

Online Budget Tracking Form Instructions

The budget tracking form can be found on the [Fresh Fruit and Vegetable webpage](#).

1. Click on the correct allocation tab (either 1st or 2nd allocation) at the bottom of the excel spreadsheet to take you to either the 1st or 2nd allocation budget form
 - a. First allocation 7/1/2026 to 9/30/2026
 - b. Second allocation 10/1/2026 to 6/30/2027
2. For the first allocation, count the number of weeks of school from the first day of school to September 30, 2026—count the actual weeks of school, not weeks in the month.
 - a. For instance, in August there are 4 weeks in the month but you may actually only be in school for one to two weeks.
3. For the second allocation, count the number of weeks of school from October 1st to the end of your school year—again, count actual weeks of school, not weeks in the month.
4. Once you establish how many weeks you have from the first day of school to September 30, 2026 or from October 1, 2026 to the end of the school year, divide the number of weeks into the allocation amount you receive for the Fresh Fruit and Vegetable Program (FFVP) grant.
 - a. For instance, if your 1st allocation amount is \$2,000.00 and you have 6 weeks from the first day of the school year until September 30, 2012, divide \$2,000 by 6. You come up with a weekly amount of \$333.33.
 - b. Place the \$333.33 figure in the weekly allocation cell. Copy that dollar value down for weeks 2 through 6.
 - c. This provides a **guideline** for the amount of money you have to spend each week on the FFVP program.
 - d. Using the \$333.33 as an estimate of what you should spend, forecast what dollar amount you will spend each week in the fruit and vegetable costs, labor costs, small supply costs, and administrative costs. There may be weeks where you will not have a dollar figure placed in all the cells. There may also be weeks where you serve an exotic fruit or vegetable and the cost of fruits and vegetables is over what you had originally calculated—this is okay as the budget only serves as a guideline and helps you keep track of where your budget currently is at—over or under.
 - e. As you actually complete the week and serve the fruits and vegetables and have totaled all costs, record the exact amount spent each week in each area—fruit and vegetable costs, labor costs, small supply costs, and administrative costs.
 - f. If you have any questions about the process, contact CANS at DOE.school lunch@state.sd.us or 605-773-3134.