

A background image of a school cafeteria with students. A boy in a red hoodie is in the foreground, looking down at a food tray. Other students are visible in the background, smiling. The image is overlaid with a dark blue semi-transparent layer.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Resource Management of the School Nutrition Program

Resource Management

- School nutrition receives funding from federal, state and local sources
 - All funds considered Federal
- SFAs are responsible for proper fiscal management of the nonprofit school foodservice account using Federal guidance

Non-Profit School Food Service Account

Nonprofit school food service account means the restricted account in which all of the revenue from all food service operations conducted by the school food authority principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.

Citation: 7 CFR 210.2

Managing the Nonprofit Foodservice Account

- Not a for-profit program
- The fund balance (net cash resources) may not exceed 3 months average expenses
 - Determined based on prior year Annual Financial Report
 - The amount of funds in the school nutrition account
 - Monitored by the State Agency

Managing the Nonprofit Foodservice Account

- School nutrition funds can ONLY be used for the operation and improvement of the school nutrition program
- Expenses charged must be allowable:
 - Necessary
 - Reasonable
 - Allocable – direct cost
 - Ex: food, equipment, labor - NOT land, buildings, bus drivers

Managing the Nonprofit Foodservice Account

- School nutrition program must have its own financial management system/program account
 - Must be able to track & record all school nutrition related expenses & revenues separately from other programs
 - Overseen and included by the business office.
 - This information **MUST** be included in the annual financial report

Managing the Nonprofit Foodservice Account

- To ensure proper financial management of the program, School Nutrition Director needs:
 - Detailed general ledger
 - Balance sheet
 - Profit & loss statement
 - All invoices, receipts, labor charged to the school food service account
 - Inventory of supplies, food and other – helps with ordering and menu planning

Detailed General Ledger

Food Service Expenditures

Account Number / Description	Adopted Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining
	7/1/2024 - 6/30/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025	7/1/2024 - 3/31/2025	3/1/2025 - 3/31/2025	3/1/2025 - 3/31/2025
6000-0000-3100-54300-950-25-00 Repairs/Maintenance, FM	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
6000-0000-3100-55800-950-25-00 Travel, FM	100.00	0.00	0.00	0.00	100.00	100.00%
6000-0000-3100-56230-950-25-00 Fuel - Propane, FM	300.00	0.00	0.00	0.00	300.00	100.00%
6000-0000-3100-56300-950-25-00 Food, FM	55,000.00	5,584.39	5,584.39	0.00	49,415.61	89.84%
<u>Reported Period</u>						
<u>Posting Date</u>	<u>Batch #</u>	<u>Document Type</u>	<u>Document #</u>	<u>Doc. Code</u>	<u>Reference</u>	<u>Debit</u> <u>Credit</u>
03/06/2025	72713	Voucher	326968	303	303-Oakhurst Dairy	232.62 0.00
03/06/2025	72713	Vendor Credit Memo	M59158-0A	124	124-Dennis Paper & Food Service	0.00 183.72
03/06/2025	72713	Voucher	M61839-00	124	124-Dennis Paper & Food Service	1,082.43 0.00
03/06/2025	72713	Voucher	20539783	801	801-Native Maine Produce	165.42 0.00
03/06/2025	72713	Voucher	20520239	801	801-Native Maine Produce	107.67 0.00
03/06/2025	72713	Voucher	577886	2169	2196-Southeastern Skate Supply	162.44 0.00
03/12/2025	72784	Voucher	M64399-00	124	124-Dennis Paper & Food Service	699.97 0.00
03/12/2025	72784	Voucher	20544374	801	801-Native Maine Produce	129.84 0.00
03/12/2025	72784	Voucher	329811	303	303-Oakhurst Dairy	249.73 0.00
03/12/2025	72784	Voucher	20544373	801	801-Native Maine Produce	44.42 0.00
03/12/2025	72784	Voucher	20541356	801	801-Native Maine Produce	21.80 0.00
03/12/2025	72789	Cancellation Voucher	M64399-00	124	124-Dennis Paper & Food Service	(699.97) 0.00
03/13/2025	72790	Voucher	M64399-00	124	124-Dennis Paper & Food Service	699.97 0.00
03/19/2025	72838	Voucher	M66697-00	124	124-Dennis Paper & Food Service	1,257.73 0.00
03/19/2025	72838	Voucher	M67501-00	124	124-Dennis Paper & Food Service	236.83 0.00
03/20/2025	72838	Voucher	332594	303	303-Oakhurst Dairy	285.23 0.00
03/27/2025	72876	Voucher	335263	303	303-Oakhurst Dairy	286.49 0.00
03/27/2025	72876	Voucher	M69725-00	124	124-Dennis Paper & Food Service	805.49 0.00
					5,768.11	183.72
6000-0000-3100-56310-950-25-00 Non-Food Supplies, FM	4,500.00	819.14	819.14	0.00	3,680.86	81.79%
<u>Reported Period</u>						
<u>Posting Date</u>	<u>Batch #</u>	<u>Document Type</u>	<u>Document #</u>	<u>Doc. Code</u>	<u>Reference</u>	<u>Debit</u> <u>Credit</u>
03/06/2025	72713	Voucher	M61839-00	124	124-Dennis Paper & Food Service	124.74 0.00
03/06/2025	72713	Voucher	Clothing Allowance	5199	5199-Murray, Patricia	250.00 0.00
03/12/2025	72784	Voucher	M64399-00	124	124-Dennis Paper & Food Service	348.55 0.00
03/12/2025	72789	Cancellation Voucher	M64399-00	124	124-Dennis Paper & Food Service	(348.55) 0.00
03/13/2025	72790	Voucher	M64399-00	124	124-Dennis Paper & Food Service	348.55 0.00
03/19/2025	72838	Voucher	M66697-00	124	124-Dennis Paper & Food Service	48.24 0.00
03/26/2025	72876	Vendor Credit Memo	M64399-0A	124	124-Dennis Paper & Food Service	0.00 50.24
03/27/2025	72876	Voucher	M69725-00	124	124-Dennis Paper & Food Service	97.85 0.00
					869.38	50.24

