** The dollar value of all food and beverage products purchased during the reporting period, including delivery, warehousing, and processing fees.
23. **Capital Outlay:** The dollar value of all new or replacement equipment purchased during the reporting period. Capital outlay does not include the purchase of land or buildings, which is prohibited by federal law.
24. **Other Uses of Funds:** The dollar value of expenditures paid for with school nutrition funds during the reporting period that require budgetary or accounting control, but are not recorded as an expenditure in the school nutrition program, such as the interest or principal charged on a loan.
25. **Fund Transfer:** The dollar value of any funds that are transferred during the reporting period between the school nutrition account and other school division funds and require budgetary or accounting control, but can’t be recorded as an expenditure. These types of expenditures typically require additional guidance from VDOE.
26. **Loan Repayment:** The dollar value of any payment made during the reporting period toward a loan that was made to the school nutrition program.
27. **Repayment of Over-Claims:** The dollar value of any repayment of reimbursement made during the reporting period as a result of a review or audit.
28. **Ending Cash Balance:** The sum of the beginning cash balance (including the cash adjustment) and revenues, minus expenditures.
29. **Program Reimbursements—Previous Unpaid:** The dollar value of all federal reimbursements earned during the current and previous reporting periods, but not received by the school nutrition program at the end of the reporting period.
30. **Other Receivables:** The dollar value of all other receivables due to the school nutrition program account at the end of the reporting period.
31. **Accounts Payable:** The sum of all items earned or received but not yet paid for during the reporting period, including salaries, benefits, food, supplies, or services. These items will be reported as expenses in the financial report of the month in which they are paid.
32. **Net Cash:** The dollar value of the amount of cash available on hand to the school nutrition program. Calculated by adding the ending cash balance and accounts receivable, then subtracting accounts payable.
33. **Average Operating Days:** The average number of days the school nutrition program operated during the reporting period.
34. **Number of Operating Months:** Calculated by dividing the number of operating days during the reporting period by the average operating days statewide, which is 23 days.
35. **Average Monthly Expenditures:** The average of total expenditures of all months on file.
36. **Number of Months Operating Balance Available:** Calculated by dividing the net cash by the average monthly expenditures. This figure is used to determine if the SFA is in compliance with state requirements that prohibit holding a net cash balance in excess of three months of average monthly expenditures.
37. **Total Funds Available:** Equal to the value of the net cash total.
38. **Gross Profit / Loss for Period:** Calculated by subtracting total expenditures from total revenues. This figure does not include the cash balance.
39. **USDA Foods Received—Value ($):** The dollar value of USDA Foods received during the reporting period. Shipping costs cannot be included in this value. To find this value, multiply the number of cases by the food item’s suggested retail price. The sum of all products’ values should be included in the USDA Foods Received line.
40. **Purchased Food Value ($):** The dollar value of all food product in inventory across the school division at the end of the reporting period.
41. **Purchased Materials and Supplies Value ($):** The dollar value of all purchased materials and supplies in inventory across the school division at the end of the reporting period.
42. **USDA Foods Value ($):** The dollar value of all USDA Foods in inventory across the school division at the end of the reporting period.

Appendix A:

##### **Greensville County Public Schools Financial Report**

##### **School Year 2018-2019 (November 2018)**

Greensville County Public Schools

105 Ruffin Street

Emporia, VA 23847

Reporting Period: Nov 2018

###### **Cash Balance for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Beginning Cash Balance: | $735,341.33 | - |
| 1. Cash Adjustments: | $0.00 | - |

###### **Revenues for Reporting Period**

| **Revenue Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. School Lunch, Breakfast, Special Milk, and Summer School Lunch/Breakfast Program Sales: | $0.00 | - |
| 1. A La Carte and Adult Meal Sales: | $15,645.14 | - |
| 1. Rebates: | $81.00 | - |
| 1. Interest Earned: | $0.00 | - |
| 1. Subsidies/Loans: | $0.00 | $0.00 |
| 1. Other Revenues – Catering: | $332.00 | - |
| 1. Other Revenues – A La Carte (only) Schools: | $0.00 | - |
| 1. Other Revenues- Misc.: | $12,380.35 | - |
| 1. Program Reimbursement (Federal Funds): | $177,434.18 | - |
| 1. State Funds: | $0.00 | - |
| 1. Grants: | $0.00 | - |
| 1. Repayment of Loans / Fund Transfers: | $0.00 | - |
| 1. Cash in Lieu of USDA Commodities (now USDA Foods): | $0.00 | - |
| **TOTAL REVENUES** | $205,873.67 | $0.00 |

###### **Expenditures for Reporting Period**

| **Expenditure Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. Personal Services: | $50,051.63 | $0.00 |
| 1. Employee Benefits: | $16,567.82 | $0.00 |
| 1. Purchased Services: | $0.00 | $0.00 |
| 1. Internal Services: | $0.00 | $0.00 |
| 1. Other Charges: | $167.88 | $0.00 |
| 1. Material & Supplies: | $5,187.98 | $0.00 |
| 1. Food Products: | $85,222.20 | $0.00 |
| 1. Capital Outlay: | $30,803.28 | $0.00 |
| 1. Other Uses of Funds: | $0.00 | - |
| 1. Fund Transfer: | $0.00 | - |
| 1. Loan Repayment: | $0.00 | - |
| 1. Repayment of Over-Claims | $0.00 | - |
| **TOTAL EXPENDITUES:** | $188,000.79 | $0.00 |
| Ending Cash Balance: | $753,214.21 | - |

###### **Accounts Receivable for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. Program Reimbursements – Previous Unpaid: | $151,122.82 | - |
| 1. Other Receivables: | $33,119.23 | - |
| **Total Account Receivables** | $184,242.05 | - |

###### **Accounts Payable for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Accounts Payable: | $124,352.81 | - |

###### **Net Cash for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Net Cash: | $813,103.45 | - |
| Average Operating Days: | $19.00 | - |
| Number of Operating Months: | $0.83 | - |
| Average Monthly Expenditures: | $226,506.98 |  |
| Number of Months Operating Balance Available: | $3.59 | - |
| Total Funds Available: | $813,103.45 | - |
| Gross Profit / Loss for Period: | $77,762.12 | - |
| 1. USDA Commodities Received – Value ($) | $13,880.40 | - |

###### **Inventory Value (END of Reporting Period)**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Purchased Food Value ($): | $35,870.59 | - |
| Purchased Materials and Supplies Value ($): | $8,884.47 | - |
| USDA Commodities Value ($) | $26,476.10 | - |

Appendix B

##### **Greensville County Public Schools Financial Report**

##### **School Year 2018-2019 (December 2018)**

Greensville County Public Schools

105 Ruffin Street

Emporia, VA 23847

Reporting Period: Dec 2018

###### **Cash Balance for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Beginning Cash Balance: | $753,214.21 | - |
| 1. Cash Adjustments: | $0.00 | - |

###### **Revenues for Reporting Period**

| **Revenue Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. School Lunch, Breakfast, Special Milk, and Summer School Lunch./Breakfast Program Sales: | $0.00 | - |
| 1. A La Carte and Adult Meal Sales: | $8,423.95 | - |
| 1. Rebates: | $0.00 | - |
| 1. Interest Earned: | $0.00 | - |
| 1. Subsidies/Loans: | $0.00 | - |
| 1. Other Revenues – Catering: | $2,075.55 | - |
| 1. Other Revenues – A La Carte (only) Schools: | $0.00 | - |
| 1. Other Revenues – Misc.: | $0.00 | - |
| 1. Program Reimbursements (Federal Funds): | $165,795.84 | - |
| 1. State Funds: | $14,244.81 | - |
| 1. Grants: | $6,000.00- | - |
| 1. Repayment of Loans / Fund Transfers: | $0.00 | - |
| 1. Cash in Lieu of USDA Commodities (now USDA Foods) | $0.00 | - |
| **TOTAL REVENUES** | $196,540.15 | - |

###### **Expenditures for Reporting Period**

| **Expenditure Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. Personal Services: | 43,075.81 | 0.00 |
| 1. Employee Benefits: | 15,918.24 | 0.00 |
| 1. Purchased Services: | 0.00 | 0.00 |
| 1. Internal Services: | 0.00 | 0.00 |
| 1. Other Charges: | 19.75 | 0.00 |
| 1. Material & Supplies: | 618.98 | 0.00 |
| 1. Food Products: | 79,124.96 | 0.00 |
| 1. Capital Outlay: | 0.00 | 0.00 |
| 1. Other Uses of Funds: | 0.00 | 0.00 |
| 1. Fund Transfer: | 0.00 | - |
| 1. Loan Repayment: | 0.00 | - |
| 1. Repayment of Over-Claims | 0.00 | - |
| **TOTAL EXPENDITUES** | 138,957.74 | 0.00 |
| Ending Cash Balance: | 810,796.62 | - |

###### **Accounts Receivable for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| 1. Program Reimbursements – Previous Unpaid: | 87,035.25 | - |
| 1. Other Receivables: | 1,228.15 | - |
| **Total Account Receivables** | 88,263.40 | - |

###### **Accounts Payable for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Accounts Payable: | 103,723.58 | - |

###### **Net Cash for Reporting Period**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Net Cash: | 795,336.44 | - |
| Average Operating Days: | 11.00 | - |
| Number of Operating Months: | 0.48 | - |
| Average Monthly Expenditures: | 289,495.29 |  |
| Number of Months Operating Balance Available: | 2.75 | - |
| Total Funds Available: | 795,336.44 | - |
| Gross Profit / Loss for Period: | 42,122.23 | - |
| 1. USDA Commodities Received – Value ($) | 12,779.45 | - |

###### **Inventory Value (END of Reporting Period)**

| **Category** | **Program Funds** | **Non-Program Funds** |
| --- | --- | --- |
| Purchased Food Value ($): | 34,885.52 | - |
| Purchased Materials and Supplies Value ($): | 8,123.20 | - |
| USDA Commodities Value ($) | 32,279.16 | - |

Appendix C

##### **Daily Cash Income Received Record**

##### **Greensville Elementary School (December 2018)**

**VIRGINIA DEPARTMENT OF EDUCATION, SCHOOL NUTRITION PROGRAMS**

**DAILY CASH INCOME RECEIVED RECORD**

SNP-12 Form (APR1995) Pg. 2

SCHOOL NAME: Greensville Elementary

SNPU Number: 050

CLAIM Month/Year: December 2018

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A la Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+)/ Under (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | - | - | - | $17.50 | - | $206.45 | $10.18 | $234.13 | $3.23 | $237.36 |
| 12/04/2018 | - | - | - | $31.50 | - | $222.25 | ($1.39) | $252.36 | ($2.37) | $249.99 |
| 12/05/2018 | - | - | - | $66.50 | - | $203.50 | $2.31 | $272.31 | $5.55 | $277.86 |
| 12/06/2018 | - | - | - | $35.00 | - | $185.50 | ($29.11) | $191.39 | ($1.90) | $189.49 |
| 12/07/2018 | - | - | - | $24.50 | - | $146.75 | $49.42 | $220.87 | $0.91 | $221.58 |
| 12/12/2018 | - | - | - | $28.00 | - | $183.35 | $75.73 | $287.08 | $0.87 | $287.95 |
| 12/13/2018 | - | - | - | $171.50 | - | $182.25 | $28.23 | $381.98 | $1.11 | $383.09 |
| 12/14/2018 | - | - | - | $45.50 | - | $215.20 | ($52.06) | $208.64 | $1.37 | $210.01 |
| 12/17/2018 | - | - | - | $28.00 | - | $191.00 | ($21.43) | $197.57 | $1.20 | $198.77 |
| 12/18/2018 | - | - | - | $31.50 | - | $155.50 | ($32.85) | $154.15 | ($0.32) | $153.83 |
| 12/19/2018 | - | - | - | $10.50 | - | $36.25 | $56.25 | $103.00 | $0.27 | $103.27 |
| TOTALS | 0.00 | 0.00 | 0.00 | $490.00 | 0.00 | $1928.00 | $85.28 | $2,503.28 | $9.92 | $2,513.20 |

Total Deposit + Income from other sources: $2,513.20

###### ***VALUE OF INVENTORY – End of Month***

| **Purchased Food**  **28** | **Purchased Supplies**  **29** | **USDA Commodities**  **30** |
| --- | --- | --- |
| - | - | - |

###### ***INCOME FROM OTHER SOURCES***

| **Date**  **31** | **Source**  **32** | **$ Amount**  **33** |
| --- | --- | --- |
| - | - | - |

**TOTAL:**

| **Reimbursement Received**  **34** | **$ Amount**  **35** |
| --- | --- |
| - | - |

**TOTAL:**

| **Unpaid Obligations**  **36** | **$ Amount**  **37** |
| --- | --- |
| Personal Services | - |
| Food | - |
| Equipment | - |

**TOTAL:**

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects: that all records are available to support this claim in accordance with the terms of the existing agreement.

SNP Manager’s Signature:

Date:

Appendix D

##### **Daily Cash Income Received Record**

##### **EW Wyatt Middle School (December 2018)**

**VIRGINIA DEPARTMENT OF EDUCATION, SCHOOL NUTRITION PROGRAMS**

**DAILY CASH INCOME RECEIVED RECORD**

SNP-12 Form (APR1995) Pg. 2

SCHOOL NAME: EW Wyatt Middle

SNPU Number: 190

CLAIM Month/Year: December 2018

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A la Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+)/ Under (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | - | - | - | $3.50 | - | $223.75 | ($9.85) | $217.40 | $3.20 | $220.60 |
| 12/04/2018 | - | - | - | - | - | $261.25 | ($9.00) | $252.25 | $6.00 | $258.25 |
| 12/05/2018 | - | - | - | $3.50 | - | $188.70 | $1.00 | $193.20 | ($1.90) | $191.30 |
| 12/06/2018 | - | - | - | $17.5 | - | $186.75 | ($8.90) | $195.35 | $1.90 | $197.25 |
| 12/07/2018 | - | - | - | $3.50 | - | $172.50 | ($10.65) | $165.35 | $2.45 | $167.80 |
| 12/12/2018 | - | - | - | - | - | $153.25 | $7.55 | $160.80 | ($1.50) | $159.30 |
| 12/13/2018 | - | - | - | $31.50 | - | $190.80 | $2.15 | $224.45 | $2.75 | $227.20 |
| 12/14/2018 | - | - | - | $7.00 | - | $194.25 | ($8.30) | $192.95 | $1.05 | $194.00 |
| 12/17/2018 | - | - | - | - | - | $208.40 | ($12.25) | $196.15 | $0.40 | $196.55 |
| 12/18/2018 | - | - | - | $3.50 | - | $140.00 | ($13.05) | $130.45 | ($0.40) | $130.05 |
| 12/19/2018 | - | - | - | $7.00 | - | $116.25 | $15.65 | $138.90 | $0.35 | $139.25 |
| TOTALS | 0.00 | 0.00 | 0.00 | $77.00 | 0.00 | $2,035.90 | ($45.65) | $2,067.25 | $14.30 | $2,081.55 |

Total Deposit + Income from other sources: $2,081.55

###### ***VALUE OF INVENTORY – End of Month***

| **Purchased Food**  **28** | **Purchased Supplies**  **29** | **USDA Commodities**  **30** |
| --- | --- | --- |
| - | - | - |

###### ***INCOME FROM OTHER SOURCES***

| **Date**  **31** | **Source**  **32** | **$ Amount**  **33** |
| --- | --- | --- |
| - | - | - |

**TOTAL:**

| **Reimbursement Received**  **34** | **$ Amount**  **35** |
| --- | --- |
| - | - |

**TOTAL:**

| **Unpaid Obligations**  **36** | **$ Amount**  **37** |
| --- | --- |
| Personal Services | - |
| Food | - |
| Equipment | - |

**TOTAL:**

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects: that all records are available to support this claim in accordance with the terms of the existing agreement.

SNP Manager’s Signature:

Date:

Appendix E

##### **Daily Cash Income Received Record**

##### **Greensville County High School (December 2018)**

**VIRGINIA DEPARTMENT OF EDUCATION, SCHOOL NUTRITION PROGRAMS**

**DAILY CASH INCOME RECEIVED RECORD**

SNP-12 Form (APR1995) Pg. 2

SCHOOL NAME: Greensville County High

SNPU Number: 200

CLAIM Month/Year: December 2018

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A la Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+)/ Under (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | - | - | - | - | - | $353.95 | $159.00 | $512.95 | $1.45 | $514.40 |
| 12/04/2018 | - | - | - | - | - | $345.15 | ($25.50) | $319.65 | $1.00 | $320.85 |
| 12/05/2018 | - | - | - | - | - | $347.75 | $21.25 | $369.00 | $3.55 | $372.55 |
| 12/06/2018 | - | - | - | $21.00 | $2.30 | $283.60 | ($26.75) | $280.15 | $2.20 | $282.35 |
| 12/07/2018 | - | - | - | - | - | $237.20 | $38.50 | $275.70 | ($1.20) | $274.50 |
| 12/12/2018 | - | - | - | $7.00 | - | $292.00 | ($18.75) | $280.25 | ($1.20) | $279.05 |
| 12/13/2018 | - | - | - | $7.00 | - | $259.60 | $0.75 | $267.25 | $1.00 | $268.25 |
| 12/14/2018 | - | - | - | $7.00 | - | $308.50 | ($30.75) | $284.75 | $1.90 | $286.65 |
| 12/17/2018 | - | - | - | $3.50 | - | $239.25 | $30.25 | $273.00 | ($2.25) | $270.75 |
| 12/18/2018 | - | - | - | $3.50 | - | $254.45 | ($29.00) | $228.95 | $1.50 | $230.45 |
| 12/19/2018 | - | - | - | - | - | $166.75 | ($22.50) | $144.25 | $0.70 | $144.95 |
| TOTALS | 0.00 | 0.00 | 0.00 | $49.00 | $2.30 | $3,088.10 | $98.50 | $3,235.90 | $8.65 | $3,244.55 |

Total Deposit + Income from other sources: $3,244.55

###### ***VALUE OF INVENTORY – End of Month***

| **Purchased Food**  **28** | **Purchased Supplies**  **29** | **USDA Commodities**  **30** |
| --- | --- | --- |
| - | - | - |

###### ***INCOME FROM OTHER SOURCES***

| **Date**  **31** | **Source**  **32** | **$ Amount**  **33** |
| --- | --- | --- |
| - | - | - |

**TOTAL:**

| **Reimbursement Received**  **34** | **$ Amount**  **35** |
| --- | --- |
| - | - |

**TOTAL:**

| **Unpaid Obligations**  **36** | **$ Amount**  **37** |
| --- | --- |
| Personal Services | - |
| Food | - |
| Equipment | - |

**TOTAL:**

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects: that all records are available to support this claim in accordance with the terms of the existing agreement.

SNP Manager’s Signature:

Date:

Appendix F

##### **Daily Cash Income Received Record**

##### **Belfield Elementary School (December 2018)**

**VIRGINIA DEPARTMENT OF EDUCATION, SCHOOL NUTRITION PROGRAMS**

**DAILY CASH INCOME RECEIVED RECORD**

SNP-12 Form (APR1995) Pg. 2

SCHOOL NAME: Belfield Elem.

SNPU Number: 260

CLAIM Month/Year: December 2018

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A la Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+)/ Under (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | - | - | - | - | - | $59.60 | ($3.40) | $56.20 | - | $56.20 |
| 12/04/2018 | - | - | - | - | $2.30 | $68.60 | ($2.80) | $68.30 | - | $68.30 |
| 12/05/2018 | - | - | - | $10.50 | - | $57.85 | ($14.00) | $54.35 | ($0.25) | $54.10 |
| 12/06/2018 | - | - | - | $3.50 | - | $75.85 | ($4.41) | $74.94 | - | $74.94 |
| 12/07/2018 | - | - | - | - | - | $39.20 | ($1.20) | $38.00 | - | $38.00 |
| 12/12/2018 | - | - | - | - | - | $58.35 | $2.90 | $61.25 | - | $61.25 |
| 12/13/2018 | - | - | - | $7.00 | - | $42.25 | ($4.75) | $44.50 | - | $44.50 |
| 12/14/2018 | - | - | - | - | - | $32.75 | ($17.99) | $14.76 | - | $14.76 |
| 12/17/2018 | - | - | - | $10.50 | - | $32.10 | $10.20 | $52.80 | - | $52.80 |
| 12/18/2018 | - | - | - | - | - | $49.75 | ($19.70) | $30.05 | - | $30.05 |
| 12/19/2018 | - | - | - | - | - | $44.10 | ($14.55) | $29.55 | - | $29.55 |
| TOTALS | 0.00 | 0.00 | 0.00 | $31.50 | $2.30 | $560.40 | $69.50 | $524.70 | ($0.25) | $524.45 |

Total Deposit + Income from other sources: $524.45

###### ***VALUE OF INVENTORY – End of Month***

| **Purchased Food**  **28** | **Purchased Supplies**  **29** | **USDA Commodities**  **30** |
| --- | --- | --- |
| - | - | - |

*INCOME FROM OTHER SOURCES*

| **Date**  **31** | **Source**  **32** | **$ Amount**  **33** |
| --- | --- | --- |
| - | - | - |

**TOTAL:**

| **Reimbursement Received**  **34** | **$ Amount**  **35** |
| --- | --- |
| - | - |

**TOTAL:**

| **Unpaid Obligations**  **36** | **$ Amount**  **37** |
| --- | --- |
| Personal Services | - |
| Food | - |
| Equipment | - |

**TOTAL:**

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects: that all records are available to support this claim in accordance with the terms of the existing agreement.

SNP Manager’s Signature:

Date:

Appendix G

##### **Greensville County Public Schools Cafeteria Fund Receipts**

##### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/14/2018**

Deposits are listed below:

ADJ

CCFD C29

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Miscellaneous** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/10/2018 | SCHOOL | CLOSED | FOR | SNOW | - | - | - | $20.00 | $20.00 |
| 12/11/2018 | SCHOOL | CLOSED | FOR | SNOW | - | - | - | - | - |
| 12/12/2018 | $279.05 | $159.30 | $61.25 | $287.95 | - | - | $2,057.55  (Head Start) | - | $2,845.10 |
| 12/13/2018 | $238.25 | $217.20 | $44.50 | $379.09 | - | - | - | $44.00 | $923.04 |
| 12/14/2018 | $286.65 | $194.00 | $14.76 | $210.01 | - | - | - | - | $705.42 |
| TOTAL | $803.95 | $570.50 | $120.51 | $877.05 | - | - | $2057.55 | $64.00 | $4,493.56 |

Pam Lifsey, County Treasurer

Date: 12/18/18

##### **Greensville County Public Schools Cafeteria Fund Receipts**

##### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/21/2018**

Deposits are listed below:

ADJ

CCFD C30

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Miscellaneous** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/17/2018 | - | - | - | - | $151,122.82  NSLP & SBP | - | $14,244.81  State Match Lunch | - | $165,367.63 |
| 12/18/2018 | - | - | - | - | - | - | $6,888.92  FFVP | - | $6,888.92 |
| 12/19/2018 | - | - | - | - | - | - | - | - | - |
| 12/20/2018 | - | - | - | - | - | - | - | - | - |
| 12/21/2018 | - | - | - | - | - | - | - | - | - |
| TOTAL | - | - | - | - | $151,122.82 | - | $21,133.73 | - | $172,256.55 |

County Treasurer:

Date:

##### **Greensville County Public Schools Cafeteria Fund Receipts**

###### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/21/2018**

Deposits are listed below:

ADJ

CCFD C31

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Misc** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/17/2018 | $270.75 | $196.55 | $52.80 | $198.77 | - | - | - | $10.00 | $728.87 |
| 12/18/2018 | $225.45 | $130.05 | $30.05 | $148.83 | - | - | $18.00  Day Student Snacks | - | $552.38 |
| 12/19/2018 | $144.95 | $139.25 | $29.55 | $88.27 | - | - | - | $15.00 | $417.02 |
| 12/20/2018 | SCHOOL | CLOSED | FOR | CHRISTMAS | BREAK | - | - | - | - |
| 12/21/2018 | SCHOOL | CLOSED | FOR | CHRISTMAS | BREAK | - | - | - | - |
| TOTAL | $641.15 | $465.85 | $112.40 | $435.87 | - | - | $18.00 | $25.00 | $1,698.27 |

County Treasurer:

Date: 12/19/18

##### **Greensville County Public Schools Cafeteria Fund Receipts**

###### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/21/2018**

Deposits are listed below:

ADJ

CCFD C32

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Miscellaneous** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/17/2018 | - | - | - | - | - | - | - | - | - |
| 12/18/2018 | - | - | - | - | - | - | - | - | - |
| 12/19/2018 | - | - | - | - | - | - | - | - | - |
| 12/20/2018 | - | - | - | - | - | - | - | - | - |
| 12/21/2018 | - | - | - | - | - | - | $4,022.35  CACFP | - | $4,022.35 |
| TOTAL | - | - | - | - | - | - | $4,022.35 | - | $4,022.35 |

County Treasurer:

Date:

##### **Greensville County Public Schools Cafeteria Fund Receipts**

###### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/28/2018**

Deposits are listed below:

ADJ

CCFD C33

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Miscellaneous** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/24/2018 | - | - | - | - | - | - | $6,000  (SHARE OUR STRENGTH) | - | - |
| 12/25/2018 | - | - | - | - | - | - | - | - | - |
| 12/26/2018 | - | - | - | - | - | - | - | - | - |
| 12/27/2018 | - | - | - | - | - | - | - | - | - |
| 12/28/2018 | - | - | - | - | $3,761.75  (FFVP) | - | - | - | $3,761.75 |
| TOTAL | - | - | - | - | $3,761.75 | - | $6,000 | - | $9,761.75 |

County Treasurer:

Date:

##### **Greensville County Public Schools Cafeteria Fund Receipts**

###### **Country Treasurer for December 2018 (Blue Sheets)**

**Deposit with the Treasurer of Greensville County to the Credit of County School Cafeteria Fund**

**12/31/2018**

Deposits are listed below:

ADJ

CCFD C34

| **Date** | **Greensville County High School (GCHS)** | **EW Wyatt Middle School** | **Belfield Elementary** | **Greensville Elementary** | **Federal Reimbursement** | **Rebate** | **Miscellaneous** | **My School Bucks** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/31/2018 | - | - | - | - | - | - | - | $40.00 | $40.00 |
| TOTAL | - | - | - | - | - | - | - | $40.00 | $40.00 |

County Treasurer:

Date:

Appendix H

##### **Grant Award Letter**

DocuSign Envelope ID: FB3BA24E-92-E7-4218-AB26-2BFF5BCB8888

###### No Kid Hungry logo

December 12, 2018

Crystal Crutchfield

Food Services Supervisor

GREENSVILLE CO SCHOOL DISTRICT

105 Ruffin Street, Emporia, Virginia 23847

Dear Crystal,

Congratulations! Share Our Strength and the Virginia No Kid Hungry Campaign are pleased to award a grant of **$6,000 to GREENSVILLE CO SCHOOL DISTRICT**. The purpose of this grant is to begin a Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals Program or increase the number of meals served in your current program, as outline in your recent proposal.

###### **Using Grant Funds**

Grant funds may be used only for the budget items you outlined in your application. Funds must be spent before the end of the grant period. Budget changes may be requested in advance, in writing, to Share Our Strength by emailing [GrantsHelpDesk@strength.org](mailto:GrantsHelpDesk@strength.org) with your organization’s name and budget request. Improper or unauthorized use of grants funds may result in a request to return all or part of the grant funds.

###### **Grant Period**

It is our understanding that you will operate and report on your program for one full calendar year from the Implementation (start) Date you indicated in your proposal: **November 1, 2018.** Please reach out to your No Kid Hungry program or grant contact if you encounter challenges or delays starting your program on time, continuing your program for one full year, or spending the grant funds before the end of the grant year.

###### **Reporting Requirements**

**By accepting these grant funds, you agree to provide us with four quarterly reports and one final narrative report.** Please check your No Kid Hungry Grants Portal dashboard up to one week following the submission of your signed grant agreement to review your quarterly due dates. You will have one full month to submit each quarterly report. For a sample quarterly report with due dates, please email [GrantsHelpDesk@strength.org](mailto:GrantsHelpDesk@strength.org).

###### **Changes in Programming & Public Charity Status**

This grant is contingent on your organization’s status as a CACFP At-Risk Afterschool Meals Sponsor or Site. Your organization must be an approved provider at the time this grant is implemented. If you are not approved as a CACFP provider, your current program is discontinued, or there is any change in your public charity or school status, you are required to notify Share Our Strength and return these grant funds.

###### **Site Visits and Publicity Efforts**

As a condition of this grant, your organization agrees to participate in site visits and/or publicity efforts relating to this grant, by either Share Our Strength or Virginia No Kid Hungry.

1030 15th STREET NW SUITE 1100W WASHINGTON, DC 20005

TEL 800 969 4767

NOKIDHUNGRY.ORG

Appendix I

##### **County Treasurer Tax Receipts**

##### **Greensville County Public Schools**

##### **December 2018**

**Date: 12/17/2018**

Register: 003/PLIFSEY#A

Trans. #: 15453

Dept #: 10.553

Acct #:

PAMELA A LIFSEY. TREASURER

1781 GREENSVILLE CO. CIR

EMPORIA, VA 23847

10.553 SCHOOL LUNCH & BREAKFAST

Previous Principal Balance $48,314.02

Principal Being Paid $48,314.02

Penalty $0.00

Interest $0.00

COMM OF VA DD BB&T 12/14/18

Amount Paid $48,314.02

\*Balance Due: $0.00

Pd by COMM OF VA DD BB&T 12/14/18 DirDp 682185.07 #80967780

BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 12/2018

TAX RECEIPT Ticket #0000163001

**Date: 12/17/2018**

Register: 003/PLIFSEY#A

Trans. #: 15453

Dept #: 10.555

Acct #:

PAMELA A LIFSEY. TREASURER

1781 GREENSVILLE CO. CIR

EMPORIA, VA 23847

10.555 SCHOOL LUNCH & BREAKFAST

Previous Principal Balance $102,808.80

Principal Being Paid $102,808.80

Penalty $0.00

Interest $0.00

COMM OF VA DD BB&T 12/14/18

Amount Paid $102,808.80

\*Balance Due: $0.00

Pd by COMM OF VA DD BB&T 12/14/18 DirDp 682185.07 #80967780

BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 12/2018

TAX RECEIPT Ticket #0000160001

**Date: 12/17/2018**

Register: 003/PLIFSEY#A

Trans. #: 15453

Dept #: 10.582

Acct #:

PAMELA A LIFSEY. TREASURER

1781 GREENSVILLE CO. CIR

EMPORIA, VA 23847

FRESH FRUITS AND VEG GRANT

Previous Principal Balance $6,888.92

Principal Being Paid $6,888.92

Penalty $0.00

Interest $0.00

COMM OF VA DD BB&T 12/14/18

Amount Paid $6,888.92

\*Balance Due: $0.00

Pd by COMM OF VA DD BB&T 12/14/18 DirDp 682185.07 #80967780

BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 12/2018

TAX RECEIPT Ticket #0000170001

**Date: 12/17/2018**

Register: 003/PLIFSEY#A

Trans. #: 15453

Dept #: 240215

Acct #:

PAMELA A LIFSEY. TREASURER

1781 GREENSVILLE CO. CIR

EMPORIA, VA 23847

SCHOOL LUNCH AND BRE

Previous Principal Balance $14,244.81

Principal Being Paid $14,244.81

Penalty $0.00

Interest $0.00

COMM OF VA DD BB&T 12/14/18

Amount Paid $14,244.81

\*Balance Due: $0.00

Pd by COMM OF VA DD BB&T 12/14/18 DirDp 682185.07 #80967780

BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 12/2018

Appendix J

##### **Monthly Deposit Summary Report**

##### **Greensville County Public Schools**

##### **December 2018**

###### 01/03/2019

###### **Belfield Elementary**

| **Open Date** | **Cash** | **Checks** | **Bank Deposit** | **Online Payments** | **Total SAR Deposit** | **Percent Cash** | **Percent Check** | **Percent Online** | **Over/Short** | **Regenerate SAR** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | $46.20 | $0.00 | $46.20 | $10.00 | $56.20 | 82.2% | - | 17.8% | $0.00 | - |
| 12/04/2018 | $68.30 | $0.00 | $68.30 | $0.00 | $68.30 | 100.0% | - | - | $0.00 | - |
| 12/05/2018 | $54.10 | $0.00 | $54.10 | $0.00 | $54.10 | 100.0% | - | - | ($0.25) | - |
| 12/06/2018 | $74.94 | $0.00 | $74.94 | $0.00 | $74.94 | 100.0% | - | - | $0.00 | - |
| 12/07/2018 | $38.00 | $0.00 | $38.00 | $0.00 | $38.00 | 100.0% | - | - | $0.00 | - |
| 12/10/2018 | $0.00 | $0.00 | $0.00 | $10.00 | $10.00 | - | - | 100.0% | $0.00 | - |
| 12/12/2018 | $61.25 | $0.00 | $61.25 | $0.00 | $61.25 | 100.0% | - | - | $0.00 | - |
| 12/13/2018 | $44.50 | $0.00 | $44.50 | $0.00 | $44.50 | 100.0% | - | - | $0.00 | - |
| 12/14/2018 | $14.76 | $0.00 | $14.76 | $0.00 | $14.76 | 100.0% | - | - | $0.00 | - |
| 12/17/2018 | $52.80 | $0.00 | $52.80 | $0.00 | $52.80 | 100.0% | - | - | $0.00 | - |
| 12/18/2018 | $30.05 | $0.00 | $30.05 | $0.00 | $30.05 | 100.0% | - | - | $0.00 | - |
| 12/19/2018 | $29.55 | $0.00 | $29.55 | $0.00 | $29.55 | 100.0% | - | - | $0.00 | - |
| School Total | $514.45 | $0.00 | $514.45 | $20.00 | $534.45 | 96.3% | - | 3.7% | ($0.25) | - |

###### **EW Wyatt Middle**

| **Open Date** | **Cash** | **Checks** | **Bank Deposit** | **Online Payments** | **Total SAR Deposit** | **Percent Cash** | **Percent Check** | **Percent Online** | **Over/Short** | **Regenerate SAR** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | $220.60 | $0.00 | $220.60 | $0.00 | $220.60 | 100.0% | - | - | $3.20 | - |
| 12/04/2018 | $258.25 | $0.00 | $258.25 | $0.00 | $258.25 | 100.0% | - | - | $6.00 | - |
| 12/05/2018 | $190.30 | $1.00 | $191.30 | $0.00 | $191.30 | 99.5% | 0.5% | - | ($1.90) | - |
| 12/06/2018 | $197.25 | $0.00 | $197.25 | $0.00 | $197.25 | 100.0% | - | - | $1.90 | - |
| 12/07/2018 | $167.80 | $0.00 | $167.80 | $0.00 | $167.80 | 100.0% | - | - | $2.45 | - |
| 12/12/2018 | $159.30 | $0.00 | $159.30 | $0.00 | $159.30 | 100.0% | - | - | ($1.50) | - |
| 12/13/2018 | $217.20 | $0.00 | $217.20 | $10.00 | $227.20 | 95.6% | - | 4.4% | $2.75 | - |
| 12/14/2018 | $194.00 | $0.00 | $194.00 | $0.00 | $194.00 | 100.0% | - | - | $1.05 | - |
| 12/17/2018 | $196.55 | $0.00 | $196.55 | $0.00 | $196.55 | 100.0% | - | - | $0.40 | - |
| 12/18/2018 | $130.05 | $0.00 | $130.05 | $0.00 | $130.05 | 100.0% | - | - | ($0.40) | - |
| 12/19/2018 | $139.25 | $0.00 | $139.25 | $0.00 | $139.25 | 100.0% | - | - | $0.35 | - |
| School Total | $2,070.55 | $1.00 | $2,071.55 | $10.00 | $2,081.55 | 99.5% | 0.0% | 0.5% | $14.30 | - |

###### **Greensville County High**

| **Open Date** | **Cash** | **Checks** | **Bank Deposit** | **Online Payments** | **Total SAR Deposit** | **Percent Cash** | **Percent Check** | **Percent Online** | **Over/Short** | **Regenerate SAR** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | $324.40 | $50.00 | $374.40 | $140.00 | $514.40 | 63.1% | 9.7% | 27.2% | $1.45 | - |
| 12/04/2018 | $320.65 | $0.00 | $320.65 | $0.00 | $320.65 | 100.0% | - | - | $1.00 | - |
| 12/05/2018 | $317.55 | $0.00 | $317.55 | $55.00 | $372.55 | 85.2% | - | 14.8% | $3.55 | - |
| 12/06/2018 | $282.35 | $0.00 | $282.35 | $0.00 | $282.35 | 100.0% | - | - | $2.20 | - |
| 12/07/2018 | $234.50 | $0.00 | $234.50 | $40.00 | $274.50 | 85.4% | - | 14.6% | ($1.20) | - |
| 12/12/2018 | $279.05 | $0.00 | $279.05 | $0.00 | $279.05 | 100.0% | - | - | ($1.20) | - |
| 12/13/2018 | $238.25 | $0.00 | $238.25 | $30.00 | $268.25 | 88.8% | - | 11.2% | $1.00 | - |
| 12/14/2018 | $286.65 | $0.00 | $286.65 | $0.00 | $286.65 | 100.0% | - | - | $1.90 | - |
| 12/17/2018 | $270.75 | $0.00 | $270.75 | $0.00 | $270.75 | 100.0% | - | - | ($2.25) | - |
| 12/18/2018 | $225.45 | $0.00 | $225.45 | $5.00 | $230.45 | 97.8% | - | 2.2% | $1.50 | - |
| 12/19/2018 | $144.95 | $0.00 | $144.95 | $0.00 | $144.95 | 100.0% | - | - | $0.70 | - |
| School Total | $2,924.55 | $50.00 | $2,974.55 | $270.00 | $3,244.55 | 90.1% | 1.5% | 8.3% | $8.65 | - |

###### **Greensville Elementary**

| **Open Date** | **Cash** | **Checks** | **Bank Deposit** | **Online Payments** | **Total SAR Deposit** | **Percent Cash** | **Percent Check** | **Percent Online** | **Over/Short** | **Regenerate SAR** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03/2018 | $237.36 | $0.00 | $237.36 | $0.00 | $237.36 | 100.0% | - | - | $3.23 | - |
| 12/04/2018 | $249.99 | $0.00 | $249.99 | $0.00 | $249.99 | 100.0% | - | - | ($2.37) | - |
| 12/05/2018 | $252.86 | $3.00 | $255.86 | $22.00 | $277.86 | 91.0% | 1.1% | 7.9% | $5.55 | - |
| 12/06/2018 | $189.49 | $0.00 | $189.49 | $0.00 | $189.49 | 100.0% | - | - | ($1.90) | - |
| 12/07/2018 | $221.58 | $0.00 | $221.58 | $0.00 | $221.58 | 100.0% | - | - | $0.91 | - |
| 12/10/2018 | $0.00 | $0.00 | $0.00 | $10.00 | $10.00 | - | - | 100.0% | $0.00 |  |
| 12/12/2018 | $287.95 | $0.00 | $287.95 | $0.00 | $287.95 | 100.0% | - | - | $0.87 | - |
| 12/13/2018 | $375.59 | $3.50 | $379.09 | $4.00 | $383.09 | 98.0% | 0.9% | 1.0% | $1.11 | - |
| 12/14/2018 | $205.01 | $5.00 | $210.01 | $0.00 | $210.01 | 97.6% | 2.4% | - | $1.37 | - |
| 12/17/2018 | $198.77 | $0.00 | $198.77 | $0.00 | $198.77 | 100.0% | - | - | $1.20 | - |
| 12/18/2018 | $148.83 | $0.00 | $148.83 | $5.00 | $153.83 | 96.7% | - | 3.3% | ($0.32) | - |
| 12/19/2018 | $88.27 | $0.00 | $88.27 | $15.00 | $103.27 | 85.5% | - | 14.5% | $0.27 | - |
| School Total | $2,455.70 | $11.50 | $2,467.20 | $56.00 | $2,523.20 | 97.3% | 0.5% | 2.2% | $9.92 | - |

\*Regenerate SAR denotes there are transactions in the journals for these dates but this information will not appear on the state form unless someone regenerates the Sales Activity Report. The most common cause occurs when schools are out (on weekdays only) and online payments post during those days

###### **District Totals**

* Cash: $7,965.25
* Checks: $62.50
* Bank Deposit: $8,027.75
* Online Payments: $356.00
* Total SAR Deposit: $8,383.75
* Percent Cash: 95.0%
* Percent Check: 0.7%
* Percent Online: 4.2%
* Over/Short: $32.62

Appendix K

##### **Total Payroll Receipt from County Treasurer**

##### **Greensville County Public Schools**

##### **December 2018**

**GREENSVILLE COUNTY SCHOOLS**

**OFFICE OF SUPERINTENDENT**

**EMPORIA, VIRGINIA 23847**

FCB Payroll

TO: PAMELA A. LIFSEY, TREASURER

COUNTY OF GREENSVILLE, VIRGINIA

DATE: 19-Dec-18

Claims against the County School Board of Greensville County in the total amount of one million eight hundred twenty one thousand eight hundred sixty six and 03/100 dollars were approved for payment at the regular meeting of the School Board of Greensville County on Monday 17-Dec-2018. Warrants listed below have this day been drawn in the aforesaid claim.

| **Warrant Nos.** | **Monetary Value** | **Void Warrants** | **Monetary Value** |
| --- | --- | --- | --- |
| Accounts Payable  67086-67129 | $318,733.22 | - | - |
| Payroll  P75449-P75450 | $1,558.86 | - | - |
| Direct Deposit | $849,696.81 | - | - |
| Total Payroll | $1,169,988.89 | - | - |
| VRS-Prof | $293,435.81 | - | - |
| VRS-Non-Prof | $9,793.29 | - | - |
| ICMA RC-Prof | $12,715.88 | - | - |
| ICMA RC-Non-Prof | $716.54 | - | $316,661.52 |
| State Tax Deposit | $50,709.17 | - | - |
| Federal Tax Deposit | $284,506.45 | - | $335,215.62 |
| Total | $1,821,866.03 | - | - |

###### **Fund 002 Wire Transfer**

* Category 61: $1,540,769.39
* Category 62: $88,121.59
* Category 63: $84,647.03
* Category 64: $26,650.26
* Category 68: $22,683.71
* Total: $1,762,871.98

###### **Fund 005 Wire Transfer**

* Category 65: $58,994.05

###### **Total Payroll**

* Total Payroll: 1,821,866.03

Paige A. Crewe, Clerk

School Board of Greensville Co.

Appendix L

##### **Payroll Deposit Slip**

##### **Greensville County Public Schools**

##### **December 2018**

PR100A\* PR END DATE-2018/12/31 \* RPT RUN DTE-12/13/2018 \* RPT RUN TIME-14.47.11

P/R R-E-G-I-S-T-E-R COUNTY SCHOOL

005 FUND # 4005 DPET # 0530 LOC- 85 CENTRAL CAFETERIA PG # 26

| **Emply #** | **Name** | **Soc. Sec.** | **Gross Pay** | **Tax Gross** | **Fed Tax** | **FICA Tax** | **Medc Tax** | **State** | **EIC** | **Vol. Ded.** | **Net Pay** | **Check #** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [redacted] | [redacted] | [redacted] | $379.13 | $379.13 | $5.00 | $23.51 | $5.50 | $6.03 | $0.00 | $22.44 | $316.65 | 111472  \*DIR\* |
| [redacted] | [redacted] | [redacted] | $1030.20 | $1030.20 | $60.87 | $63.87 | $14.94 | $16.29 | $0.00 | $158.51 | $715.72 | 111473  \*DIR\* |
| \*\*School 85 Total\*\* | - | - | $42727.00 | $41132.12 | $1643.96 | $2550.17 | $596.42 | $1028.55 | $0.00 | $8121.81 | $28786.09 | - |

###### **Voluntary Deduction Detail**

* CAP: $22.44
* TCU: $107.00
* TCU: $3420.00
* V-N: $702.63
* APL: $89.70
* HDC: $96.19
* EXC: $9,72
* HDB: $41.21
* AF2: $130.60
* 12S: $1196.00
* GEA: $61.10
* HDC: $37.90
* CA: $672.00
* HDC: $10.30
* CA1: $278.00
* CAP: $396.02
* HDB: $384.83
* V-P: $451.84
* BC1: $205.00

3 Bus Drivers Gross Pay = $348.81

Total Gross Payroll = $42727.00 + $348.81 = $43075.81

Appendix M

##### **Employer Share of Deductions Slip**

##### **Greensville County Public Schools**

##### **December 2018**

PR100DD 2018/12/19 P/R EMPLOYER SHARE OF DEDUCTIONS 005- COUNTY SCHOOL PAGE 35

DEPT# 0530 – CAFETERIA WORKERS - HOURLY

| **Emply #** | **Name** | **Soc. Sec.** | **BC/BS 01** | **BC/BS 125** | **VRS-Prof** | **VRS-Non** | **GLI-Non-VACP-NPRF** | **GLI-Non-VACP-NPRF** | **RHIC-Prof** | **HYB-Prof** | **ICMA-40140** | **FICA** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $29.83 | $29.83 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $47.18 | $47.18 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $31.35 | $31.35 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $42.57 | $42.57 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $14.07 | $14.07 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $39.60 | $39.60 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $68.16 | $68.16 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $32.38 | $32.38 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $22.72 | $22.72 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $47.08 | $47.08 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $42.80 | $42.80 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $49.54 | $49.54 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $45.33 | $45.33 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $50.51 | $50.51 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $49.02 | $49.02 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $45.65 | $45.65 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $47.43 | $47.43 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $30.48 | $30.48 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $29.01 | $29.01 |
| TOTAL FOR FUND# 0530 | - | - | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $764.71 | $764.71 |
| TOTAL FOR FUND# 005 | - | - | $4,019.00 | $5,397.00 | $1,347.88 | $774.28 | $112.61 | $310.12 | $103.15 | $0.00 | $0.00 | $3112.89 | $15,763.77 |
| TOTAL FOR SCHOOL 85 | - | - | $398.57 | $96.19 | $0.00 | $0.00 | $0.00 | $56.78 | $0.00 | $0.00 | $0.00 | - | - |
| TOTAL FOR SCHOOL 85 | - | - | $4019.00 | $5397.00 | $1416.96 | $774.28 | $118.38 | $310.12 | $108.44 | $0.00 | $0.00 | $3146.59 | $15,877.61 |

PR100DD 2018/12/19 P/R/EMPLOYER SHARE OF DEDUCTIONS 005- COUNTY SCHOOL PAGE 40

| **Emply #** | **Name** | **Soc. Sec.** | **BC/BS 01** | **BC/BS 125** | **VRS-Prof** | **VRS-Non** | **GLI-Non**  **VACP-NPRF** | **GLI-Non VACP-NPRF** | **RHIC-Prof** | **HYB-Prof** | **ICMA-40140** | **FICA** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $17.92 | $0.00 | $4.26 | $0.00 | $0.00 | $0.00 | $38.27 | $60.45 |
| [redacted] | [redacted] | [redacted] | $0.00 | $51.65 | $0.00 | $7.23 | $0.00 | $1.72 | $0.00 | $0.00 | $0.00 | $5.16 | $65.76 |
| [redacted] | [redacted] | [redacted] | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2.68 | $0.00 | $0.00 | $0.00 | $13.08 | $28.26 |
| TOTAL FOR FUND# 0530 | - | - | $0.00 | $51.65 | $0.00 | $25.15 | $0.00 | $8.66 | $0.00 | $0.00 | $0.00 | $56.51 | $154.47 |
| TOTAL FOR FUND# 005 | - | - | $0.00 | $51.65 | $0.00 | $25.15 | $0.00 | $8.66 | $0.00 | $0.00 | $0.00 | $56.51 | $154.47 |
| TOTAL FOR SCHOOL 85 | - | - | $9.24 | $2.05 | $0.00 | $0.00 | $0.00 | $1.21 | $0.00 | $0.00 | $0.00 | - | - |
| TOTAL FOR SCHOOL 91 | - | - | $3,566.00 | $10,490.00 | $1,736.21 | $2,293.97 | $145.05 | $793.83 | $132.87 | $0.00 | $0.00 | $5797.71 | $26,112.30 |

Appendix N

##### **A/P Check Register**

##### **Greensville County Public Schools**

##### **December 2018**

AP100B 12/17/2918 GREENSVILLE COUNTY SCHOOL A/P CHECK REGISTER ACTPD – 2018/12 PAGE 1

TIME – 13:43:11 CHECK DATE – 12/11/2018

| **Check #** | **Vend #** | **Vendor** | **Class** | **Date** | **Amount** | **Discount** |
| --- | --- | --- | --- | --- | --- | --- |
| 67221 | 1524 | AMAZON CAPITAL SERVICES | 000 | 12/11/2018 | $34.66 (M/S) | $0.00 |
| 67222 | 3263 | BARBARA BATCHELOR | 000 | 12/11/2018 | $18.18 (O) | $0.00 |
| 67223 | 226 | CITY AUTO HARDWARD APPLIA | 000 | 12/11/2018 | $3.22 (M/S) | $0.00 |
| 67224 | 5057 | COCA-COLA BOTTLING CO. | 000 | 12/11/2018 | $943.50 (F) | $0.00 |
| 67225 | 1770 | CRYSTAL CRUTCHFIELD | 000 | 12/11/2018 | $339.05 (F) | $0.00 |
| 67226 | 5211 | DUTTON EQUIP. REPAIR INC | 000 | 12/11/2018 | $581.10 (M/S) | $0.00 |
| 67227 | 6008 | FLOWERS FOODS | 000 | 12/11/2018 | $925.32 (F) | $0.00 |
| 67228 | 3547 | H.T. HACKNEY COMPANY | 000 | 12/11/2018 | $2,182.39 (F) | $0.00 |
| 67229 | 84010 | HERSHEY CREAMERY CO. | 000 | 12/11/2018 | $2,227.08 (F) | $0.00 |
| 67230 | 7653 | HOLIDAY ICE | 000 | 12/11/2018 | $166.05 (F) | $0.00 |
| 67231 | 5276 | LINDA BRNA | 000 | 12/11/2018 | $10.60 (O) | $0.00 |
| 67232 | 1825 | MATTHEW COWLES | 000 | 12/11/2018 | $20.20 (O) | $0.00 |
| 67233 | 7703 | MCI COMM SERVICE | 000 | 12/11/2018 | $33.76 (O) | $0.00 |
| 67234 | 3409 | PET DAIRY | 000 | 12/11/2018 | $7,324.32 (F) | $0.00 |
| 67235 | 1784 | PRODUCE SOURCE PARTNERS | 000 | 12/11/2018 | $9,814.99 (F) | $0.00 |
| 67236 | 3548 | RICHMOND RESTAURANT SERV | 000 | 12/11/2018 | $54,576.96 (F) | $0.00 |
| 67237 | 2299 | TRIDENT | 000 | 12/11/2018 | $1,326.00 (F) | $0.00 |
| 67238 | 465 | VERIZON | 000 | 12/11/2018 | $137.01 (O) | $0.00 |

CLASS TOTAL: 80,664.39

ACH TOTAL: $0.00

CHECK TOTAL: $80,664.39

FINAL TOTAL: $80,774.39

DISCOUNT: $0.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 80,664.39 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

Date:

County Administrator:

Other Charges Total: $219.75

Materials and Services Total: $618.98

Food Products Total: $79,825.66

Appendix O

##### **Cash in Fund Central Cafeteria Receipt**

##### **Greensville County Public Schools**

##### **December 2018**

###### **Cash in Fund in Central Cafeteria**

gl407rpt (2)

Company No: 001 Account Number: 5 100 1 Period: 201812

Date: 1/04/19 Time: 1257

Budget Amount: $0.00

Year to Date: $810,796.62

Encumbrances: $0.00

Balance: $810,796.62

| **Date and Description** | **Source** | **Reference Number** | **PO#** | **Amount** | **Period** | **Category** |
| --- | --- | --- | --- | --- | --- | --- |
| 12/19/2018  Entry | PR 5 | 20181219 | - | $28,791.69 | 201812 | PAYROLL |
| 12/19/2018  Deduction Check | PT 5 | 20181219 | - | $16,219.80 | 201812 | PAYROLL |
| 12/19/2018  Electronic Tax Payment | PR 5 | 20181219 | - | $13,982.56 | 201812 | PR |
| - | - | G/L Year to Date Encumbrance | - | $694,220.16 | - | - |
| 12/11/2018  Payable Check | AP | 20181211 | - | $80,664.39 | 201812 | ACCOUNTS |
| - | - | A/P Holding File  P/R Holding File  U/T Holding File | - | $80,664.39 | - | - |
| 12/13/2018  Cash Report | CS | 20181213 | - | $4,968.37 | 201812 | TREASURER |
| 12/17/2018  Cash Report | CS | 20181217 | - | $172,256.55 | 201812 | TREASURER |
| 12/18/2018  Cash Report | CS | 20181218 | - | $4,493.56 | 201812 | TREASURER |
| 12/19/2018  Cash Report | CS | 20181219 | - | $1,698.27 | 201812 | TREASURER |
| 12/21/2018  Cash Report | CS | 20181221 | - | $4,022.35 | 201812 | TREASURER |
| 12/31/2018  Cash Report | CS | 20181231 | - | $3,761.75 | 201812 | TREASURER |
| 12/31/2018  Cash Report | CS | 20181231 | - | $6,040.00 | 201812 | TREASURER |
| - | - | A/R Holding File | - | $197,240.85 | - | - |
| - | - | G/L Holding File | - | - | - | - |
| - | - | S/S Holding File | - | - | - | - |
| - | - | INV Holding File | - | - | - | - |
| - | - | Budget Amount | - | - | - | - |

Appendix P

##### **2018-2019 NSLP Claim Month Details**

##### **Greensville County Public Schools**

##### **December 2018**

040 Status: Active

Greensville County Public Schools

105 Ruffing Street

Emporia, VA 23847

###### **Claim Month: December 2018**

| **Claim Items** | **Adj Number** | **Date Received** | **Date Accepted** | **Date Processed** | **Earned Amount** | **Status** |
| --- | --- | --- | --- | --- | --- | --- |
| View | Summary | 0 | 12/19/2018 | 12/19/2018 | 01/02/2019 | $85,615.86 | Processed |

**Total Earned: $85,615.86**

Appendix Q

##### **Child & Adult Care Food Program (CACFP)**

##### **Centers Claim Year Summary for 2018-2019**

##### **Greensville County Public Schools**

040 Status: Active

Greensville County Public Schools

105 Ruffin Street

Emporia, VA 23847

| **Claim Month** | **Adj. Number** | **Claim Status** | **Date Received** | **Date Processed** | **Earned Amount** |
| --- | --- | --- | --- | --- | --- |
| Oct 2018 | - | - | - | - | $0.00 |
| Nov 2018 | 0 | Processed | 12/05/2018 | 12/12/2018 | $4,022.35 |
| Dec 2018 | 0 | Processed | 12/20/2018 | 01/02/2019 | $1,419.39 |
| Jan 2019 | 0 | Processed | 02/05/2019 | 02/06/2019 | $2,670.71 |
| Feb 2019 | - | - | - | - | $0.00 |
| Mar 2019 | - | - | - | - | $0.00 |
| Apr 2019 | - | - | - | - | $0.00 |
| May 2019 | - | - | - | - | $0.00 |
| Jun 2019 | - | - | - | - | $0.00 |
| Jul 2019 | - | - | - | - | $0.00 |
| Aug 2019 | - | - | - | - | $0.00 |
| Sep 2019 | - | - | - | - | $0.00 |

**Year to Date Totals: $8,112.45**

Appendix R

##### **Greensville Head Elementary School Head Start Invoice**

##### **December 2018**

BILL TO: The Improvement Association

1750 E. Atlantic Street

Emporia, VA 23847

PAYABLE TO: Greensville County Food Service

105 Ruffin Street

Emporia, VA 23847

SCHOOL: Greensville Elementary School

SITE NAME: Greensville Head Start

Month: December

Year: 2018

CONTACT PERSON: Crystal Crutchfield

434-634-2863

###### **Child’s Meal/Food**

| **Meal** | **Number** | **Cost per Meal** | **Total Cost** |
| --- | --- | --- | --- |
| Breakfast | 179 | $1.80 | $322.20 |
| Lunch | 186 | $2.85 | $530.10 |
| Snack | 155 | $1.25 | $193.75 |
| Subtotal | - | - | $1,046.05 |

###### **Adult’s Meal/Food**

| **Meal** | **Number** | **Cost per Meal** | **Total Cost** |
| --- | --- | --- | --- |
| Breakfast | 22 | $2.30 | $50.60 |
| Lunch | 25 | $3.50 | $87.50 |
| Snack | 20 | $1.25 | $25.00 |
| Subtotal | - | - | $163.10 |

**GRAND TOTAL: $1,209.15**

Appendix S

###### **Greensville County Public Schools Day Student Snack Invoice**

###### **December 2018**



Greensville County Public Schools

Central Cafeteria

105 Ruffin Street

Emporia, VA 23847

Crystal Crutchfield

Supervisor of School Nutrition

434-634-2863 (Office)

434-3480864 (fax)

TO: Rita Williams, Leah Hardy, and Amber Barbour

FROM: Crystal Crutchfield, Food Services Supervisor

SUBJECT: Reimbursement for Day Student Snacks

DATE: January 31, 2019

Reimbursement for snacks for day student at Faison for January: $19.00 (19 snacks at $2.00 per snack Faison)

GRAND TOTAL: $19.00

Make check payable to: Greensville County Schools – Central Cafeteria

105 Ruffin Street

Emporia, VA 23847

Attention: Crystal Crutchfield

Appendix T

##### **Greensville County Public Schools Central Cafeteria Payroll**

##### **January 2019**

| **Employee’s Name** | **Monthly Income** | **Extra Income** | **Income Deduction** | **Gross Income** |
| --- | --- | --- | --- | --- |
| Employee 1 | $6,099.25 | - | - | $6,099.25 |
| Employee 2 | $1,999.42 | - | - | $1,999.42 |
| Employee 3 | $2,937.50 | - | - | $2,937.50 |
| Subtotal (Employees 1-3) | $11,036.17 | - | - | $11,036.17 |
| Employee 4 | $1,606.10 | - | - | $1,606.10 |
| Employee 5 | $1,091.20 | - | - | $1,091.20 |
| Employee 6 | $1,568.10 | - | - | $1,568.10 |
| Employee 7 | $1,429.80 | - | - | $1,429.80 |
| Employee 8 | $1,952.60 | - | - | $1,952.60 |
| Employee 9 | $1,030.20 | - | - | $1,030.20 |
| Employee 10 | $1,144.20 | - | - | $1,144.20 |
| Employee 11 | $1,040.30 | - | - | $1,040.30 |
| Employee 12 | $1,523.10 | $173.25 | - | $1,696.35 |
| Employee 13 | $1,080.80 | - | - | $1,080.80 |
| Employee 14 | $1,030.20 | - | - | $1,030.20 |
| Employee 15 | $1,429.80 | - | - | $1,429.80 |
| Employee 16 | $1,523.10 | - | - | $1,523.10 |
| Employee 17 | $1,030.20 | - | - | $1,030.20 |
| Employee 18 | $1,030.20 | - | - | $1,030.20 |
| Employee 19 | $1,133.20 | - | - | $1,133.20 |
| Employee 20 | $1,030.20 | - | $223.96 | $806.24 |
| Subtotal (Employees 4-20) | $21,673.30 | $173.25 | $223.96 | $21,622.59 |
| Employee 21 | $528.50 | - | - | $528.50 |
| Employee 22 | $609.76 | - | - | $609.76 |
| Employee 23 | $569.21 | - | - | $569.21 |
| Employee 24 | $565.49 | - | - | $565.49 |
| Employee 25 | $480.11 | - | - | $480.11 |
| Employee 26 | $721.12 | - | - | $721.12 |
| Employee 27 | $222.79 | - | - | $222.79 |
| Employee 28 | $744.00 | $56.25 | - | $800.25 |
| Employee 29 | $491.28 | - | - | $491.28 |
| Employee 30 | $674.78 | - | - | $674.78 |
| Employee 31 | $697.28 | - | - | $697.28 |
| Employee 32 | $269.28 | - | - | $269.28 |
| Employee 33 | $581.25 | - | - | $581.25 |
| Employee 34 | $694.50 | - | - | $694.50 |
| Employee 35 | $672.25 | - | - | $672.25 |
| Employee 36 | $783.45 | - | - | $783.45 |
| Employee 37 | $721.27 | - | - | $721.27 |
| Employee 38 | $723.10 | - | - | $723.10 |
| Employee 39 | $706.78 | - | - | $706.78 |
| Employee 40 | $520.74 | - | - | $520.74 |
| Employee 41 | $47.76 | - | - | $47.76 |
| Subtotal (Employees 21-41) | $12,024.70 | $56.25 | - | $12,080.95 |
| Grand Total | $44,739.71 | - | - | - |

\*\* Extra income is for CACFP Program

\*\* Deduct 4 days from L. Wyche – 3 days in Dec; 1 day in Jan

Benefits total: $15,760.29

Total Payroll Plus Benefits: $44,739.71 + $15,760.29 = $60,500.00

Appendix U

##### **Greensville County Public Schools Central Cafeteria Invoices**

##### **Payment in January 2019**

###### **01/14/2019**

| **Vendor Description** | **Vendor #** | **Description** | **Account Code** | **Amount** |
| --- | --- | --- | --- | --- |
| BARBARA BATCHELOR | 3263 | TRAVEL | 5500 | $54.54 |
| BEARGATE CONSTRUCTION | - | REPAIR SUPPLIES | 6007 | $450.00 |
| LINDA BRNA | 5276 | TRAVEL | 5500 | $21.21 |
| NORMA BROWN | 3236 | TRAVEL | 5500 | $22.73 |
| RUTH BULLCOK | 3262 | TRAVEL | 5500 | $45.45 |
| COCA-COLA | 5057 | FOOD SUPPLIES | 6002 | $970.50 |
| MATTHEW COWLES | 1825 | TRAVEL | 5500 | $20.20 |
| CRYSTAL CRUTCHFIELD | 1770 | OFFICE SUPPLIES | 6001 | $69.43 |
| DUTTON EQUIPMENT | 5211 | REPAIR SUPPLIES | 6007 | $4,735.74 |
| FOOD LION | 4108 | FOOD SUPPLIES | 6002 | $171.02 |
| FRANKLIN BAKING | 6008 | FOOD SUPPLIES | 6002 | $486.04 |
| HONEYWELL | - | REPAIR SUPPLIES | 6007 | $1,149.86 |
| HT HACKNEY | 3547 | FOOD SUPPLIES | 6002 | $485.10 |
| RHENA KING | 7725 | TRAVEL | 5500 | $21.51 |
| MCI | 7703 | TELEPHONE | 5203 | $33.73 |
| PET DAIRY | 3409 | FOOD SUPPLIES | 6002 | $3,803.32 |
| PRODUCE SOURCE | 1784 | FOOD SUPPLIES | 6002 | $4,164.08 |
| BARBARA ROBERTS | 83480 | TRAVEL | 5500 | $6.16 |
| ALETHA ROBINSON | 3261 | TRAVEL | 5500 | $22.22 |
| RED WING SHOE STORE | 8367 | DUES | 5800 | $182.74 |
| RRS FOODSERVICE | 3548 | FOOD SUPPLIES | 6002 | $25,048.72 |
| TRIDENT BEVERAGE | 2299 | FOOD SUPPLIES | 6002 | $1,122.00 |
| VERIZON | 465 | TELEPHONE | 5203 | $137.28 |
| TOTAL | - | - | - | $43,223.58 |

Appendix V

##### **A/P Check Register for Greensville County Public Schools**

##### **January 2019**

12/14/2019 GREENSVILLE COUNTY SCHOOL A/P CHECK REGISTER ACT PD – 2019/01

28 CHECK DATE – 1/15/2019

| **Vend #** | **Vendor** | **Class** | **Date** | **Amount** | **Discount** |
| --- | --- | --- | --- | --- | --- |
| 3261 | ALETHA ROBINSON | 000 | 1/15/2019 | $22.22 | $0.00 |
| 3263 | BARBARA BATCHELOR | 000 | 1/15/2019 | $54.54 | $0.00 |
| 83480 | BARBARA ROBERTS | 000 | 1/15/2019 | $6.16 | $0.00 |
| 5307 | BEARGATE CONSRTUCTION | 000 | 1/15/2019 | $450.00 | $0.00 |
| 5057 | COCA-COLA BOTTLING CO. | 000 | 1/15/2019 | $970.50 | $0.00 |
| 1770 | CRYSTAL CRUTCHFIELD | 000 | 1/15/2019 | $69.43 | $0.00 |
| 5211 | DUTTON EQUIP. REPAIR INC. | 000 | 1/15/2019 | $4,735.74 | $0.00 |
| 6008 | FLOWERS FOODS | 000 | 1/15/2019 | $486.04 | $0.00 |
| 4108 | FOOD LION | 000 | 1/15/2019 | $171.02 | $0.00 |
| 3547 | H.T. HACKNEY COMPANY | 000 | 1/15/2019 | $485.10 | $0.00 |
| 497 | HONEYWELL INTERNATIONAL | 000 | 1/15/2019 | $1,149.86 | $0.00 |
| 5276 | LINDA BRNA | 000 | 1/15/2019 | $21.21 | $0.00 |
| 1825 | MATTHEW COWLES | 000 | 1/15/2019 | $20.20 | $0.00 |
| 7703 | MCI COMM SERVICE | 000 | 1/15/2019 | $33.73 | $0.00 |
| 3236 | NORMA BROWN | 000 | 1/15/2019 | $22.73 | $0.00 |
| 3409 | PET DAIRY | 000 | 1/15/2019 | $3,803.32 | $0.00 |
| 1784 | PRODUCE SOURCE PARTNERS | 000 | 1/15/2019 | $4,164.08 | $0.00 |
| 8367 | RED WING SHOES | 000 | 1/15/2019 | $182.74 | $0.00 |
| 7725 | RHENA KING | 000 | 1/15/2019 | $21.51 | $0.00 |
| 3548 | RICHMOND RESTAURANT SERV | 000 | 1/15/2019 | $25,048.72 | $0.00 |
| 3262 | RUTH BULLOCK | 000 | 1/15/2019 | $45.45 | $0.00 |
| 2299 | TRIDENT | 000 | 1/15/2019 | $1,122.00 | $0.00 |
| 465 | VERIZON | 000 | 1/15/2019 | $137.28 | $0.00 |

CLASS TOTAL: $43,223.58

ACH TOTAL: $0.00

CHECK TOTAL: $43,233.58

FINAL TOTAL: $43,223.58

FINAL DISCOUNT TOTAL: $0.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOULSY DOCUMENTED. THE TOTAL 43,223.38 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

Date:

County Administrator:

Appendix W

##### **USDA Foods Invoices for Greensville County Public Schools**

##### **December 2018**

PHONE NUMBER 434-634-2863

GREENVILLE SCHOOL WAREHOUSE

120 ADAMS STREET

BUS GARGE

EMPORIA, VA 23847-0000

REPORT ALL SHORTAGES WITH 24 HOURS

REGION 6 48 70

CUSTOMER ORDER NUMBER: USDA

INVOICE NUMBER: 206046

CUSTOMER NUMBER: 617007

INVOICE DATE: 11/30/2018

CODES: DUE DATE 12/30/2018

12/3/2018 SHIPMENT

###### **Customer’s Copy**

| **UPC** | **Shpd. Qty.** | **Order Qty.** | **Case Mark** | **Pack and Size** | **Description** | **Item Code** | **Suggested Retail** | **Margin** | **Allowance Amount** | **Net Unit Price** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| - | 36 | 36 | 100317 | 1/47 LB CASE | SWEET POTATOES 6/10 CAN | 041019536 | $24.13 | - | - | $3.30 |
| - | 10 | 10 | 100018 | 1/30 LB CASE | SHRD RDF YELLOW CHEESE | 607019632 | $58.47 | - | - | $3.30 |
| - | 23 | 23 | 100101 | 1/40 LB CASE | 100101 DICED CHKN 40 LB CASE | 627019655 | $71.33 | - | - | $3.30 |
| - | 20 | 20 | 100241 | 1/30 LB CASE | FRZN PEACH CUPS | 682020616 | $33.33 | - | - | $3.30 |
| - | 24 | 24 | 110730 | 8/5 LB | FROZ PULLED PORK | 690019797 | $72.43 | - | - | $3.30 |

TOTAL CUBIC FEET: 0

TOTAL WEIGHT: 4866.00

TOTAL PIECES: 201

INVOICE GROSS TOTAL: $663.30

SPECIAL CHARGES: $0.00

PHONE NUMBER 434-634-2863

GREENVILLE SCHOOL WAREHOUSE

120 ADAMS STREET

BUS GARGE

EMPORIA, VA 23847-0000

REPORT ALL SHORTAGES WITH 24 HOURS

REGION 6 48 70

CUSTOMER ORDER NUMBER: USDA

INVOICE NUMBER: 206194

CUSTOMER NUMBER: 617007

INVOICE DATE: 12/17/2018

CODES: DUE DATE 1/16/2019

TERMS: NET 30

###### **Customer’s Copy**

| **UPC** | **Shpd. Qty.** | **Order Qty.** | **Case Mark** | **Pack and Size** | **Description** | **Item Code** | **Suggested Retail** | **Margin** | **Allowance Amount** | **Net Unit Price** | **Extended Net Price** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| - | 25 | 25 | 100307 | 1/45 LB CASE | GREEN BEANS 6/10 CAN | 021021711 | $14.61 | - | $365.25 | $3.30 | $82.50 |
| - | 28 | 28 | 100220 | 1/30 LB CASE | DICED PEACHES 100220 6/10 CAN | 080047347 | $31.90 | - | $893.20 | $3.30 | $84.40 |
| - | 32 | 32 | 110361 | 1/30 LB CASE | UNSWEET APPLESAUCE CUPS | 099021440 | $16.18 | - | $517.76 | $3.30 | $105.60 |
| - | 26 | 26 | 110080 | 1/30 LB CASE | ROASTED 8 PIECE CHICKEN | 619019898 | $73.60 | - | $1913.60 | $3.30 | 8580 |
| - | 36 | 36 | 100355 | 1/30 LB CASE | FRZN POTATO WEDGES 100355 | 622019696 | $24.71 | - | $889.56 | $3.30 | $118.80 |

TOTAL CUBIC FEET: 0

TOTAL WEIGHT: 1860.00

TOTAL PIECES: 147

INVOICE GROSS TOTAL: $485.10

SPECIAL CHARGES: $0.00

ALLOWANCE TOTAL: $0.00

STATE SALES TAX: $0.00

INVOICE TAX TOTAL: $0.00

INVOICE NET TOTAL: $485.10

Appendix X

##### **Total Inventory Sheet for Greensville County Public Schools**

##### **December 2018**



Greensville County Public Schools

Central Cafeteria

105 Ruffin Street

Emporia, VA 23847

Crystal Crutchfield

Supervisor of School Nutrition

434-634-2863 (Office)

434-348-0864 (Fax)

Month: Dec

Year: 2018

###### **Total Inventory Sheet**

| **School** | **Purchased** | **USDA** | **Supplies** |
| --- | --- | --- | --- |
| Central Cafeteria/Warehouse | $11,192.79 | $29,444.75 | $3,526.52 |
| Greensville Elementary School | $7,475.61 | $662.97 | $1,987.36 |
| Belfield Elementary School | $2,709.82 | $189.78 | $692.88 |
| E.W. Wyatt Middle School | $6,856.14 | $771.36 | $990.78 |
| Greensville County High School | $6,651.16 | $1,210.30 | $925.66 |
| TOTAL | $34,885.52 | $32,279.16 | $8,123.20 |

Appendix Y

##### **Individual School Inventory Reports for Greensville County Public Schools**

##### **December 2018**

###### **School: Greensville Elementary**

Month of: December 2018

Manager: Rhena King

***\*Managers enter data marked with an asterisk***

Purchased

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $10,794.14\*

Foods received directly (includes milk, produce, bread, ice cream, Trident): + $8,121.01\*

Food received from warehouse: + $10,492.17\*

Total Inventory & Receipts: $29,407.32

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $7,475.61

Purchased Foods Used During the Month: $21,931.72

USDA

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $472.25\*

Foods received from warehouse: + $1,802.90\*

Total Inventory & Receipts: $2,275.15

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $662.97

USDA Foods Used During the Month: $1,612.19

Supplies

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $2,071.83\*

Supplies received from warehouse: + $1,282.86\*

Total Inventory & Receipts: $3,354.69

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $1,987.36

Supplies Used During the Month: $1,367.33

###### **School: Wyatt Middle**

Month of: December 2018

Manager: Ruth Bullock

***\*Managers enter data marked with an asterisk***

Purchased

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $9,183.83\*

Foods received directly (includes milk, produce, bread, ice cream, Trident): + $1,896.61\*

Food received from warehouse: + $6,933.39\*

Total Inventory & Receipts: $18,013.83

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $6,856.14

Purchased Foods Used During the Month: $11,157.70

USDA

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $809.82\*

Foods received from warehouse: + $765.29\*

Total Inventory & Receipts: $1,575.11

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $771.36

USDA Foods Used During the Month: $803.75

Supplies

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $1,505.10\*

Supplies received from warehouse: + $628.72\*

Total Inventory & Receipts: $2,133.82

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $990.78

Supplies Used During the Month: $1,143.04

###### **School: Greensville County High School**

Month of: December 2018

Manager: Linda Brna / Althea Robinson

***\*Managers enter data marked with an asterisk***

Purchased

Beginning Inventory Date: 11-30-18\*

Beginning Inventory Value: $9,338.62\*

Foods received directly (includes milk, produce, bread, ice cream, Trident): + $2,267.63\*

Food received from warehouse: + $12,307.82\*

Total Inventory & Receipts: $23,914.07

Ending Inventory Date: 12-19-18\*

Ending Inventory Value: - $6,651.16

Purchased Foods Used During the Month: $17,262.91

USDA

Beginning Inventory Date: 11/30\*

Beginning Inventory Value: $1,440.11\*

Foods received from warehouse: + $2,251.03\*

Total Inventory & Receipts: $3,691.14

Ending Inventory Date: 12-19-18\*

Ending Inventory Value: - $1,210.30

USDA Foods Used During the Month: $2,480.84

Supplies

Beginning Inventory Date: 11-30-18\*

Beginning Inventory Value: $1,519.20\*

Supplies received from warehouse: + $1,311.68\*

Total Inventory & Receipts: $2,830.88

Ending Inventory Date: 12-19-18\*

Ending Inventory Value: - $925.66

Supplies Used During the Month: $1,905.23

###### **School: Belfield Elementary**

Month of: December 2018

Manager: Barbara Batchelor

***\*Managers enter data marked with an asterisk***

Purchased

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $2,432.36\*

Foods received directly (includes milk, produce, bread, ice cream, Trident): + $981.19\*

Food received from warehouse: + $7,030.90\*

Total Inventory & Receipts: $10,444.45

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $2,709.82

Purchased Foods Used During the Month: $7,734.63

USDA

Beginning Inventory Date: 10/30/18\*

Beginning Inventory Value: $172.88\*

Foods received from warehouse: + $501.33\*

Total Inventory & Receipts: $674.21

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $189.78

USDA Foods Used During the Month: $484.44

Supplies

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $727.62\*

Supplies received from warehouse: + $1,183.88\*

Total Inventory & Receipts: $1,911.50

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $692.88

Supplies Used During the Month: $1,218.62

###### **School: Warehouse**

Month of: December 2018

Manager: Matthew Cowles

***\*Managers enter data marked with an asterisk***

Purchased

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $4,121.62\*

Foods received directly (ice): + $0.00\*

Food received from RRS: + $23,584.64\*

Total Inventory & Receipts: $27,706.28

Ending Inventory Date: 12/19\*

Ending Inventory Value: - $11,192.79

Purchased Foods Used During the Month: $16,513.49

USDA

Beginning Inventory Date: 11/30\*

Beginning Inventory Value: $23,581.04\*

Foods received from warehouse: + $12,779.45\*

Total Inventory & Receipts: $36,360.49

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $29,444.75

USDA Foods Used During the Month: $6,915.74

Supplies

Beginning Inventory Date: 11/30/18\*

Beginning Inventory Value: $3,060.72\*

Supplies received from warehouse: + $2,066.408\*

Total Inventory & Receipts: $5,127.12

Ending Inventory Date: 12/19/18\*

Ending Inventory Value: - $3,526.52

Supplies Used During the Month: $1,600.60

Appendix Z

##### **Hand Written School Nutrition Programs Financial Report**

##### **Greensville County Public Schools**

##### **December 2018**

School Division/RCCI: Greensville County Public Schools

Div No.: 040

Report Period for Month Starting Dec. 1 2018 and Month Ending Dec 31 2018

Report Type (Check one):

Semi-Annual

Quarterly

Monthly

###### **Cash Balance First of Period**

(Cash Balance minus End of Last Reported Period)

| **Reporting Category** | **Program Funds** |
| --- | --- |
| Cash Balance – First of Period | $753,214.21 |
| 1. Cash Adjustments (Provide Explanation) | (+ / -) $0.00 |

###### **Cash Balance Adjusted**

(SUM of Line 1 plus/minus Cash Adjustments)

Cash Balance Adjusted = $753,214.21

###### **Revenues for Report Period**

| **Reporting Category** | **Program Funds** | **Non-Program Funds (Optional)** |
| --- | --- | --- |
| 1. School Lunch, Breakfast, Special Milk, and Summer School Lunch/Breakfast Program Sales | $0.00 (Column 18+19+20) | - |
| 1. A La Carte and Adult Meals Sales | $8,423.95 (Blue Sheets or Column 21-22-23-24) | - |
| 1. Rebates | $700.70 (Bridgeford 59.42 + USDA $641.29) | - |
| 1. Interest Earned | $0.00 | - |
| 1. Subsidies/Loans | $0.00 | - |
| 1. Other Revenues – Catering | $2,075.55 ($18.00 + $2,057.55) | - |
| 1. Other Revenues – A La Carte (only) Schools | $0.00 | - |
| 1. Other Revenues – Misc. | $0.00 | - |
| 1. Program Reimbursements (Federal Funds) | $165,795.84 (FFVP + NSLP + CACFP + SBP = $3,761.75 + $151,122.82 + $4,022.35 + $6,888.92) | - |
| 1. State Funds | $14,244.81 (State Match $14,244.81) | - |
| 1. Grants | $6,000 (Share Our Strength) | - |
| 1. Repayment of Loans / Fund Transfers | $0.00 | - |
| 1. Cash in Lieu of USDA Commodities (Now USDA Foods) | $0.00 | - |
| **TOTAL REVENUES (SUM of Lines 2 thru 14)** | (+) $197,240.85 | - |

###### **Expenditures for Report Period**

| **Reporting Category** | **Program Funds** | **Non-Program Funds (Optional)** |
| --- | --- | --- |
| 1. Personal Services | $43,075.81 | - |
| 1. Employee Benefits | $15,918.24 ($15,763.77 + $154.47) | - |
| 1. Purchased Services | $0.00 | - |
| 1. Internal Services | $0.00 | - |
| 1. Other Charges | $219.75 ($18.18 + $10.60 + $20.20 + $33.76 + $137.01) | - |
| 1. Materials & Supplies | $618.98 | - |
| 1. Food Products | $79,825.66 ($943.50 + $339.05 + $925.32 + $2,182.39 + $1,326.00 + $2,227.08+ $166.05 + $7.324.32 + $9,814.99 + $54,576.96) | - |
| 1. Capital Outlay | $0.00 | - |
| 1. Other Uses of Funds | $0.00 | - |
| 1. Fund Transfer | $0.00 | - |
| 1. Loan Payment | $0.00 | - |
| 1. Repayment of Over-Claims | $0.00 | - |
| **TOTAL EXPENDITURES (SUM of Lines 15 thru 26)** | (+) $139,658.44 | - |

**Note:** Report Program and Non-Program Fund Revenues and Expenditures in the separate columns, by categories. DO not add Non-Program Fund Revenues to the Program Fund CASH BALANCE. Do not delete Non-Program Expenditures from the Program Fund CASH BALANCE.

