

School Food Authority (SFA): \_\_\_\_\_ CE ID: \_\_\_\_\_  
Food Service Budget School Year \_\_\_\_\_

**Cost-Reimbursable Budget (Renewals Only)**

**[To be completed by SFA]**

**If SFA does not have a school board approved budget, please submit a draft.**

**Projected Revenue:** Based on \_\_\_\_\_ (Number) days of meal service in the School Year 2023-2024 and using 2022-2023 reimbursement rates the SFA shall multiply the rates by the actual meals served from School Year 2021-2022.

**All non-program revenue in dollars must be converted to Meal Equivalents to estimate expense. Formula to convert is:** Sales: Revenue in Dollars / (Free reimbursement rate + USDA foods entitlement rate) x per meal rate.

***Breakfast***

	Sales Revenue	Federal/State Reimbursement	Total Revenue
Free	XX		
Reduced-Priced			
Paid			
Total			

***Lunch***

	Sales Revenue	Federal/State Reimbursement	Total Revenue
Free	XX		
Reduced-Priced			
Paid			
Total			

***À la carte/Non-Program Revenue (catering, concessions, adult meals, other non-reimbursable)***

	Sales Revenue	Federal/State Reimbursement	Total Revenue
À la carte Students		XX	
À la carte Adults		XX	
Catering		XX	
Catering revenue		XX	
Other (specify)		XX	
Total		XX	

***Afterschool Snacks (NSLP ASCP or CACFP At-Risk)***

	Sales Revenue	Federal/State Reimbursement	Total Revenue
Free	XX		
Reduced-Priced			
Paid			
Total			

***Other***

	Sales Revenue	Federal/State Reimbursement	Total Revenue
CACFP At-Risk Supper	XX		
Special Milk			
Total			

**Total Program Reimbursements: \$ \_\_\_\_\_**

**Total Projected Revenue: Total Sales Revenue + Total Federal/State Reimbursement: \$ \_\_\_\_\_**

**Projected Expenses:**

<b>Labor Costs</b>	Total # FTEs	# PTEs
FSMC Salaried Employees:	# FTE	# PTE
Budget Summary-provide a breakdown for the budget categories below:		
Base Gross Salaries	\$	
Fringe Benefits	\$	
Payroll Taxes	\$	
Merit Increases	\$	
Retirement/IRA/401K/403(b)(7)	\$	
Other Payroll Costs, must specify	\$	
FSMC Hourly Employees:	# FTE	# PTE
Gross Salaries	\$	
Fringe Benefits	\$	
Payroll Taxes	\$	
Other Payroll Costs, must specify	\$	
SFA/District Employees:	# FTE	# PTE
Gross Salaries	\$	
Fringe Benefits	\$	
Payroll Taxes	\$	
Worker's Compensation	\$	
Other Payroll Costs, must specify	\$	
<b>Total Labor Costs</b>	\$	
FSMC Administrative Fee must specify costs included and an itemization of expenses in this fee. Please explain:		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
FSMC Management Fee. Please explain:		
	\$	
<b>Total FSMC Fees</b>	\$	
<b>FSMC Direct Costs</b>		
<b>Food Costs</b>		
Purchased Food Costs	\$	
Food Costs – USDA Foods Delivery	\$	
Food Costs – USDA Foods Processing Fees (if applicable)	\$	
<b>Total Food Costs</b>	\$	
Non-food/Paper/Disposable Goods	\$	
Smallwares/Serviceware/Replacement Trays	\$	
Vehicle Expenses (Child Nutrition (CN) Only)	\$	
Telephone Expenses	\$	
Office Supplies	\$	

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Postage Fees	\$
Courier/Bank Deposit Services (CN Only)	\$
Uniforms/Laundry	\$
Freight (non-food)	\$
Equipment Service & Repair	\$
Permits and Licenses	\$
District Employee Travel	\$
Security Background Checks – hiring	\$
<b>Total Non-Food Costs</b>	\$
Other Costs, must be specific and itemized	
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Other Costs</b>	\$
<b>Total FSMC Direct Costs</b>	\$
<b>SFA/District Direct Costs</b>	
SFA/District Direct Costs (paid by the SFA)	\$
SFA/Other costs (must specify)	\$
<b>Total SFA/District Direct Costs</b>	\$
<b>Total Projected Costs</b>	\$

Estimated Budget Projection: Total Revenue (Sales + Reimbursement) – Expenses: \_\_\_\_\_

USDA Foods Entitlement Allocation Estimate: \_\_\_\_\_

Is there a guarantee required in the initial year contract? ☐ Yes ☐ No If yes, amount \$ \_\_\_\_\_

Is there an equipment investment provision in the initial contract? ☐ Yes ☐ No If yes, amount \$ \_\_\_\_\_