Child Nutrition Accounting Codes

DOE finance accounting handbook:

- <https://www.maine.gov/doe/funding/accounting/handbook>

- Revenue Codes
- Expense Codes

Model Chart of Accounts

BUDGETS & ACCOUNTING
**MODEL CHARTS OF
ACCOUNTS**

2026 Accounting Handbook for Maine School Administrative Units

Regular Instruction	Special & Career/Technical Education	Other Instruction
Regular Elementary / Secondary Education Programs	Special Education Programs	Co-Curricular and Extracurricular Activities

Revenue Codes

Description from Payment SY 2026			
CFDA	SNP Federal Funds for School Meals	MEFS Revenue #	MEFS Fund #
10.555	EDUC. SCHOOL NUTRITION, LUNCH (S.A.) Free and Reduced Meals	4553	2930
10.555	EDUC. SCHOOL NUTRITION, LUNCH (REG.) Paid Meals	4551	2930
10.553	EDUC. SCHOOL NUTRITION, BREAKFAST	4554	2930
10.582	FFVP PAYMENT	4559	2930
10.555	EDUC. SCHOOL NUTRITION, AFTERSCHOOL SNACK	4556	2930
10.556	EDUC. SCHOOL NUTRITION, MILK PROG.	4555	2930
SFSP Federal Funds for Meals			
10.559	SFSP ADMINISTRATIVE	4549	2930
10.559	SFSP OPERATIONAL	4380	2930
CACFP Federal Funds for Meals			
10.558	CHILD ADULT CARE, CENTER MEALS	4560	2930
10.558	CHILD ADULT CARE, FDCH MEALS	4560	2930
10.558	CHILD ADULT CARE, FDCH ADMIN	4560	2930
10.558	CHILD ADULT CARE, CIL	4560	2930
State of Maine Funding for School Meals			
	EDUC. SCHOOL NUTRITION, LUNCH REDUCED STATE	3254	2930
	EDUC. SCHOOL NUTRITION, LUNCH PAID STATE	3250	2930
	EDUC. SCHOOL NUTRITION, BREAKFAST REDUCED STATE	3258	2930
	EDUC. SCHOOL NUTRITION, BREAKFAST PAID STATE	3258	2930
	EDUC. SCHOOL NUTRITION, STATE FUNDS LUN/BRK	3250	2930
	MEALS PUBLICLY FUNDED STUDENTS PRIVATE ACADEMIES	3250	2930
Special: Federal Funding Grants			
10.579	School Meals Equipment Grant	4547	2930
Special: Maine Funding			
	Local Produce - Maine	3251	2930
Funding from Outside Sources			
	Other Federal Grant thru another Federal Sources	4790	2930
	Other Contributions from Outside Private Sources	192#	2930
	Interest Earned - Other Revenue from Local Sources	1900	2930

Sources of Revenue

- Federal meal reimbursement
- State meal reimbursement
- A la carte/catering/adult meals
- Grants
- Local foods fund
- District or town funds



