

Office of Health and Nutrition Services

School Year 2022-2023 Financial Information Database School Meals Report Coding and Reporting Tips

This document is designed to assist School Food Authorities (SFAs) when completing the Financial Information Database (FID) Schools Meals Report for School Year (SY) 22-23. The document includes sample screen shots of the FID School Meals Report along with coding tips, reporting guidance, and exceptions for each program. Additional coding can be found in the [School Nutrition Program Codingⁱ](#), which gives accounting/coding for Child Nutrition Programs within Food Service Fund 25 during School Year 22-23, on the second tab.

Why should expenditures be allocated correctly? State Supplemental Monies!

Districts need to allocate the costs using the correct Grant Code on the FID. Allocate costs and report using the proper Grant Code for the following:

- School Breakfast Program (850x)
- National School Lunch Program (851X)
- State Supplemental Breakfast 31f(311)
- State Supplemental Lunch 31d (310)
- At-Risk 31a (306)

Failure to report accurate and detailed financial information may result in your district's loss of a portion or all the state supplemental funding for breakfast and lunch. See the [State School Aid Act- Sections 31a, 31d, and 31fⁱⁱ](#) for more information.

Questions should be emailed to MDE-Fiscal@michigan.gov.

Normal National School Lunch Program (NSLP) and School Breakfast Program (SBP) operations resumed for the entire 2022-2023 school year, your FID School Meals Report should be reflected as below.

Schools that participated in the NSLP or SBP served meals to paid, reduced, or free lunches to children each school day. Meals were reimbursed at the paid, reduced, or free rates for school lunches, school breakfasts, and afterschool snacks.

In this example, the district operated traditional NSLP and SBP. See coding and reporting tips on next page.

	2022	2023
Community (401)		
Bonus Community (48)	\$0.00	
Another Public School	\$0.00	
Other (54)		
Full (54)	\$3,200.00	
Total	\$2,054,981.82	

	2022	2023
Breakfast Meals Served	203,641	204,318
Breakfast Cost per Meal	\$2.00	\$2.08
Lunch Meals Served	315,043	274,710
Lunch Cost per meal	\$4.17	\$5.00

Expenditures	Breakfast Grant Codes 306, 311, 850	Lunch Grant Codes 310, 851	All Other Programs*	Total
Salaries	\$8,943.55	\$28,863.28	\$2,845.67	\$40,652.50
Benefits	\$3,929.10	\$12,680.25	\$1,250.15	\$17,859.50
Purchased Services	\$388,056.43	\$1,252,363.94	\$123,472.50	\$1,763,892.87
Thru another Public School	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Other	\$25,064.92	\$80,891.35	\$7,975.22	\$113,931.49
Sub Total	\$425,994.00	\$1,374,798.82	\$135,543.54	\$1,936,336.36
Food Costs	\$0.00	\$0.00	\$86,860.28	\$86,860.28
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Cost	\$425,994.00	\$1,374,798.82	\$222,403.82	\$2,023,196.64
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00

Technical Notes

Object Codes: Salaries (1xxx), Benefits (2xxx), Purchased Services (3xxx, 4xxx), Thru Another Public School (82xx), Supplies and Others (55xx, 57xx, 59xx, 7xxx), Food Costs (56xx), Indirect Costs (99xx), Capital Outlay (6xxx).

***Grant Codes:** "All Other Programs" include Adult, Ala Carte, Catering and all other Federal Child Nutrition Programs.

Error Notes:
 Cost Per Meal - Meals served require expenditures to be reported using Grant code 850x for the School Breakfast Program and/or Grant Code 851x for the National School Lunch Program.

Here are tips for SY22-23:

CODING TIPS

- ❖ Code all breakfast revenue and expenditures as normal to the SBP grant code of 850X (ALN 10.553)
- ❖ Code all lunch revenue and expenditures as normal to the NSLP grant code of 851X (ALN 10.555)
- ❖ Code Summer Food Service Program (SFSP) revenue and expenditures to the SFSP grant code of 858X (ALN 10.559)
- ❖ The SFSP grant code (858X) flows to the “All Other Programs” column of the FID School Meals Report

Need More Food Service Grant Codes?

This [Food Service Fund/Grant Coding Chart](#) gives accounting/coding for Child Nutrition Programs within Food Service Fund 25 on tab SY 22-23.

EXCEPTIONS

- State Aid (31d, 31f, and 31a) revenues and expenditures should be coded to the state grant codes appropriately
 - ✓ 31a At Risk (306)
 - ✓ 31f Breakfast (311)
 - ✓ 31d Lunch (310)
- These expenditures will show up in the Breakfast and Lunch columns of the FID School Meals Report
- Special grants like the Fresh Fruit and Vegetable Program (FFVP), 10 Cents a Meal, Child and Adult Care Food Program (CACFP), or the NSLP Equipment Assistance Grant should be coded to their assigned grant codes

REPORTING


- ❖ For grant reporting requirements, do not code expenditures to grants/programs that are not operating/receiving revenue
- ❖ Meal counts will pull into the School Meals Report to determine a cost per meal
- ❖ Costs per meals factor into the **State Supplemental Payment Calculations (31d and 31f)** based on the Finalized FID School Meals Report
- ❖ Costs per meal should be reviewed for reasonableness to your operations and compared to previous years before certifying the School Meals Report. **This can impact State Supplemental Payments if it is not monitored.** See the [State School Aid Act- Sections 31a, 31d, and 31f](#) - (Admin Memo #5)

Resources and Related Information:

Resource information on grant codes and public school district financial accounting for Food Service Fund 25 can be found in the [Michigan Public School Accounting Manual Appendix-Definitions for Accounting Codesⁱⁱⁱ](#), which provides public schools with a consistent method for recording financial accounting transactions.

Other Tips:

Check Indirect Costs – It is a local decision to recover Indirect Costs in the Food Service Fund. Indirect Costs should not exceed the Maximum Allowable. SFAs are allowed to take up to the maximum, but not more than the maximum allowable for your district. Note that the Maximum Allowable indicated on the FID School Meals Report is invalid if your SFA had purchased service vendors with individual amounts greater than \$25,000. This means that only the first \$25,000 for a vendor can be included, and the rest of the vendor’s total must be excluded. Use the [MDE Indirect Cost Calculation Template^{iv}](#) and additional Indirect Costs guidance to double check your Indirect Costs charged for accuracy. Your own district’s Indirect Costs may calculate to be below the maximum allowed provided on the FID School Meals Report.

 **Take into account expenditures reported to object code 56xx should be excluded from the Indirect Cost Bases**

Expenditures	Breakfast Grant Codes 306, 311, 850	Lunch Grant Codes 310, 851	All Other Programs*	Total
Salaries	\$0.00	\$0.00	\$107,387.69	\$107,387.69
Benefits	\$0.00	\$0.00	\$54,114.00	\$54,114.00
Purchased Services	\$0.00	\$0.00	\$324,664.30	\$324,664.30
Thru another Public School	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Other	\$0.00	\$0.00	\$13,153.07	\$13,153.07
Sub Total	\$0.00	\$0.00	\$499,319.06	\$499,319.06
Food Costs	\$0.00	\$0.00	\$581,378.08	\$581,378.08
Indirect Costs	\$0.00	\$0.00	\$28,000.00	\$28,000.00
Total Program Cost	\$0.00	\$0.00	\$1,108,697.14	\$1,108,697.14

Indirect Rate (Unrestricted) 15.00%
 *Maximum Allowable Indirect \$74,897.86
 *N/A for Contracts exceeding \$25K Rule

Indirect Costs should not exceed Maximum Allowable

Food Service Fund must not end with a deficit – You must make the Food Service whole with a Fund Modification

School Meals Report for	
School Meals Beginning Fund Balance	\$0.00
Total School Meals Revenue	\$415,806.00
Total School Meals Cost w/o Capital Outlay	\$467,807.00
Capital Outlay	\$0.00
Prior Period Adjustment	\$0.00
School Meals Ending Fund Balance	-\$52,001.00
Allowable Fund Balance	\$155,935.67
Excess Fund Balance	\$0.00

Food Service Fund must not end in a deficit

X

Track and report revenue from Non-program Food separately – Ala Carte, Adult Sales, Catering expenditures, etc. flows to the “All Other Programs” column of the FID School Meals Report and are coded to grant code 000.

