

TX-UNPS Financial Report for School Nutrition Program (SNP) Operations *Information and Directions*

March 1, System Opening Date | April 1, Report Due Date

Things to keep in mind in completing the report:

Access to the Form

To access the form, Contracting Entities (CEs) will click on the *Applications* tab in the Texas Unified Nutrition Programs System (TX-UNPS) and, then, click on *Financial Report*. If a CE clicks on the link before the form is opened on March 1st, the CE will see a *not available* message.

Item 1, Opening Balance

The CE reports the financial data that corresponds to the first day of the most recent fiscal year. This will correspond with the data used in the most recent completed financial audit.

- The system automatically rolls the prior year's opening balance number forward— positive or negative, but the field is editable.
- If the opening balance carried forward from the prior year is incorrect, the CE must update the amount carried forward so that it reflects the CE's actual opening balance for the current school year.

Distinct Information in Each Field

Each type of income and revenue field contains distinct information, that is, if a type of revenue or expenditure is included in one field, it will not be included in another reporting field.

For example, the program revenue field will include payments for paid meals, but it will not include the federal and state reimbursements.

Auto-Populating Fields

For those fields that require a number to be recorded that is a sum or percentage based on numbers recorded in other fields, the system will automatically calculate the amounts and populate the field after the data is entered, and the form is saved.

- The formulas are provided, so CE will know what is included in the automatic calculations.
- Even though the message says *submitted* on exit – the data is still editable until the report closes and is no longer accessible in TX-UNPS.

What to Include

This form includes all monetary revenue and expenses for the Child Nutrition Programs (CNPs)—all relevant CNP revenue and expenses, including the summer feeding program and Child and Adult Care Food Program (CACFP), catering, a la carte, adult meals, concessions, etc.

- This report must include all monetary revenues and expenses attributed to and processed through the CNP account(s).
- This report does not include non-monetary revenue and expenses such as the value of the USDA Foods received during the prior fiscal year or inventories on hand.

Who Should Report

All CEs operating any of the currently participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) must complete the report.

- The CE must report for all CNPs they operate, not just the NSLP and SBP.
- New CEs that do not have a prior fiscal year for NSLP and SBP are not required to complete the *Financial Report* the first year.

Form Directions

CEs must provide the following financial information from the prior fiscal year:

Item 1 – Opening Balance

Record the opening fund balance at of the start of the CEs prior complete fiscal year/reporting period.

- The system automatically rolls the prior year’s opening balance number forward— positive or negative—but the field is editable.
- A negative value indicates that the CE is not in compliance with financial requirements as the CE is not allowed to roll a negative balance forward from one year to the next.

Therefore, the CE must clear the negative balance with funds from a non-SNP source and start the year with a zero balance. Item 9 below will ask for the amount of bad debt that was made whole by non-SNP sourced funds.

Item 2 – Revenues for Reporting Period

2a) Program Revenues

Record the amount of income received from students for paid and reduced price meals.

- This cell is also used for the other grant money such the Direct Certification Grants, Equipment Grants, training grants, etc.

2b) State Reimbursement

Record the annual *State Matching funds* for those CEs that receive this funding.

- Any CE not receiving state matching funds leave this cell blank.

2c) Federal Reimbursement

Record the total reimbursement received for reimbursable meals served including performance-based reimbursement and severe need.

2d) Nonprogram Revenues

Record the income from a la carte, catering, adult meal payments, and other non-reimbursable food or beverage services.

- If the CE does not offer nonprogram food, leave the field blank.

2e) Interest Earned

Record income from any funds that are placed in a bank account and earn interest.

- If the program does not have any funds placed in interest earning accounts, leave this field blank.

2f) Total Revenues

Automatically populated field

- This is the total of Items 2a – 2e. The amount for Item 2f will be automatically calculated based on information recorded in revenue fields.

2g) Percent Program Revenues

Automatically populated field

- This is the percentage of total revenue from program revenue. The amount for Item 2g will be automatically calculated based on information recorded in revenue fields.

2h) Percent Nonprogram Revenues

Automatically populated field

- This is the percentage of total revenue from nonprogram revenue. The amount for Item 2h will be automatically calculated based on information recorded in revenue fields.

Item 3 – Expenditures for Reporting Period

3a) Program Food Expenditures

Record the food costs for the meals that generated the revenue in Items 2a and 2c above, that is, food costs for reimbursable meals served.

3b) Nonprogram Food Expenditures

Record the food costs for the items that generated the revenue in Item 2d above, that is, a la carte, catering, adult meals, and other non-reimbursable food or beverage services.

- If the CE does not offer nonprogram food, leave the field blank.

3c) Salaries

Record the salaries for all directly funded full and part time CNP staff.

3d) Employee Benefits

Record all expenses that the CE pays on behalf of the CNP staff. These costs would include expenses such as the CE's portion of the employee's health, unemployment insurance, or the CE's portion of the employee retirement plan, etc.

3e) Purchased Services

Record the costs for services such as meal planning consultants, vendors, printing contacts, food service management company fees, co-op membership fees, etc.

- If the CE does not have expenses in this area, leave the field blank.

3f) Equipment Purchases

Record the costs for all equipment purchases including capital purchases and smaller items intended for long term use such as tables, chairs, etc.

- Equipment Grant purchases are included in this field.
- Non-equipment grant purchases are included in Item 3i.
- If the CE does not have expenses in this area, leave the field blank.

3g) Supplies/Miscellaneous

Record the costs for supplies and miscellaneous purchases that have a short term use such as pots and pans, serving trays, office supplies, etc.

