



STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

March 2009

THREE MONTHS OPERATING BALANCE

SUBJECT: Financial Section for USDA Programs

Evaluation of Financial Status

Dear Superintendents and NSLP Supervisors:

Idaho State Department of Education, Child Nutrition Programs (CNP) has a website section called CNP Finance. This section features financial tools such as:

- o School District Financials
- o Evaluating Financial Status
 - o Financial Tips when running the USDA programs
 - o Three Months Operating Balance
 - o Adult Meal Pricing – how to calculate

You can find the Fund 290 Child Nutrition Financial Report for your district on our CNP website {<http://www.sde.idaho.gov/child/>} under the **financial tab** and then select **school district financial**. Scroll to the bottom of the page and you will see the School Financials. Figures for last year and the prior two years are shown. Looking at three years of data can identify costs that are increasing faster than others and revenues that are decreasing.

Remember, a maximum of three (3) months operating balance is allowable in the National School Lunch Program. The operating balance can exceed the 3 months operating balance if future planned expenditures for equipment and supplies or program expansions exist. If your balance exceeds the 3 months operating balance, you are required to submit your plans to expend the funds to the State agency by May 29, attention Rosalie Siegel. Please use the form titled, "Three Months Operating Balance" under the **evaluating finance status** tab. (7CFR210.19(a)2)

Please call 208-332-6820 for any clarification.

Sincerely

A handwritten signature in cursive script that reads "Colleen Fillmore".

Colleen Fillmore, PhD, RD, LD
CNP Director
Child Nutrition Programs