



NSLP Financial Report

February 23, 2022

Presented by

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General Information

The Texas Department of Agriculture (TDA) Annual NSLP Financial Report is an annual report that Contracting Entities (CEs) submit to provide financial data from the CEs prior fiscal year. **When completing the NSLP Financial Report, CEs must ensure that the reported data accurately reflects the CEs financial operations for the fiscal period reported.**

For additional information regarding financial information guidance, please refer to the Administrative Reference Manual (ARM), Section 16.

- CEs will complete the NSLP Financial Report for fiscal year 2020-2021.
- TDA will send a link to Child Nutrition Directors. Child Nutrition Directors may forward the link to Business Officials as needed. However, only authorized representatives should sign and confirm the authenticity of the report.
- Financial Report will open on **March 1, 2022**. Due date is **March 31, 2022**.
- CE's may utilize the most recent audit submitted to Texas Education Agency (TEA) Annual Financial and Compliance Report (AFR) for the Financial Report. CE's may also use the General Ledger, Balance Sheet or Statement of Activity. The due date has been scheduled to align with submission of the AFR.

General Information

TDA has developed a planning page, titled ***Preparing for the Financial Report***, to assist in the preparation of documents needed to complete the NSLP Financial Report. This planning page will include a checklist of documents, definitions and object codes for the NSLP Financial Report.

Note: Object codes for most CEs are standardized and based on TEA Financial Accountability Resource System Guide. (FASRG)

CEs may also review the prior years webinar for more detailed review of each question. The slide deck is also available as a resource and can be found on squaremeals.org. See below.

<https://squaremeals.org/Programs/NationalSchoolLunchProgram/Compliance/FinancialReport.aspx>.

As a reminder, the CE Financial Information is the same information that is requested in the Resource Management section of the Review. Special Fund 240 will be referenced, and this training has been designed for this fund.

However, TDA recognizes the use of other funds. CEs should reference TEA Financial Resource Guide for further information and guidance.

CEs may also reach out to their Education Service Center (ESC) for additional information.

NSLP Financial Report Updates

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Presented by
Mary Gomez-
Kokkinos

General CE Information/ Part 1-Assets and Liabilities

- CEs will complete this form at one time or multiple sessions. CEs will enter the authorized representative name and email in order to save the form. Once saved, an email linked will be sent to that email. You will use that link to re-enter the form.
- CE's will complete the subsequent questions based on their fiscal year and fund type.
- Enter Part I--Total Assets and Liabilities. Enter Total Assets and Liabilities. **New!** *CEs whose assets and liabilities differ from AFR, should notate in the comment box.*

Texas Department of Agriculture

Forms | NSLP | Financial Report

February 2022

NSLP Financial Report (Prior Year)

2020-2021 Fiscal Year

All Contracting Entities (CEs) must ensure that the reported data accurately reflects the CE's financial operations for the **2020-2021** fiscal period reported.

For detailed guidance, CEs may reference the [Preparing for the NSLP Annual Financial Report form](#), [Financial Report](#) webinar, and the [School Nutrition Programs Administrative Reference Manual \(ARM\)](#) Section 16 located on [squaremeals.org](#).

The NSLP Annual Financial Report is used to assess the financial management of the non-profit school food service account for the National School Lunch Program (NSLP), including Seamless Summer Option (SSO), School Breakfast Program (SBP), School Milk Program (SMP) and At-Risk CACFP program funds. The funds typically include funds for the 240, 701 or 101 funds. Special Revenue Fund, 242 will also need to be accounted for in this report when funds were transferred into the 240, 701 or 101 funds.

Contracting Entities (CE) under the administration of the Texas Education Agency (TEA) must utilize their General Ledger and/or the Annual Financial & Compliance Report (AFR) submitted to TEA to complete the NSLP Annual Financial Report for **2020-2021**. Residential Child Care Institutions (RCCI) and private schools must use their Statement of Net Assets or Statement of Net Position (Balance Sheet) and Income sheet with Revenue and Expenditures to obtain their financial information. RCCI or private schools may have areas that are not applicable. For areas that are required but not applicable, enter zero.