School Meals Report for 2022		Expenditures	All Other Programs*
<u>Revenue</u>		Salaries	\$11,449.49
Local (11x-15x, 17x-19x)	\$980.80	Benefits	\$5,296.54
Pupil/Students (161)	\$0.00	Purchased Services	\$184.78
Patron/Adults (162)	\$5,092.20 ✓	Thru another Public School	\$0.00
Milk (163)	\$0.00	Supplies and Other	\$2,036.02
Ala Carte (164)	\$3,174.08 ✓	Sub Total	\$18,966.83
Catering (165)	\$30,297.36 ✓	Food Costs	\$35,763.84
Other (169)	\$0.00	Indirect Costs	\$23,000.00
Total Local (1xx)	\$39,544.44	Total Program Cost	\$77,730.67

Record United States Department of Agriculture (USDA) Foods – Code USDA Foods to Commodity from the Planned Assistance Level (PAL) Report. Commodity Entitlement values are required to match expenditures for grant code 781x. Bonus Commodities are required to match expenditures reported to grant code 782x.

School Meals Report for 2023	
Intermediate Revenue (2xx)	\$0.00
State (31x)	\$19,800.49
Federal (41x)	\$624,826.14
Commodity (481)	\$41,656.23
Bonus Commodity (482)	\$80.89
Another Public School (518)	\$0.00
Other Finance Source (511-517,519-54x, 59x)	\$0.00
Fund Modifications (6xx)	\$0.00
Total School Meals Revenue	\$725,908.19

Excess Fund Balance - Spend Down Plan of Actions are submitted through the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS) and districts are notified by the Fiscal Monitoring unit in January. Check out [All About Excess Fund Balances^v](#), which is a quick reference guide to Excess Fund Balance guidance and policy. If you plan to spend your excess funds on equipment (there are other options allowed), work on the Spend Down Plan by procuring and purchasing equipment now. Working on the plan now will allow SFAs more time to plan, procure, and spend down the funds by the June 30, 2024 deadline, as required. There is no need to wait to receive the notice from the Michigan Department of Education (MDE). Allowable equipment can be found on the [Food Service Pre-approved Equipment List^{vi}](#).

School Meals Report for 2023	Fiscal Year:	2023
School Meals Beginning Fund Balance		\$974,960.06
Total School Meals Revenue		\$2,054,981.80
Total School Meals Cost w/o Capital Outlay		\$2,023,196.64
Capital Outlay		\$0.00
Prior Period Adjustment		\$0.00
School Meals Ending Fund Balance		\$1,006,745.22
Allowable Fund Balance		\$674,398.88
Excess Fund Balance		\$332,346.34

Contact Information

Fiscal Monitoring Team
MDE-Fiscal@michigan.gov

Resources are available at www.michigan.gov/mde-fast

ⁱ <https://www.michigan.gov/mde/-/media/Project/Websites/mde/ohns/Fiscal/Food-Service-Fund-Grant-Coding-SY-23-24.xlsx?rev=391fe1e14c394cc5948926a7df338387&hash=759EA9F56ADEED58838451C8A4605DE2>

ⁱⁱ <https://www.michigan.gov/mde/-/media/Project/Websites/mde/ohns/Fiscal/2022-Memo--State-School-Aid-Act--Sections-31a-31d-and-31f.pdf?rev=b3ba3f2d26414d17b95352cc8f1a2eb3&hash=71F38DAF5B8055B72C99569CB10CDB6E>

ⁱⁱⁱ <https://www.michigan.gov/-/media/Project/Websites/mde/Year/2021/09/16/appendix.pdf?rev=0ee7b721fb244e1aa33ce84b3c6dc00f>

^{iv} <https://www.michigan.gov/-/media/Project/Websites/mde/2021/06/15/MDE Indirect Cost Calculations Template.xlsx?rev=2e48c47d0a3d48dc9836ad99702dccd4>

^v <https://www.michigan.gov/-/media/Project/Websites/mde/2020/06/23/All About Excess Fund Balances.pdf?rev=157a4b0d8e944fcea496380022c7d61e>

^{vi} <https://www.michigan.gov/-/media/Project/Websites/mde/2021/08/04/Pre-Approved Food Service Equipment List 8-4-21.pdf?rev=d1764165ccce45178fb03585418c8a38>