- If the CE does not have expenses in this area, leave the field blank.

3h) Indirect Costs

Record the cost of the CE's indirect rate for the CNP.

- School districts, charter schools, and RCCIs operating under the authority of the Texas Education Agency (TEA) must use an indirect cost rate that is established by TEA.
- If the CE does not apply indirect costs, leave the field blank.

3i) **Utilities and Other**

Record any direct charges paid from the CNP funds that were not **included** in any category above.

- Non-equipment grants purchase are included in this field.
- Equipment grant purchases are included in Item 3f.
- If the CE does not have expenses in this area, leave the field blank.

3j) **Total Expenditures**

Automatically populated field

- This is the total amount of expenses for the reporting period.
- The amount for Item 3j will be automatically calculated based on information recorded in the total revenue and total expenditures fields (Items 3a-3i).

Item 4 – Closing Balance

Automatically populated field

- This is the closing balance for the CNPs based on the data reported above (Items 2f and 3j). The amount Item 4 will be automatically calculated based on information recorded in the total revenue and total expenditures fields (Items 2f and 3j).

Item 5 – Gain or Loss

Automatically populated field

- This is the change in the fund balance for the reporting period based on the amount recorded for the closing balance (Item 4). The amount for Item 5 will be automatically calculated based on information recorded in closing balance field (Item 4).

Amount of General Revenue Supplemental Child Nutrition

Automatically populated field

- If the closing balance shows a loss for the reporting period, the amount recorded in this field must show the amount paid from the CE's general revenue to cover the loss.
- If the CE does not have a loss for this fiscal year, leave the field blank.

Item 6a – Total Number of Operating Months

Record the number of months the CNP operated. Partial months count as full months.

- If the CE is operating either of the summer feeding programs, those months must be included as well.

Item 6b – Three Month Average Operating Cost

Automatically populated field

- This is the three-month average operating cost.
- The amount for Item 6b will be automatically calculated based on the data reported in Items 3j and 6a.

Item 7 – Excess Balance

Automatically populated field

- This is the excessive fund balance based on the data reported in Items 4 and 6b if the CE has an excessive balance. The amount for Item 7 will be automatically calculated based on the data reported in Items 4 and 6b.
- If the CE has an excess balance, the CE must complete and submit the *Plan for Reducing Excessive Operating Food Service Fund Balance* form when *Financial Report* is submitted.

This process is documented in the *Administrator's Reference Manual, Section 14, Financial Information Concerning School Nutrition Funds*. The form is available at the following link:

www.squaremeals.com/Programs/NationalSchoolLunchProgram/NSLPAdministration.aspx.

Once on this page in the text box under *Form Name*, type in the word *excess* and click on the search icon next to the box. This will bring up the form which can be submitted as an uploaded attachment to the Financial Form or emailed to School.Operations@TexasAgriculture.gov.

Item 8 – Indirect Cost Rate

Record the indirect cost rate the CE has in place to calculate indirect cost.

- There is no edit check between Item 8 and Item 3h because of the wide array of options for applying indirect rate.

Item 9 – Bad Debt

Record the amount of bad debt for the reporting period including unpaid student meal charges that are classified as bad debt and all unpaid adult meal charges.

Have you reimbursed Child Nutrition?

Check this box to indicate whether the school nutrition program has been reimbursed to cover the amount of bad debt recorded in Item #9.

Screen Shot for Financial Report Located in TX-UNPS

1. Opening Balance		\$0.00
2. Revenues for Reporting Period		
a. Program Revenues	\$	0.00
b. State Reimbursement	\$	0.00
c. Federal Reimbursement	\$	0.00
d. Nonprogram Revenues	\$	0.00
e. Interest Earned (if applicable)	\$	0.00
f. Total Revenues = Item 2: (a + b + c + d + e)		\$0.00
g. Percent Program Revenues = Item 2: (a + b + c) / f		0.00 %
h. Percent Nonprogram Revenues = (100 - Item 2g)		100.00 %
3. Expenditures for Reporting Period		
a. Program Food Expenditures	\$	0.00
b. Nonprogram Food Expenditures	\$	0.00
c. Salaries	\$	0.00
d. Employee Benefits	\$	0.00
e. Purchased Services	\$	0.00
f. Equipment Purchase	\$	0.00
g. Supplies\Miscellaneous	\$	0.00
h. Indirect Costs (if applicable)	\$	0.00
i. Utilities and Other	\$	0.00
j. Total Expenditures = Items 3:(a + b + c + d + e + f + g + h + i)		\$0.00
4. Closing Balance = Item 1 + Item 2f - Item 3j		\$0.00
5. Gain or Loss = Item 2f - Item 3j		\$0.00
Amount of General Revenue Supplemental Child Nutrition (required if Loss)	\$	0.00
6. a. Total Number of Operating Months		0
b. Three Month Average Operating Cost = (Item 3j/Item 6a)*3		\$0.00
7. Excess Balance = (Item 4 - Item 6b)		\$0.00
8. Indirect Cost Rate		0.0000 %
9. Bad Debt Amount	\$	0.00
Have you reimbursed Child Nutrition?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Corrective Action Plan Attachments

Contracting Entities are required to submit a Plan for Reducing Operating Food Service Fund Balance in the event that the Contracting Entity exceeds the maximum allowable foodservice operating balance.

A maximum of three (3) months operating balance is allowable in the National School Lunch Program. The balance can exceed the limit if future planned expenditures for equipment, supplies, or program expansions exist; however, a proposal to expend those funds must be submitted to the state agency.