**ANNUAL FINANCIAL STATEMENTS**

**SFAs that report their annual financial statements electronically to the SD Department of Education, Division of Finance and Management have met this reporting requirement and no further action is required.**

The annual financial statements for the National School Lunch Program (including afterschool snacks), the School Breakfast Program, and the Special Milk Program are on the following pages. If the agency participates in the Summer Food Service Program, or Child and Adult Care Food program, these can be combined with the National School Lunch Program as they have in the past.

In accordance with your agreement to operate child nutrition programs, an operating statement and a balance sheet must be filed with DOE-CANS annually. Please complete these reports for the period of July 1, through June 30. The forms may be submitted electronically.

Balance sheets will not be accepted if they are not balanced. In other words, **assets must equal liabilities and equity**. A balance sheet must be provided by all agencies participating in child nutrition programs. If your agency does not have any liabilities, assets must be balanced by a like amount of retained earnings.

To avoid any delay in the approval of your agreement, delays in prompt reimbursement, and possible loss of reimbursement, please fill out the financial statements completely and accurately. If you have any questions concerning these reports, refer to the Food Service Accounting Guide <https://legislativeaudit.sd.gov/resources/schools/accountingmanual/School_Section_7/School_Section%207_Introduction.pdf> or contact Stacey Booth at (605) 773-3456 or [stacey.booth@state.sd.us](mailto:stacey.booth@state.sd.us).

Indirect costs are usually not charged against program funds. Any nonpublic SFAs that plan to charge indirect costs to the non-profit food service account must have prior approval from the state agency. Contact Stacey Booth at the Office of Finance and Management/Grants Management for further information.

**Payments will be placed on hold if operating statements are not submitted by the due date. This is required documentation for an approved agreement with Child and Adult Nutrition Services.**

**OPERATING STATEMENT: Food Service Funds**

**Due: August 29, 2025**

**Nonpublic SFAs\***

For the Year Ended June 30, 2025

**School Food Authority Name:**

**Nonpublic SFAs including BIE schools, parochial schools, and residential child care institutions must complete and submit this statement to DOE Division of Finance and Management.**

*\* SFAs that submit these reports electronically to DOE Division of Finance and Management have met this reporting requirement. No further action is required.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | REVENUE & EXPENSE CLASSIFICATIONS | SCHOOL LUNCH/  BREAKFAST | |
| **Operating Revenue:** |  |  | |
| Sales: To Pupils | 1610 |  | |
| To Adults | 1620 |  | |
| A la Carte | 1630 |  | |
| Nutrition Program f/Elderly (NPE) | 1640 |  | |
| Child Care Food Program | 1650 |  | |
| Other | 1660 |  | |
| Miscellaneous | 1690 |  | |
| **Total Operating Revenue** |  |  | |
| **Operating Expense:** | 2560 |  | |
| Salaries | 100 |  | |
| Employee Benefits | 200 |  | |
| Purchased Services | 300 |  | |
| Supplies | 410 |  | |
| \*\*Cost of Sales - Purchased Food (See P.2) |  |  | |
| \*\*Cost of Sales - Donated Food (See P.2) |  |  | |
| Miscellaneous | 690 |  | |
| Depreciation: Local Funds | 910 |  | |
| Federal Funds | 920 |  | |
| **Total Operating Expense** |  |  | |
| **Operating Income (Loss)** |  |  | |
| **Non-Operating Revenue (Expense)** |  |  | |
| Local Sources: |  |  | |
| Interest Revenue | 1500 |  | |
| Rentals | 1910 |  | |
| Gain (Loss) on Disposal of Fixed Assets | 1930 |  | |
| Local Donations | 1670 |  | |
| Interest (Expense) | (620) |  | |
| State Sources |  |  | |
| Cash Reimbursement | 3810 |  | |
| Other Cash Payments | 3820 |  | |
| Federal Sources |  |  | |
| Cash Reimbursement | 4810 |  | |
| Donated Food | 4820 |  | |
| Other | 4900 |  | |
| **Total Non-Operating Revenue(Expense)** |  |  | |
| **Transfers:** |  |  | |
| Capital Contributions | 5170 |  | |
| Transfers-In | 5110 |  | |
| Transfers - (Out) | (8110) | |  |

