

**Instructions for Completion of Bi-Annual Financial Report
For RCCI's Lunch/School Breakfast Programs**

Items of Information: Enter the RCCI and Reporting Period

1. List the balance brought forward from last report period. Should equal closing balance for previous reporting period. Include all cash on hand for the beginning of the reporting period. (This includes balance in Bank Account (checking, money market, C D's), internal accounts, balance of funds 83-00.)
- 2(f) Should include local payment for food, other related food costs.
- 2(g) Should include all local funds for salaries and fringe benefits (FICA, Pension, Unemployment, Worker Compensation, Health Insurance).
- 2(h) Enter amount of any funds, either derived from food service operations or transferred into the food services account and used for program purposes. This includes funds from local sources, special school(s)/programs, e.g. Head Start, SFSP, earned rebates, interest and catering revenue.
- 4(b) For public schools, include total payrolls and fringe benefits from State and Local money for Supervisors, Managers and Workers.
- 4(c) Purchases of equipment with a life of one year or more; or costing over \$5,000.
- 4(d) Includes any other expenses to the Food Service operation not reflected in 4(a), (b) or (c) above.
- 6(a) Report all unpaid bills for food used during the reporting period.
- 6(b) Report all unpaid bills for non-food goods and services used during the reporting period.
- 6(c) Federal Reimbursement due this reporting period.
- 6(d) Value of expendable purchased inventory on hand (includes all food, paper, etc.).