



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Prekindergarten through Grade 12 Education
School Operations and Management
Child Nutrition Program Administration
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(518) 473-8781 Fax (518) 473-0018
www.nysed.gov/cn/cnms.htm

April 26, 2013

Name: Deb Palmer

LEA Code: 070902060000

TO: Public Sponsors of the National School Lunch and School Breakfast Programs
FROM: Barbara St. Louis, School Food Program Spec 2
SUBJECT: 2011-2012 Excess Fund Balance in Nonprofit School Food Service Account

Based upon the information contained in the ST3 for the period from July 1, 2011 through June 30, 2012 your lunch fund balance is in excess of the three months average expenditure level allowed by federal regulations 7CFR Part 210.14(b).

Three Months' Expenses: \$ 128,225 Excess Balance: \$ 12,527

When fund balances exceed the allowable level of three months' operating expenses, these balances must be brought within the appropriate expense level. Some acceptable means of reducing your excessive cash balance are:

1. Improvements in equipment for the cafeteria such as stoves, ovens, freezers, tables and chairs, refrigerators, milk coolers, cash registers, etc.
2. Enhancing the meals by adding foods that allow for more choices, and meet the new meal pattern requirements.
3. Marketing and merchandising materials and supplies to promote the breakfast and lunch programs .

School lunch funds cannot be used for capital improvements that do not directly relate to the lunch program, nor can they be used to pay off lunch charges at the end of the school year. You may retain your identified level if you are accumulating funds for major equipment purchases or because of pending contract settlements.

To avoid a hold on your reimbursements, please provide a written plan for reducing the fund balance by May 26, 2013. If you have any questions, contact Barbara St. Louis at (518) 474-3956 or e-mail bstlouis@mail.nysed.gov

NYS Education Department
Child Nutrition Report 2011-2012 School Year

School District: ELMIRA HEIGHTS CSD

LEA Code: 070902

1. Beginning Cash Resources (July 1, 2011)	163,613
2. Prior Year Adjustments	0
3. Adjusted Beginning Cash Resources	163,613

Revenues

4. Sale of Reimbursable Meals(Total)	83,972
5. School Food Service Reimbursement(Total)	260,838
6. Other Sales	55,859
7. Other Income	3,884
8. Interfund Transfers	0
9. Total Revenues	404,553
10. Total Beginning Balance Plus Revenues	568,166

Expenditures

Food Purchases

11a. Actual Purchases	174,598
11b. Rebates Received	
11c. Total Food Purchases	174,598

Labor Costs

12a. Salaries	154,524
12b. Fringe Benefits	42,998
12c. Total Labor Cost	197,522
13. Materials and Supplies Purchased	9,652
14. Interfund Transfers Paid	15,750

Other Expenses

15a. Warehousing	
15b. All Others	29,893
15c. Total Other Expenses	29,893

Contractual Expenses

16a. Administrative Service	0
16b. All Other Mgt. Co. Exp	0
16c. Total Contractual Expenses	0
17a. Total Expenditures	427,415
17b. Total Months of Operation	10
17c. 3 Months Expenses	128,225
18a. Ending Cash Resources	140,751
18b. EXCESS BALANCE	12,527

Value of Donated Foods

Received
Used

20. Outstanding Loans Owed	183
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