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Elmira  
Mary Beth Fiore  
K-12  
Phone:  
Fax: (607) 734-7134  
CSE: (607) 733-8039  
Transportation: (607) 739-1358  
www.heightsschools.com

To: Barbara St. Louis, School Food program Spec 2  
Child Nutrition Program Administration, 99 Washington Avenue, Room 1623 OCP, Albany  
NY, 12234

From: Mary Beth Fiore 

Date: June 4, 2013

Re: Elmira Heights School District Excess Fund Balance  
LEA Code 070902060000

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In response to your letter dated April 26, 2013; the Elmira Heights Food Service program has made numerous and significant changes this past year including the purchase of new cafeteria tables and seats for the Cohen building. In addition, we are developing plans to complete several more improvements over the next few years, that will more than offset the excess balance of \$12,527, as stated in your memo. Our plans include the following:

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We are working on accumulating adequate funds to do the following:

1. Our freezer space is inadequate so we are planning on increasing freezer capacity as part of a renovation / capital project.
2. We are working on a plan that will allow us to update the cafeteria and kitchen, including the serving lines that are outdated.

If you have additional questions or concerns please feel free to contact Mr. David Kabel, Food Service Director at 607-739-8341.



**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  
99 Washington Avenue, Room 1623 OCP, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
[www.nysed.gov/cn/cnms.htm](http://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](mailto:bstlouis@mail.nysed.gov)

**NYS Education Department**  
**Child Nutrition Report 2011-2012 School Year**

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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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