

Instructions to Complete the Worksheet

Step 1: Input sponsor's name and program year for the Summer Food Service Program

Step 2: Input the budgeted operating expenses in column B, rows 31-38

Step 3: Input budgeted administrative expenses in column B, rows 41-48

Step 4: Input the actual operating and administrative expenses that correspond to each month in columns C-N

Step 5: Input program reimbursement and other program income in rows 57-59 that correspond to each month in columns C-N

***The tables in yellow will populate automatically with the information entered in the worksheet**

The difference between program costs and program reimbursement is reflected in column D, row 27. If this number is negative (indicated by parentheses), program reimbursement/income did not cover all program costs. If this number is positive, program reimbursement/income covered all program costs and excess funds remain. These excess funds must be used to improve the food service operation of the SFSP, NSLP, SBP, or CACFP. In the event that you will not participate in Child Nutrition Programs in the following year, excess funds must be returned to the Colorado Department of Education.

****Make sure to have all back-up documents for expenditures and income (receipts, invoices, bank statements, etc.) on file for three years plus the current year.****

Important Definitions:

Operating Cost:

Represents costs incurred by the sponsor to prepare and serve the meals including labor, food & non food items, facilities & utilities, equipment, transportation , and other associated costs.

Administrative Cost:

Represents cost incurred by the sponsor for activities related to planning, organizing, and administering the program, and may include labor, facilities & utilities, office supplies, audit, legal, transportation, and other associated costs.

Reimbursement / Income:

Reimbursement and/or income include the following: Claim reimbursements, adult meal sales, a la carte sales, donations, excess SFSP fund carryover from the previous operating year, and other non program income sources.

Summer Food Service Program (SFSP) Financial Tracking Tool

Sponsor Name	
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Program Year	
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Budgeted Costs Vs. Actual Costs Summary

Category	Budgeted Costs	Actual Costs	Difference Fav/(Unfav)	% Difference
Food cost (vended & self prep)				
Non-Food Supplies				
Labor				
Fringe Benefits				
Facility & Utilities				
Equipment Rental				
Office Supplies				
Transportation				
Audit				
Legal				
Other Costs				
Total				

Reimbursement Vs. Actual Costs Summary

Category	Reimbursement	Actual Costs	Difference	
			Fav/(Unfav)	% Difference
Operation				
Administration				
Other income				
Total				

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