

Income from Food Service Operations Form

| Contracting Entity (CE) | | CE ID Number | Site | Month/Year | |
|---|------------------|------------------|-------------|---------------|-----------|
| Date | A La Carte Sales | Children's Meals | Adult Meals | Other Sources | Donations |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
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| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| Monthly Totals | | | | | |
| | | | | | |
| Monthly Total Income All Sources | | | | | |

Directions: Income from Food Service Operations Form

Purpose

This form is designed to help the contracting entity (CE) keep a daily record of monthly income for the School Nutrition Programs (SNPs) as required by the Texas Department of Agriculture (TDA).

Directions for Completing Form

General Information

- **Contracting Entity (CE):** Record the name of the CE in the designated space.
- **CE ID Number:** Record the CE ID Number in the designated space.
- **Site:** Record the name of the site in the designated space.
- **Month/Year:** Record the month and year of the income in the designated space.
- **Date:** Record the income information by day of the month.
- **A La Carte Sales**—Record the total amount received for all a la carte sales served to children including extra milk in the designated space for each day.
- **Children’s Meals:** Record the total amounts received from children for the SNP separated by the site from all sources—reduced-price and paid—in the designated spaces.
Do not record amounts received from the reimbursement of claims.
- **Adult Meals:** Record the total income from the sale of all food and extra milk to adults in the designated space. Include income from program and nonprogram personnel as well as visiting adults.
- **Other Sources:** Record the total income (cash, not supplies, equipment, or food) not included in the preceding income columns on this form in the designated space.
- **Donations:** Record the total income (cash, not supplies, equipment, or food) from donations in the designated space.
- **Monthly Total:** Sum the amounts for each column—the monthly total. Record the total amount for each column for the month in the designated spaces.
- **Monthly Total Income All Sources:** Sum the total amounts recorded for each column in the *Monthly Total* space to get the total monthly income from all sources. Record the monthly total income from all sources in the designated space.

| Use This Form | |
|-----------------------------|---|
| Frequency | Daily, cumulative monthly |
| Required Form Format | Use this sample or a similar reporting instrument. |
| Record Retention | Form kept onsite and made available on request. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years. |