

NON-PROGRAM FOODS REVENUE TOOL

PURPOSE

Define how food that is sold during lunch that is not a reimbursable meal (ala carte items) will be monitored, recorded, and who will be responsible for this annual requirement.

POLICY

The Director of the kitchen will keep an excel spreadsheets of costs per meal. All items served will be recorded on this spreadsheet. At the end of every year the cost for program foods and non-program foods will be evaluated to make sure the correct amount is being charged for all ala carte items being served.

PROCEDURES

An excel spreadsheet will be updated as needed with pricing to reflect costs per meal.

Ala carte reports will be run on a daily basis to show what is being served daily. Another ala carte report will be run at the end of the month. At the end of the year the non-program tool will be used to verify correct amount being charged. The excel spreadsheet and non-program tool will be filed and kept for 3 years.