NSLP Financial Report

February 23, 2022
Presented by
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Nancy Britton, Lead Financial Review Specialist,
Giovan Hamby, Administrative Financial Review Specialist
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.
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.  

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

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.

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.
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.

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

**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.
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Object Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-a. Program Food Cost</td>
<td>6341</td>
<td></td>
</tr>
<tr>
<td>13-b. Non-Program Food Costs</td>
<td>6341</td>
<td></td>
</tr>
<tr>
<td>13-c. Non-Food Costs</td>
<td>6342</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Relevant resource information has been added to Jotform.

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**Expenditures for Reporting Period (Auto Populated)**

- **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.

**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)**

- **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 from the non-profit food service account from a non-federal source.

**Amount of General Revenue Supplemental Child Nutrition (If applicable)**

- If in a deficit, the CE must ensure transfer of funds from the non-profit food service account from a non-federal source.

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**Note:** The maximum file size is 10.6 MB.

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

- **18 a. Amount of Student Bad Debt (If Applicable)**
- **18 b. File Upload**

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**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 CE’s 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.

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

**Important:** CEs must enter operating months.

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

**Important:** CEs will need to have a plan ready to submit the form.
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
Live Demonstration of the Financial Report

Presented by Giovanna Hamby
Please submit questions to school.operations@texasagriculture.gov
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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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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