Nonprogram Foods

- Nonprogram foods = foods/beverages sold in school -outside of a reimbursable meal- that are purchased using funds from the nonprofit food service account.
 - Second meals
 - Adult Meals
 - A la carte, milk
 - Catering – on campus or off campus

Revenue from Nonprogram Foods

- Prices charged must cover/exceed the cost to the school foodservice program
 - All labor expense: hourly wage plus benefits
 - Cannot subsidize non-program food sales
- Revenues from the sale of nonprogram foods must accrue to the nonprofit school foodservice account

Indirect Costs

- A cost that benefits multiple programs:
 - Utilities
 - Accounting & Payroll
 - Facilities Management
- Expenses charged must be specifically allocable to the school nutrition account
- Indirect costs are NOT allowed

Indirect Costs

- In order to charge the school nutrition account, it must be directly billable.
 - Gas/propane must be on a separate meter
 - Electric must be on a separate meter
- Labor hours must be on a timecard, not determined by a percentage of time.

No Percentages

- In order for a SFA to charge indirect costs a plan must be approved by the financial office at DOE

Adult Meal Pricing

- Does the price of adult meals cover the expense, including food, labor and other cost?
 - Average per meal price is found on the Annual Financial Report (CNPweb) for prior year.
 - If not, difference must be offset by non-federal funds (i.e. town support, general fund)
- Only food service staff may receive complimentary meals

Annual Financial Report (AFR)

- Report to the State Agency all program income and expenses by program and type
 - **SY 2026 is due September 1, 2026**
- Completed in CNPweb after June 30 once the fiscal year is closed

Sponsor Summary Airline CSD (1038)

Checklist Applications **Forms** Activities Claims Payments Users

Penobscot County

Form Name	Revision	Status	Date Approved	Action
FFVP Airline Community School (1039)	FFVP App can not currently be entered for 2023.			
October Survey	0	Approved	11/16/2022	
Annual Financial Report	Report to be filed after final claims entered for 2023.			
Verification Summary		Complete	12/2/2022	
Verification Results		Complete	12/7/2022	

CHILD NUTRITON FINANCIAL REPORTING

Green-Enter
Data

Yellow-Locked

Red No Data

Income

		School Lunch	After School Snacks	School Breakfast	Special Milk	Seamless Waiver Supper	FFVP	Summer Program	CACFP	A la Carte	NOTES
TOTALS											
Sales to Children	\$ -									\$ -	
Sales to Adults	\$ -										
Loans/Interest	\$ -										
State Revenue Match	\$ -										
Federal Reimbursement	\$ -										
Other Income	\$ -										
Rebates	\$ -										
TOTAL INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Expenses

		School Lunch	After School Snacks	School Breakfast	Special Milk	Seamless Waiver Supper	FFVP	Summer Program	CACFP	A la Carte	NOTES
TOTALS											
Food Expense	\$ -									\$ -	
Labor Direct	\$ -										
Equipment \$300 or less	\$ -										
Equipment More than \$300	\$ -										
Other	\$ -										
Indirect Cost	\$ -										
TOTAL EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

NET INCOME / LOSS

		School Lunch	After School Snacks	School Breakfast	Special Milk	Seamless Summer	FFVP	Summer Program	CACFP	A la Carte	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

The A la Carte total being a loss must be reviewed.

Resources

<https://www.maine.gov/doe/schools/nutrition/financial>

Financial Resources & Guidance

Resources

[Financial Management: A Course for School Nutrition Directors](#)
(ICN)

[Indirect Costs Guidance for State Agencies & School Food Authorities](#)
(FNS)

Inventory Turnover Rate Calculation

[MEFS Revenue Codes](#)

[Nonprogram Food Revenue Requirements | Revenue Tool](#) (Excel)

Webinars & Reporting

[Annual Financial Report — 2026](#)

[Annual Financial Report Presentation](#)

[Annual Financial Report Instructions](#)

[Financial Webinar — Child Nutrition Budget](#)

[Financial Reporting — Monthly, Yearly](#) (Excel)

[Financial Reporting Webinar](#)

Funding to Support Local Foods

State Local Foods Fund (LFF)

- Reimburses \$1 for every \$2 spent
- \$10,000 per district each year
 - \$11,000 if attend DOE training
- NSLP, SBP and SFSP
- Local produce, value-added dairy and protein
- Claims in CNPweb with your monthly claim
- **Permanent funding source**



- **Email Katie Knowles, Farm & Sea to School Coordinator with questions**



Questions



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