Ohio Child and Adult Care Food Program ANNUAL INVENTORY REQUIREMENTS

CACFP sponsors, who prepare any meals or snacks, are required to only record an **ANNUAL INVENTORY** and determine its monetary value. Sponsors that vend <u>all</u> meals and snacks are not required to keep inventory records.

An annual inventory is an itemized listing of unopened food and non-food supplies that are on hand at the end of the fiscal year (September 30). Inventory represents money in the form of previously purchased food and non-food supplies. The dollar value of inventoried items must be included in the determination of the food and non-food costs incurred at the end (September 30) and beginning (October 1) of the fiscal year. When annual inventory procedures are followed, the actual cost of food and non-food supplies used in the fiscal year can be determined.

ANNUAL INVENTORY: To complete annual inventory requirements, an actual count of food and non-food items left on hand is only taken at the end of each fiscal year, September 30. Attached are the required annual inventory and monthly food/non-food cost worksheets. