

Summer Food Service Program Annual Year End Reconciliation Form

SPONSOR

Institution Name	Agreement Number	Federal ID (EIN)	Program Year	Number of Sites	Version <i>Original or</i> <i>Amended (Circle)</i>

ACTUAL REVENUE

Prior Year Excess Funds	
MAY Meal Reimbursement	
JUNE Meal Reimbursement	
JULY Meal Reimbursement	
AUGUST Meal Reimbursement	
OTHER PROGRAM INCOME	
TOTAL PROGRAM INCOME	\$0.00

ADMINISTRATIVE AND OPERATIONAL EXPENSES

	Budget Amount <i>Column A</i>	Actual Allowable Cost <i>Column B</i>
Food costs		
Non-Food Supply Costs		
Facilities and Space Costs		
Operating		
Administrative		
	\$0.00	\$0.00
Labor Costs		
Site Labor		
Kitchen Labor		
Administrator		
Bookkeeper/Accountant		
Monitors		
Clerical Staff		
Drivers		
Total For Labor Costs	\$0.00	\$0.00
Contracted Labor		
Operating		
Administrative		
Total For Contracted Costs	\$0.00	\$0.00
Equipment		
Equipment \$5000 or over (Depreciation Expense)		
Operating		
Administrative		
Equipment Rental/Lease (Non-vehicle)		
Operating		
Administrative		
Total for Equipment	\$0.00	\$0.00
Supplies		
Expendable Supplies		
Operating		
Administrative		
Durable		
Operating		
Administrative		
Total for Supplies	\$0.00	\$0.00
Communication Cost		
Celluar		
Telephone, Internet		
Postage		
Total for Communication	\$0.00	\$0.00
Travel Costs		
Mileage		
Operating		

Administrative		
Vehicle Rental		
Operating		
Administrative		
Total for Travel Costs	\$0.00	\$0.00
Contracted Costs (nonfood)		
Audit Costs		
Maintenance Contracts		
Total for Contracted Costs	\$0.00	\$0.00
Utilities, Maintenance, Janitorial		
Utilities for Kitchen/Serving Area		
Office Space Utilities		
Maintenance		
Operating		
Administrative		
Janitorial		
Operating		
Administrative		
Total for Utilities/Maintenance/Janitorial	\$0.00	\$0.00
Other & Special Item Costs		
Advertising Public Relations		
Meetings & Conferences		
Participant Training and Support Costs		
Proposal Costs		
Publication, Printing & Reproduction		
Insurance Costs		
Total for Other & Special Items Costs	\$0.00	\$0.00
Indirect Costs		
Total Administrative and Operational Expenses	\$0.00	\$0.00

Unallowable Costs: If Column B > Column A, then subtract Column B - Column A and enter difference here. Leave blank if Column B < Column A.	\$0.00
Total Expenses - Unallowable Costs = Total Allowable Expenses	\$0.00
Total Program Income - Total Allowable Expenses = EXCESS PROGRAM INCOME OVER EXPENSES	\$0.00

<input type="checkbox"/> Excess funds will be used for next year's summer food service program	
<input type="checkbox"/> Excess funds will be used for another Child Nutrition (Name Programs):	
<input type="checkbox"/> We will not be returning to the summer food program next year	

I certify that the above is a correct accounting of disbursement of Summer Food Service Program funds.
All documentation for the above information is on file and available for review.

Signature	Date
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