**Ending Cash Balance: $810,796.62**

Appendix AA

##### **Excess Balance Action Plan for Greensville County Public Schools**

##### **SY 2017-2018**

###### **Excess Balance Action Plan SY 17-18**

Division Name: Greensville County

* Cash Balance: $735,388.98
* Cash Adjustments: $0.00
* Total Revenue: $1,621,210.11
* Expenditures: $1,541,094.85
* Profit Loss: $83,096.24
* Net Cash: $818,485.24
* End Balance: $815,704.24
* Avg Month Exp: $201,450.31
* Number of Months Cash on Hand: 4.06
* **Excess Balance: $214,134.33**

Federal regulations governing the National School Lunch Program require school food authorities to maintain a nonprofit school food service limiting its net cash resources to an amount that does not exceed three months’ average expenditures (7CFR210.14(a)(b)). School food service funds must only be used in the operation or improvement of school food service program. Please complete the action plan to detail the expenditures dedicated to reducing the excess balance. Describe how each expenditure will improve the operation of the school food service program. Also include any larger expenditures or capital equipment that may require multiple years of planning and payments. The total cost must be greater than or equal to the excess balance.

| **Expenditure** | **Improvement of School Food Service Program** | **Cost Explanation (if needed)** | **Total Cost** |
| --- | --- | --- | --- |
| 1. New serving line, wall paint, and mascot décor at Greensville County High School. | Updating the Greensville County High School Café with new updated serving lines with cold wells, LED lights, and matching paint and wall décor will provide the students with a more pleasurable dining area and experience. | Procured all together as one project for cost savings. | $72,657.00 |
| 1. Equipment upgrades/replacement schedule | Using a replacement and upgrade schedule when ensure all equipment is replaced as needed and will not lead to old, outdated equipment. Our older delivery truck is due for a new lift gate. We have a walk0in freezer and 2 door cooler that is due for replacement. Also, we would like to add a new 2 door freezer to help with storage of our new CACFP Supper Program at the high school. | - | $48,036.00 |
| 1. Update the cafeteria paint and décor at E.W. Wyatt Middle School to introduce the “Panther Pit Stop.” | Updating the pain and wall décor at the middle school similar to that of the high school will ensure that the students have a pleasurable dining area. We will be introducing the Panther Pit Stop in conjunction with their mascot and color scheme. | - | $37,000.00 |
| 1. Salary increases for all Food Service Staff for the 2018-2019 School Year | Increasing our pay scales will help continue to complete with area divisions and increase employee retention and more. Our employees are very hard workers. This year we have all schools implementing alternative breakfast models, increasing lunch participation, FFVP in 2 schools, and starting the CACFP in all 4 schools with after school snack and even supper at our high school. | 4% increase for full-time and 2% increase for part-time employees | $24,000.00 |
| 1. New bread mixer with vegetable slicer attachment for Greensville County High School | Our schools still make their own fresh rolls. The high school was in need of a new bread mixer and we also purchased the vegetable slicer attachment to help with slicing produce for fresh salads and vegetables. | - | $16,954.55 |
| 1. 5 pan steamer at Belfield Elementary | Purchasing a 5 pan steamer at Belfield Elementary will help with cooking fresh vegetables and keeping the nutrients in the food. Also, we would use the steamer with the FFVP program to introduce various vegetables to our students. | - | $6,341.78 |
| 1. New milk boxes at Greensville Elementary School | Replacing 2 new milk boxes at Greensville Elementary on the serving line and using these in the back of the kitchen to help store additional milk. | - | $4,720.00 |
| 1. Time clock module for Food Service Staff | The time clock module allows staff to clock in with their fingerprints. This helps keep adequate track of time and employee leave. | Initial cost is for equipment and 1-year agreement. Annual agreement is no more than $500.00. | $4,415.00 |

**Grand Total: $214,134.33**

Appendix BB

##### **Daily Cash Income Received Record for Charlotte County Public Schools**

##### **December 2018**

SNP-12 Form (January 2008) Pg. 2

SCHOOL NAME: 0100 Eureka Elementary School

SNPU NUMBER: 5100750

CLAIM MONTH/YEAR: December 2018

###### **Cash Income Received, Eureka Elementary School**

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A La Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+)/ Short (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03 | $131.55 | $195.55 | $0.00 | $8.95 | ($1.25) | $70.40 | $0.00 | $405.20 | $0.00 | $405.20 |
| 12/04 | ($47.35) | $254.60 | $0.00 | $1.15 | $9.00 | $90.05 | $0.00 | $307.45 | $0.00 | $307.45 |
| 12/05 | ($29.40) | $96.15 | $0.00 | $28.45 | ($2.25) | $79.85 | $0.00 | $172.80 | $0.00 | $172.80 |
| 12/06 | ($45.65) | $299.70 | $0.00 | $12.15 | ($3.00) | $81.40 | $0.00 | $344.60 | $0.00 | $344.60 |
| 12/07 | ($33.85) | $26.00 | $0.00 | $25.15 | $7.75 | $88.80 | $0.00 | $113.85 | $0.00 | $113.85 |
| 12/17 | $2.75 | $207.00 | $0.00 | $2.00 | ($1.75) | $72.45 | $0.00 | $282.45 | $0.00 | $282.45 |
| 12/18 | $38.55 | $61.60 | $0.00 | $35.80 | ($0.75) | $77.65 | $0.00 | $212.85 | $0.00 | $212.85 |
| 12/19 | ($11.10) | $50.90 | $0.00 | $41.15 | $0.00 | $57.70 | $0.00 | $138.65 | $0.00 | $138.65 |
| 12/20 | ($18.20) | $99.50 | $0.00 | $10.50 | ($1.75) | $51.50 | $0.00 | $141.55 | $0.00 | $141.55 |
| TOTALS | ($12.70) | $1,291.00 | $0.00 | $165.30 | $6.00 | $669.80 | $0.00 | $2,119.40 | $0.00 | $2,119.40 |

Student NSLP (Column 18) + Student SBP (Column 19) = Line 2 of financial report

Adult Lunch (Column 21) + Adult Breakfast (Column 22) + A La Carte Sales (Column 23) = Line 3 of financial report

I certify, to the best of my knowledge and belief, this claim is true and correct in all respects and all records are available to support this claim in accordance with the terms of the existing Annual Agreement.

SNP Manager’s Signature:

Date:

SNP-12 Form (January 2008) Pg. 2

SCHOOL NAME: 0210 – Central Middle School

SNPU NUMBER: 5100750

CLAIM MONTH/YEAR: December 2018

###### **Cash Income Received, Central Middle School**

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A La Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+) Short (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03 | $5.25 | $140.80 | $0.00 | $1.40 | $0.00 | $112.95 | $0.00 | $260.40 | $0.00 | $260.40 |
| 12/04 | $56.45 | ($1.25) | $0.00 | $0.00 | $0.00 | $93.10 | $0.00 | $148.30 | $0.00 | $148.30 |
| 12/05 | $77.40 | $22.75 | $0.00 | $12.40 | $0.00 | $97.45 | $0.00 | $210.00 | $0.00 | $210.00 |
| 12/06 | $5.00 | $38.75 | $0.00 | $3.00 | $0.00 | $1.25 | $0.00 | $48.00 | $0.00 | $48.00 |
| 12/07 | ($25.60) | $4.50 | $0.00 | ($0.50) | $0.00 | $92.05 | $0.00 | $70.45 | $0.00 | $70.45 |
| 12/17 | $81.30 | $0.00 | $0.00 | $0.00 | $0.00 | $86.95 | $0.00 | $168.25 | $0.00 | $268.25 |
| 12/18 | $21.00 | $8.00 | $0.00 | $0.55 | $0.00 | $115.15 | $0.00 | $144.70 | $0.00 | $144.70 |
| 12/19 | $19.25 | $50.00 | $0.00 | $21.50 | $0.00 | $82.25 | $0.00 | $173.00 | $0.00 | $173.00 |
| 12/20 | $7.00 | ($1.00) | $0.00 | $0.00 | $0.00 | $52.50 | $0.00 | $58.50 | $0.00 | $58.50 |
| TOTALS | $247.05 | $262.55 | $0.00 | $38.35 | $0.00 | $733.65 | $0.00 | $1,281.60 | $0.00 | $1,281.60 |

I certify, to the best of my knowledge and belief, this claim is true and correct in all respects and all records are available to support this claim in accordance with the terms of the existing Annual Agreement.

SNP Manager’s Signature:

Date:

SNP-12 Form (January 2008) Pg. 2

SCHOOL NAME: 0450 – Phenix Elementary School

SNPU NUMBER: 5100750

CLAIM MONTH/YEAR: December 2018

###### **Cash Income Received, Phenix Elementary School**

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A La Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+) Short (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03 | $33.05 | $108.75 | $0.00 | $13.60 | $0.00 | $44.45 | $0.00 | $199.85 | $0.00 | $199.85 |
| 12/04 | ($8.70) | $61.00 | $0.00 | ($3.50) | $48.35 | $42.65 | $0.00 | $139.70 | $0.00 | $139.70 |
| 12/05 | $160.10 | $87.00 | $0.00 | $52.40 | $3.75 | $52.45 | $0.00 | $355.70 | $0.00 | $355.70 |
| 12/06 | ($0.50) | ($1.75) | $0.00 | ($3.45) | ($2.50) | $8.20 | $0.00 | $0.00 | $0.00 | $0.00 |
| 12/07 | ($28.65) | $23.15 | $0.00 | $25.35 | $35.00 | $52.55 | $0.00 | $107.40 | $0.00 | $107.40 |
| 12/17 | $261.85 | $119.35 | $0.00 | ($0.20) | $0.00 | $50.70 | $0.00 | $431.70 | $0.00 | $431.70 |
| 12/18 | $0.40 | $55.75 | $0.00 | ($2.35) | ($1.25) | $49.95 | $0.00 | $102.50 | $0.00 | $102.50 |
| 12/19 | ($38.05) | $66.50 | $0.00 | $9.50 | $0.00 | $56.30 | $0.00 | $94.25 | $0.00 | $94.25 |
| 12/20 | $15.75 | $9.75 | $0.00 | ($0.50) | ($1.75) | $10.75 | $0.00 | $34.00 | $0.00 | $34.00 |
| TOTALS | $395.25 | $529.50 | $0.00 | $90.85 | $81.50 | $368.00 | $0.00 | $1,465.10 | $0.00 | $1,464.10 |

I certify, to the best of my knowledge and belief, this claim is true and correct in all respects and all records are available to support this claim in accordance with the terms of the existing Annual Agreement.

SNP Manager’s Signature:

Date:

SNP-12 Form (January 2008) Pg. 2

SCHOOL NAME: 0460 – Randolph-Henry High School

SNPU NUMBER: 5100750

CLAIM MONTH/YEAR: December 2018

###### **Cash Income Received, Randolph-Henry High School**

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A La Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+) Short (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03 | $44.90 | $52.00 | $0.00 | $18.85 | $0.00 | $42.25 | $0.00 | $158.00 | $0.00 | $158.00 |
| 12/04 | ($5.95) | $0.00 | $0.00 | $9.50 | $0.00 | $29.05 | $0.00 | $32.60 | $0.00 | $32.60 |
| 12/05 | $151.45 | ($1.25) | $0.00 | $36.75 | ($1.25) | $50.50 | $0.00 | $236.20 | $0.00 | $236.20 |
| 12/06 | ($5.00) | $0.00 | $0.00 | ($8.45) | $0.00 | $22.75 | $0.00 | $9.30 | $0.00 | $9.30 |
| 12/07 | $20.06 | $0.00 | $0.00 | $35.45 | $0.00 | $28.30 | $0.00 | $83.81 | $0.00 | $83.81 |
| 12/17 | $220.75 | $21.00 | $0.00 | $39.80 | $0.00 | $29.95 | $0.00 | $311.50 | $0.00 | $311.50 |
| 12/18 | $38.15 | $18.75 | $0.00 | $11.50 | $0.00 | $27.20 | $0.00 | $95.60 | $0.00 | $95.60 |
| 12/19 | $28.45 | $0.00 | $0.00 | $39.30 | ($1.25) | $22.25 | $0.00 | $88.75 | $0.00 | $88.75 |
| 12/20 | ($5.10) | $40.00 | $0.00 | $3.15 | $2.00 | $17.70 | $0.00 | $57.75 | $0.00 | $57.75 |
| TOTALS | $487.71 | $130.50 | $0.00 | $185.85 | ($0.50) | $269.95 | $0.00 | $1,073.51 | $0.00 | $1,073.51 |

I certify, to the best of my knowledge and belief, this claim is true and correct in all respects and all records are available to support this claim in accordance with the terms of the existing Annual Agreement.

SNP Manager’s Signature:

Date:

SNP-12 Form (January 2008) Pg. 2

SCHOOL NAME: 0470 – Bacon District Elementary

SNPU NUMBER: 5100750

CLAIM MONTH/YEAR: December 2018

###### **Cash Income Received, Bacon District Elementary**

| **Date**  **1** | **Student NSLP**  **18** | **Student SBP**  **19** | **Student ASP**  **20** | **Adult Lunch**  **21** | **Adult Breakfast**  **22** | **A La Carte Sales**  **23** | **Other Income**  **24** | **Cash Subtotal**  **25** | **Over (+) Short (-)**  **26** | **Total Deposit**  **27** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12/03 | $62.55 | $40.45 | $0.00 | ($1.85) | $0.00 | $37.40 | $0.00 | $128.55 | $0.00 | $138.55 |
| 12/04 | ($21.50) | $22.00 | $0.00 | $3.50 | $9.50 | $29.00 | $0.00 | $42.50 | $0.00 | $42.50 |
| 12/05 | ($12.25) | $37.90 | $0.00 | $9.80 | $0.00 | $32.70 | $0.00 | $68.15 | $0.00 | $68.15 |
| 12/06 | $0.00 | ($3.00) | $0.00 | $0.00 | ($2.50) | $5.50 | $0.00 | $0.00 | $0.00 | $0.00 |
| 12/07 | $155.30 | $2.00 | $0.00 | $6.90 | $0.00 | $32.10 | $0.00 | $196.30 | $0.00 | $196.30 |
| 12/17 | ($0.10) | $105.90 | $0.00 | $13.15 | $0.00 | $9.70 | $0.00 | $128.65 | $0.00 | $128.65 |
| 12/18 | $5.15 | $19.50 | $0.00 | ($0.30) | ($5.00) | $44.50 | $0.00 | $63.85 | $0.00 | $63.85 |
| 12/19 | ($12.50) | ($1.45) | $0.00 | $11.55 | $0.25 | $38.20 | $0.00 | $36.05 | $0.00 | $36.05 |
| 12/20 | $0.75 | $2.45 | $0.00 | $5.15 | $0.00 | $4.80 | $0.00 | $13.15 | $0.00 | $13.15 |
| TOTALS | $177.40 | $225.75 | $0.00 | $47.90 | $2.25 | $233.90 | $0.00 | $687.20 | $0.00 | $687.20 |

I certify, to the best of my knowledge and belief, this claim is true and correct in all respects and all records are available to support this claim in accordance with the terms of the existing Annual Agreement.

SNP Manager’s Signature:

Date:

Appendix CC

##### **Charlotte County Public Schools Receipts and Collections Summary**

##### **December 2018**

###### **12/01/2018 to 12/31/2018**

05/02/2019

10:11:08 AM

Page 11 of 11

Breakfast Meals

| **Site ID** | **Free** | **Red.** | **Paid** | **Teachers** | **Adults** | **SFS** | **Catered** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0100 | $0.00 | $33.00 | $870.00 | $5.00 | $0.00 | $0.00 | $0.00 | $908.00 |
| 0210 | $0.00 | $39.60 | $271.50 | $2.50 | $0.00 | $0.00 | $0.00 | $313.60 |
| 0450 | $0.00 | $38.40 | $313.50 | $5.00 | $10.00 | $0.00 | $0.00 | $366.90 |
| 0460 | $0.00 | $15.90 | $175.50 | $0.00 | $0.00 | $0.00 | $0.00 | $191.40 |
| 0470 | $0.00 | $24.30 | $297.00 | $5.00 | $0.00 | $0.00 | $0.00 | $326.30 |
| Total | $0.00 | $151.20 | $1,927.50 | $17.50 | $10.00 | $0.00 | $0.00 | $2,106.20 |

Lunch Meals

| **Site ID** | **Free** | **Red.** | **Paid** | **Teachers** | **Adults** | **SFS** | **Catered** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0100 | $0.00 | $54.00 | $1,207.20 | $49.00 | $122.50 | $0.00 | $0.00 | $1,432.70 |
| 0210 | $0.00 | $72.00 | $693.60 | $42.00 | $0.00 | $0.00 | $0.00 | $807.60 |
| 0450 | $0.00 | $71.60 | $643.20 | $154.00 | $28.00 | $0.00 | $0.00 | $896.80 |
| 0460 | $0.00 | $29.60 | $955.20 | $112.00 | $17.50 | $0.00 | $0.00 | $1,114.30 |
| 0470 | $0.00 | $24.80 | $384.00 | $31.50 | $14.00 | $0.00 | $0.00 | $454.30 |
| Total | $0.00 | $252.00 | $3,883.20 | $388.50 | $182.00 | $0.00 | $0.00 | $4,705.70 |

Reimbursable Snacks/Other Meals

| **Site ID** | **Free** | **Red.** | **Paid** | **Teachers** | **Adults** | **SFS** | **Catered** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0100 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 0210 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 0450 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 0460 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 0470 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

Supplemental Sales

| **Site ID** | **Free** | **Red.** | **Paid** | **Teachers** | **Adults** | **SFS** | **Catered** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0100 | $269.50 | $62.35 | $271.25 | $55.95 | $10.75 | $0.00 | $0.00 | $669.80 |
| 0210 | $448.35 | $52.10 | $211.65 | $15.40 | $6.15 | $0.00 | $0.00 | $733.65 |
| 0450 | $104.95 | $52.50 | $142.65 | $62.50 | $5.40 | $0.00 | $0.00 | $368.00 |
| 0460 | $69.55 | $25.50 | $108.35 | $55.35 | $9.95 | $1.25 | $0.00 | $269.95 |
| 0470 | $87.90 | $10.00 | $106.45 | $29.55 | $0.00 | $0.00 | $0.00 | $233.90 |
| Total | $980.25 | $202.45 | $840.35 | $218.75 | $32.25 | $1.25 | $0.00 | $2,275.30 |

Student Accruals

| **Site ID** | **Pre-Payments Made (+)** | **Pre-Payments Used (-)** | **Charges Made (-)** | **Charges Paid (+)** | **Extra Credit (-)** |
| --- | --- | --- | --- | --- | --- |
| 0100 | $1,253.78 | $1,932.10 | $681.00 | $473.42 | $0.00 |
| 0210 | $621.95 | $1,005.55 | $420.55 | $237.05 | $0.00 |
| 0450 | $901.16 | $1,020.01 | $306.54 | $283.44 | $0.00 |
| 0460 | $441.87 | $656.75 | $608.95 | $265.84 | $0.00 |
| 0470 | $410.35 | $683.33 | $190.62 | $136.65 | $0.00 |
| Total | $3,629.11 | $5,297.74 | $2,207.66 | $1,396.40 | $0.00 |

Non-Student Accruals

| **Site ID** | **Pre-Payments Made (+)** | **Pre-Payments Used (-)** | **Charges Made (-)** | **Charges Paid (+)** | **Extra Credit (-)** |
| --- | --- | --- | --- | --- | --- |
| 0100 | $72.90 | $78.10 | $1.35 | $1.35 | $0.00 |
| 0210 | $19.10 | $25.10 | $0.15 | $0.00 | $0.00 |
| 0450 | $140.75 | $167.60 | $2.50 | $4.70 | $0.00 |
| 0460 | $133.70 | $77.85 | $7.45 | $7.45 | $0.00 |
| 0470 | $47.70 | $48.05 | $0.00 | $0.00 | $0.00 |
| Total | $414.15 | $396.70 | $11.45 | $13.50 | $0.00 |

Total Accruals

| **Site ID** | **Total Accruals** | **Total Receipts** | **Actual Deposit** | **Over/Under** |
| --- | --- | --- | --- | --- |
| 0100 | ($891.10) | $2,119.40 | $2,119.40 | $0.00 |
| 0210 | ($573.25) | $1,281.60 | $1,281.60 | $0.00 |
| 0450 | ($166.60) | $1,465.10 | $1,465.10 | $0.00 |
| 0460 | ($502.14) | $1,073.51 | $1,073.51 | $0.00 |
| 0470 | ($327.30) | $687.20 | $687.20 | $0.00 |
| Total | ($2,460.39) | $6,626.81 | $6,626.81 | $0.00 |

Appendix DD

##### **Charlotte County Public Schools Revenues Summary Report**

##### **December 2018**

**CHARLOTTE COUNTY GOVERNMENT**

**FD-PJT-REV REVENUES SUMMARY REPORT DEFINITION TYPE #1**

**for Fiscal Year 2019 (2018/19 FISCAL YEAR)**

**Posted Only Figured**

**Executed by: clp**

Page: 1

Date: 05/02/19

Time: 10:07:09

| **Code** | **Description** | **Estimated Revenue** | **Est. Revenue for December** | **Revenue for December** | **Revenue YTD** | **Unrealized Balance** | **Percent Real** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FD 31 | - | - | - | - | - | - | - |
| PJT1 | - | - | - | - | - | - | - |
| 1501010 | Interest (BCC-CAFE) | $100.00 | $0.00 | $33.72 (Interest) | $105.83 | $5.83 | 105.83% |
| 1612040 | SCHOOL FOOD SERVICES | $135,000.00 | $0.00 | $8,937.46  (Use for Line 2 and 3 of financial report) | $54,896.67 | $80,103.33 | 40.66% |
| 1612050 | HOPE | $0.00 | $0.00 | $0.00 (Use for Line 2 and 3 of financial report) | $7,079.74 | $7,079.74 | 100.00% |
| 1612060 | HRTLAND PYMNTS | $40,000.00 | $0.00 | $2,462.50 (Use for Line 2 and 3 of financial report) | $13,772.16 | $26,228.84 | 34.43% |
| 1 | - | $175,100.00 | $0.00 | $11,433.68 | $75,853.40 | $99,246.60 | 43.32% |
| PJT2 | - | - | - | - | - | - | - |
| 2402150 | School Food Services | $13,749.00 | $0.00 | $7,137.79 (State Funds) | $7,137.79 | $6,611.21 | 51.91% |
| 2404340 | Breakfast After the Bell | $4,000.00 | $0.00 | $0.00 | $0.00 | $4,000.00 | 0.00% |
| 2 | - | $17,749.00 | $0.00 | $7,137.79 | $7,137.79 | $10,611.21 | 40.22% |
| PJT 3 | - | - | - | - | - | - | - |
| 0010553 | School Break | $190,000.00 | $0.00 | $22,266.56 (Federal Funds Program Reimbursement) | $76,252.28 | $113,747.72 | 40.13% |
| 00101555 | School Lunch | $405,000.00 | $0.00 | $48,426.96 (Federal Funds Program Reimbursement0 | $160,491.72 | $244,508.28 | 39.63% |
| 3 | - | $595,000.00 | $0.00 | $70,693.52 (Total Federal Funds Program Reimbursement) | $236,744.00 | $358,256.00 | 39.79% |
| 31 | - | $787,849.00 | $0.00 | $89,264.99 (Total Revenue) | $319,735.19 | $468,113.81 | 40.58% |
| GRAND TOTAL | - | $787,849.00 | $0.00 | $89,264.99 | $319,735.19 | $468,113.81 | 40.58% |

Appendix EE

##### **Charlotte County Public Schools Expenditures Summary Report**

##### **December 2018**

**CHARLOTTE COUNTY GOVERNMENT**

**FD-PJT-C/C-PCM-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #1**

**for Fiscal Year 2019 (2018/19 FISCAL YEAR)**

**Posted Only Figured**

**Executed by: clp**

Page: 1

Date: 05/02/19

Time: 10:09:37

| **Code** | **Description** | **Appropriations** | **Outstanding Encumbrances** | **Expenditures for December** | **Expenditures Year-to-Date** | **Available Balance** | **Percent Used** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FD 31 | SNP-Cafeteria | - | - | - | - | - | - |
| PJT 0 | - | - | - | - | - | - | - |
| C/C 9 Administrative | - | - | - | - | - | - | - |
| PGM 0 Undistributed | - | - | - | - | - | - | - |
| FUNC 65100 School Food | - | - | - | - | - | - | - |
| 1110 | Improvement Administrative | $34,800.00 | $0.00 | $2,896.92 (Personal Services) | $8,690.76 | $26,109.24 | 24.97% |
| 1150 | Cler. Salaries & Wage | $21,000.00 | $0.00 | $1,746.00 (Personal Services) | $5,238.00 | $15,762.00 | 24.94% |
| 1190 | Service Sal. & Wages | $353,000.00 | $0.00 | $30,041.74 (Personal Services) | $90,534.41 | $262,465.59 | 25.65% |
| 2100 | FICA Benefits | $32,000.00 | $0.00 | $2,527.68 (Employee Benefits) | $7,668.52 | $24,331.48 | 23.96% |
| 2210 | VSRS Benefits | $35,600.00 | $0.00 | $1,233.65 (Employee Benefits) | $3,553.07 | $32,046.93 | 9.98% |
| 2220 | VSRS Hybrid Benefits | $27,800.00 | $0.00 | $523.02 (Employee Benefits) | $1,569.06 | $26,230.94 | 5.64% |
| 2300 | HMP Benefits | $128,350.00 | $0.00 | $7,250.00 (Employee Benefits) | $37,603.42 | $90,646.58 | 29.32% |
| 2400 | GLI Benefits | $5,285.00 | $0.00 | $440.41 (Employee Benefits) | $1,300.02 | $3,984.08 | 24.60% |
| 2510 | Disability Insurance Hybrid Plan | $1,072.00 | $0.00 | $86.93 (Employee Benefits) | $247.19 | $824.81 | 23.06% |
| 2600 | Unemployment Insurance | $460.00 | $0.00 | $1.32 (Employee Benefits) | $5.89 | $454.11 | 1.28% |
| 2750 | Retiree Health Care Credit | $4,841.00 | $0.00 | $55.71 (Employee Benefits) | $158.19 | $4,682.81 | 3.27% |
| 3000 | Purchased Services | $4,641.00 | $0.00 | $686.20 (Line 17 of financial report) | $798.03 | $3,842.97 | 17.20% |
| 5500 | Travel | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| 5800 | Miscellaneous | $0.00 | $0.00 | $64.80 (Line 19 of financial report) | $64.80 | $64.80 | 100.0% |
| 6000 | Materials and Supplies | $15,000.00 | $0.00 | $1,452.98 (Line 20 of financial report0 | $4,134.82 | $10,865.18 | 27.57% |
| 6002 | Food | $124,000.00 | $0.00 | $37,203.68 (Line 21 of financial report) | $64,892.47 | $61,107.53 | 50.72% |
| 65100 | School Food | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |
| 0 | Undistributed | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |
| 9 | Administrative | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |
| 0 | - | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |
| 31 | SNP – Cafeteria | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |
| GRAND TOTAL | - | $787,849.00 | $0.00 | $86,211.04 | $224,458.65 | $563,390.35 | 28.49% |