



Summary

The intent and scope of monitoring of Resource Management is to apply a systematic approach to ensuring the overall financial health of a School Food Authority's (SFA) nonprofit school food service. The Resource Management review has been broken down into four monitoring areas; maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram foods, and indirect costs. The items listed below are necessary to complete the Comprehensive Review and may be requested from the Local Education Agency. These items will assist the State agency in monitoring the Local Education Agency's compliance with financial/resource management requirements as set by Federal regulations (7 CFR 210.14, 7 CFR 250 and 2 CFR part 200) for the school meal programs. The following items will **only** be requested when a risk indicator has been given in the monitoring area, indicating a comprehensive review of that specific area.

Checklist of Potential Requirements

1. Maintenance of the Nonprofit School Food Service Account

- The school district's local internal control policy that ensures only allowable costs are charged to the nonprofit school food service account
- Detailed general ledger (G/L) from previous school year listing all activities (revenues, expenditures, adjustments, etc.) posted to Fund 21 for previous school year, including vendor and other descriptions
 - If detailed G/L fails to provide sufficient data needed for review, more detail will need to be collected.
 - **Wages and benefits:** detailed payroll documentation for the selected sites of review, including a list of all staff members and job titles that correspond with supplied payroll documentation
 - **Food and supply cost:** food, supplies, and equipment invoices/receipts for the month of review
 - **Other:** all other invoices and receipts that have been charged to the nonprofit food service account for the month of review

2. Paid Lunch Equity

- Confirmation of student lunch price increases, if applicable (e.g, webpage, point of sale report, parent communication)

3. Revenue from Nonprogram Foods

- A list or report of all nonprogram items sold during the month of review
- Written explanation of how the School Food Authority (SFA) separates its program food revenue from nonprogram food revenue
- Written explanation of how the SFA separates its program food costs from nonprogram food costs
- The SFA's pricing methodology for nonprogram food items and adult meals
- A list of all adult meal prices

4. Indirect Costs

- Support documentation for indirect cost billing to Fund 21
- Additional information may need to be collected for direct changing of indirect cost pool items

Where can I learn more?

- <http://www.cde.state.co.us/nutrition/nutrireviews>
- <http://www.cde.state.co.us/nutrition/nutritionfinancial>

Indirect costs:

- <http://www.cde.state.co.us/nutrition/osnfinancialindirectcosts> - USDA Indirect Costs Guidance
- <https://www.cde.state.co.us/cdefinance/icrc> - District Indirect Cost Rates and Guidance