**OPERATING STATEMENT: Food Service Funds**

**Nonpublic SFAs**

For the Year Ended June 30, 2025

**School Food Authority Name:**

|  |  |  |
| --- | --- | --- |
|  | REVENUE &  EXPENSE CLASSIFICATIONS | SCHOOL LUNCH/ BREAKFAST |
| Net Gain(Loss) this period |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Net Assets/Fund Balance, July 1, 2024 |  |  |
| Adjustments: |  |  |
|  |  |  |
|  |  |  |
| Adjusted Net Assets/Fund Beginning Balance |  |  |
|  |  |  |
| NET ASSETS/FUND BALANCE,  June 30, 2025 |  |  |

**For the cost of sales report below, School Lunch includes lunch, breakfast, special milk, and summer food service programs.**

|  |  |  |
| --- | --- | --- |
| **\*\*TO CALCULATED COST OF SALES\*\*** | **PURCHASED FOOD** | **DONATED FOOD** |
|  |  |  |
| A. Beginning Inventory on 7/01/24 |  |  |
| B. **ADD**: Purchases (include freight) |  |  |
| C. **LESS**: Ending Inventory on 6/30/25 |  |  |
| D. **COST OF SALES (A+B-C)** |  |  |
|  |  |  |

**FOOD SERVICE FUND: Balance Sheet**

**Nonpublic Schools**

June 30, 2025

**School Food Authority Name:**

|  |  |  |
| --- | --- | --- |
|  | | FOOD SERVICE PROGRAMS |
| Assets: | |  |
| 100 Current Assets: | |  |
| 101 Cash/Cash and Deposits | |  |
| 102 Petty Cash | |  |
| 103 Cash Change | |  |
| 104 Cash with Fiscal Agent | |  |
| 105 Interest Bearing Accounts | |  |
| 106 Savings Certificates | |  |
| 107 Restricted Cash in Bank | |  |
| 120 Accounts Receivable | |  |
| 130 Due from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund | |  |
| 140 Due from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Government | |  |
| 150 Advance to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund | |  |
| 170 Inventory of Supplies | |  |
| 171 Inventory of Stores Purchased for Resale (See P.2 Oper Stmt) | |  |
| 172 Inventory of Donated Food (See P.2 Oper Stmt) | |  |
| Total Current Assets: | |  |
| 200 Fixed Assets: | |  |
| 202 Buildings | |  |
| 203 Improvements Other Than Buildings | |  |
| 204 Equipment -- Local Funds | |  |
| 205 Equipment -- Federal Assistance | |  |
| 208 Accumulated Depreciation -- Local Funds (Credit) | |  |
| 209 Accumulated Depreciation -- Federal Assistance (Credit) | |  |
| Total Fixed Assets: | |  |
| Total Other Assets: | |  |
|  | |  |
| TOTAL ASSETS: | |  |
| Liabilities: | |  |
| 400 Current Liabilities and Deferred Credits: | |  |
| 401 Vouchers Payable | |  |
| 402 Accounts Payable | |  |
| 404 Contracts Payable | |  |
| 431 Notes Payable | |  |
| 442 Accrued Interest Payable | |  |
| 450 Payroll Deductions & Withholdings and  Employer Matching Payable  475 Unearned Revenue | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| Total Current Liabilities and Deferred Credits | |  |

**FOOD SERVICE FUND: Balance Sheet *continued***

**Nonpublic Schools**

June 30, 2025

**School Food Authority:**

|  |  |
| --- | --- |
|  | FOOD SERVICE PROGRAMS |
| 500 Long-Term Liabilities: |  |
| 509 Other Long-Term Liabilities |  |
| Total Long-Term Liabilities |  |
| Net Assets: |  |
|  |  |
| 706 Invested in Capital Assets, Net of Related Debt \_\_\_\_\_\_\_\_\_\_ |  |
| 707 Unreserved Retained Earnings |  |
| 707.1 Restricted Net Assets, Restricted for Permanently Restricted  Purposes |  |
| 707.2 Restricted Net Assets, Restricted for Other Purposes |  |
| 708 Unrestricted Net Assets\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Total Fund Equity |  |
| **TOTAL LIABILITIES AND EQUITY** |  |