Red Asterisks * Indicate that question is required.

You may complete this form at one time or in multiple sessions. At any point, if you want to save and finish later, click on the SAVE button at the bottom of the page. **You will receive an email with a link to use to complete the form. Please use the edit link to make any changes.**

1. Please enter the name of the person completing the form: *

First Name Last Name

2. Please enter the email address for confirmation and "save and finish later" emails. *

example@example.com

Due Date: March 31, 2022

This form must be completed by the above due date.

8. Total Assets (Auto Populated)

ex: 23

This field will Auto-Populate. Total Assets include cash and cash equivalents, and receivables.

9. Total Liabilities *

ex: 23

Object Code 2XXX. Current Liabilities (Current Liabilities are due now or expected to be due in one year) and Long Term Debts.

Comments:

Type here...

CEs must comment or explain any differences between the CE's Annual Finance and Compliance Report (AFR) submitted to TEA Financial Report and the NSLP Annual Financial Report. Note: If a CE reports assets and liabilities in the special fund 240 to TEA, the same assets and liabilities must be reported in this report.

10. Total Net Cash Resources (Total Assets (minus inventories)-Total Liabilities)

ex: 23

Important: CEs whose assets and liabilities differ from AFR, should notate in the comment box.

Reminder: Some fields will auto-populate. For more detailed instruction on form. Please review the first webinar.

Page 1 of JotForm

Part 2-Revenues and Expenditures

- Enter Beginning Fund Balance.
- Enter Revenue including Program and Non-Program Revenue.
- Enter Reimbursement. **New! CE's who have received additional Funding will report in the box below.**

PART 2 - REVENUES and EXPENDITURES

(Excludes USDA FOODS)

Beginning Fund Balance

Any positive balance remaining in the Non-Profit School Food Service account at the end of the school year must be carried over to the next school year as the beginning balance in the Non-Profit School Food Service Account.

For example, CEs who ended the year with a positive fund balance in 2019-2020 will record the balance here.

Beginning Fund Balance of the Reporting Year

ex: 23

Important: CEs must not carry over negative balances. CEs must supplement with non-federal funds. This should not be a negative number.

11-a. Program Revenue

ex: 23

Object Code 5751.

11-b. Non-Program Revenue

ex: 23

Object Code 5751. Non-Program revenue types include profits from a la carte sales, cash donations, in-kind contributions from outside sources, such as volunteer services.

11-c. Interest Earned (If Applicable)

ex: 23

Object Code 5742

11-d. Other Revenue (if applicable)

ex: 23

Enter amount of Other Revenue. You will enter the name and code below.

11 d i. Enter Name of Other Revenue

Enter name or description of revenue received as indicated in 11 d. Other Revenue. For example: Grants, Rebates, Miscellaneous Revenue.

11 d. ii Enter Object Code of Other Revenue

Reimbursement

All CEs are required to comply with generally accepted accounting principles (GAAP) for federally funded programs as well as accounting for non-profit food service revenue fund.

Note: CEs who received additional funding received that may impact their p CEs who received Emergency Operating identify the amount. CEs will enter the in

CEs may access more information at reg Administrative Reference Manual (ARM) a resource guide at www.tea.gov.

Important: Based on local accounting decisions, You may have included this funding in a separate code, for this reason, you will include it in your total fund reimbursement and delineate here. It will not be counted twice.

Emergency Operational Costs

Catalog of Federal Domestic Assistance 10.555

P-EBT Local Level Funds

Catalog of Federal Domestic Assistance 10.649

USDA FOODS Commodity and Delivery Refund

Catalog of Federal Domestic Assistance 10.560

Equipment Grants Funds

Catalog of Federal Domestic Assistance 10.579

11-e. State Reimbursement

ex: 23

Object Code 5829.

Part 2-Revenues and Expenditures

- Enter Expenditures. **New! Relevant resource information has been added to the Jotform.**
- Total Expenditures and Ending Fund Balance will Auto Populate.
- CEs with an end of year fund balance that is negative, must supplement with nonfederal funds and upload the supporting documentation. See 17a.
- CEs will also upload supporting documentation for Student Bad Debt and Loan Repayment.

Expenditures

Below are the most common expenditures identified in the detail ledger of the non-profit food service special revenue fund. However, there may be expenditures not identified specifically below. CEs will utilize 15-f to 15-k to identify any other expenditures. All CEs are required to comply with generally accepted accounting principles (GAAP) for federally funded programs as well as accounting and financial requirements that are specific to the non-profit food service revenue fund.

CEs may access more information at regarding financial requirements in Section 16 of the Administrative Reference Manual (ARM) at www.squaremeals.org or Texas Education Agency's resource guide at www.tea.gov.

13-a. Program Food Cost

ex: 23

Object Code 6341

13-b. Non-Program Food Costs

ex: 23

Object Code 6341

13-c. Non-Food Costs

ex: 23

Object Code 6342. This is usually paper supplies such as napkins, straws, etc.

Expenditures for Reporting Period (Auto Populate)

ex: 23

This field will auto populate from 14a, 14b, 15a, 15b, 15c, 15d, and 15f and 15i as applicable).

End of Year Fund Balance

Any positive balance remaining in the Non-Profit School Food Service account at the end of the school year must be carried over to the next school year as the beginning balance in the Non-Profit School Food Service Account.

CEs must not carry a negative fund balance at the end of the year. CEs must supplement the non-profit food service account from non-federal funds.

Ending Fund Balance for Reporting Period (Auto Populated)

ex: 23

Beginning Fund Balance + Revenue - Expenditures = Ending Fund Balance.
If the ending fund balance is negative, indicating a deficit, the CE must ensure transfer of funds to the non-profit school food service account from a non-federal source.

Amount of General Revenue Supplemental Child Nutrition (If applicable)

ex: 23

*If a deficit exists the CE must ensure transfer of funds to the non-profit school food service account from a non-federal source. Upload file below.

17 a. File Upload

Note: The maximum file 10.6 MB



Browse Files

Drag and drop files here

Upload a copy of the journal entry detailing the transfer of funds to the nonprofit school food service account from a non-federal source to obtain a \$0.00 starting balance. 10.6 MB maximum file.

18. Student Bad Debt

Have You Reimbursed Child Nutrition for the Student Bad Debt Amount?

If yes, enter amount below and attach a copy of the journal entry detailing the reimbursement to the non-profit school food service account from a non-federal source and the non-child nutrition source utilized for reimbursing the bad debt.

☐ Yes

☐ No

18 a. Amount of Student Bad Debt (If Applicable)

ex: 23

18 b. File Upload



Browse Files

Drag and drop files here

Page 2 of JotForm

Part 3 Paid Lunch Equity

- New! CEs will answer an initial question on whether they operated SSO under COVID-19 Waiver #106. This is conditioned to determine if the CE will complete the PLE section.* CEs operating NSLP will complete the section.

Part 3. Paid Lunch Equity (PLE)

Per COVID-19: Child Nutrition Response #106, CEs operating Summer Seamless Option (SSO) in 2021-2022 are exempt from the PLE provisions for SY 2021-2022. CEs operating National School Lunch Program (NSLP) are required to comply with the PLE provision.

CEs who elected to operate NSLP rather than SSO for the SY 2021-2022, will complete this section and enter the information from the PLE tool from school year 2020-2021. The following questions are conditioned based on the CEs response. CEs must state whether the CE has a positive or zero balance based on the above information. This information will determine if the CE is eligible for the PLE exemption.

Is the CE currently operating SSO under COVID-19 Waiver #106? Select "no" if the CE is currently operating NSLP, even if the CE plans to operate SSO in the summer.

☐ Yes
☐ No

Important: CE's claiming NSLP reimbursement funds will answer No. Questions related to PLE will be answered.

20. Did the CE have a positive or zero balance in the nonprofit school fund service account (NSFSA) on December 31, 2020?

☐ Yes
☐ No

20 a. Enter the amount of the non-profit food service account on December 31, 2020.

20 b. Did the CE utilize the PLE exemption? (Exemption includes not raising paid lunches prices.) The CE should consider this the approval from the State Agency.

☐ Yes
☐ No

20 c. Did the CE increase meal prices to comply with PLE?

☐ Yes, I increased meal prices.
☐ Yes, I used a combination of price increase and non-federal funds.
☐ No, I did not increase prices because I used non-federal funds to support lunch prices.
☐ No, I am a non-pricing entity (not Universal-Free) and I am not required to increase prices.

20-d. Enter the amount of the CE average weighted lunch paid price.

Part 4 Net Cash Resources Plan (As applicable)

- **New! Net Cash Resource Plan or Formally Known as Excessive Fund Balance Plan has now been included in this form.**
- Information has been auto populated. CEs will indicate number of operating months to determine if excessive net cash resources apply. If CEs have more than three months excess Net Cash Resources, CE will complete Question 26.
- CEs will detail their plan in Q. 26, completion date, and provide a short narrative on the benefits to the School Nutrition Program and how it will keep from reoccurring in the future.

Part 4. Net Cash Resources Plan

21. Total Net Cash Resources (Auto Populate)
This will auto populate from question 10.

Note: Total Number of Operating Months

If a CE operated an Seamless Summer Options (SSO) or Summer Feeding Summer Program (SFSP) and the funds were transferred into the 240 account, the CE should account for those operational months as well as NSLP operating months.

22. Total Number of Operating Months **Important: CEs must enter operating months.**
This is the total months of operation for the CE. It may include summer months.

23. Total Expenditures (Auto Populate)
This will auto-populate. See Total Expenditure for Reporting Period.

24. Three Month Average Expenses (Auto-Populate)
This will auto-populate from Q. 23/ Q. 22 x 3

25. Excess Fund Balance (Auto-Populate)
This will auto-populate.

26. Description of allowable expenditure (s) proposed to decrease excess net cash resources:

Important: CEs must ensure all expenditures are allowable, reasonable, necessary and allocable.

CEs may elect to upload documentation related to their net cash resource spending plan

Completion date of excess net cash resource plan

CEs must complete their net cash resource plan within one year. If a CE requires more than one school year, provide a detail explanation for consideration to extend completion time frame.

Important: CEs will need to have a plan ready to submit the form.

Type here...
Detail the spending plan with description of those expenditure and estimated costs. CEs may elect to upload any supporting documentation below.

Drag and drop files here

CE's may upload a file detailing the items the CE will purchase and amounts and/or the other allowable expenditures. 10.6MB limit.

Type here...

Provide a short narrative of how the expenses benefit the School Nutrition Program and are compliant with financial regulations.

Type here...

Provide a short narrative of how the CE will keep this from reoccurring in the future.

Type here...

TDA Approval of Net Cash Resource Plans

Upon review of the CEs plan, CEs will receive approval via email. Inquires regarding the status of their Net Cash Resource plans can be sent to school.operations@texasagriculture.gov.

Part 5 Attestation Statement

- CE's will complete the statements as required, indicating all above is accurate, true and submitted by an authorized representative.
- After clicking on submit button, thank you page will populate. CEs will receive a copy of their Financial Report submission.
- Inquires and questions may be sent to school.operations@texasagriculture.gov

Part 5 - Attestation Statement

27. Check each of the following statements as true.

☐ I am an Authorized Representative (AR) of the Contracting Entity(CE) listed on the "FND-101, CERTIFICATE of AUTHORITY for EXTERNAL USERS" or "FND-135, USER ACCESS MANAGER FORM" that has been approved by TDA prior to this submission of this financial report.

☐ I certify that all information provided is accurate and true.

☐ I certify that the CE has retained documentation related to the information submitted in this form.

28. Name of Person Attesting to the Information on This Form

First Name Last Name

29. Title of Authorized Representative

30. CE Phone Number

(000) 000-0000


Please enter a valid phone number.

31. Name of Business Manager or Chief Financial Officer

First Name Last Name

32. Email Address for Confirmation

example@example.com



Thank You!

Your submission has been received

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Live Demonstration of the Financial Report

Presented by
Giovanna
Hamby

Please submit questions to
school.operations@texasagriculture.gov



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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
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