

# Monthly/Annual Financial Report

## Questions & Answers

**Q1. Where do I find the information for Reimbursable Sales & Charges (line 33) and Non-Reimbursable Sales & Charges (line 34)?**

A1. Reimbursable Sales & Charges comes from the Daily Income Sales & Deposit Report (Form 10-A) Column D. Non-Reimbursable Sales & Charges comes from the Daily Incomes Sales & Deposit Report (Form 10-A) Columns E, I, K, & L. The Daily Income Sales & Deposit Report (Form 10-A) calculates these figures on page 2.

**Q2. I receive an error message because I didn't enter anything into Reimbursable Sales & Charges (line 33). I didn't serve any paid or reduced meals.**

A2. If the Daily Income, Sales & Deposit Report (Form 10-A) indicates zero in Column D contact your child nutrition consultant and they can override the Reimbursable Sales & Charges line.

**Q3. I receive an error message because I didn't enter anything into Non-Reimbursable Sales & Charges (line 34). I don't sell anything a la carte.**

A3. If students can purchase extra milk, menu items, or you sell adult meals then you need to record that under Non-Reimbursable Sales & Charges (line 34).

**Q4. I participate in the Summer Food Service Program (SFSP) so all meals are free. I'm receiving an error message because I don't have anything to enter under Reimbursable Sales & Charges (line 33) and Non-Reimbursable Sales & Charges (line 34).**

A4. Contact your child nutrition consultant to have them override the Reimbursable Sales & Charges line. If you don't sell adult meals, they can override the Non-Reimbursable Sales & Charges line also.

**Q5. Why are Reimbursable Sales & Charges and Non-Reimbursable Sales & Charges being collected?**

A5. Reimbursable Sales & Charges and Non-Reimbursable Sales & Charges are being collected to provide Sponsors with more accurate tools to access their program financially.

**Q6. I'm receiving an error stating a transfer is needed due to low adult meal price or other gratis meals. How do I handle this?**

A6. The Sponsor will need to transfer money into the food service fund to make up the difference for low adult meal prices or other gratis meals. Record the transfer on the Monthly Financial Report, Transfer for Low-Priced Adult Meals.

**Q7. I'm receiving an error stating a transfer is needed due to low adult meal price or other gratis meals. The food service fund has a strong balance so the district is not wanting to transfer money into the food service fund.**

A7. If the food service fund has not paid the full indirect cost rate, you may transfer money into the food service fund from the General Fund (line 9) Transfer for Low-Priced Adult Meals and then charge the same amount as Indirect Cost (line 24).

**Q8. Do I have to complete the Monthly Financial Report on a monthly basis or can I wait until the end of the year?**

A8. The Monthly Financial Report must be completed within 90 days following the end of the claim month or reimbursement will be withheld until completed.

**Q9. When can I begin entering my July claim?**

A9. The July claim may be entered just as soon as the following Program year has been opened. It does not need to be in approved status to enter the July claim.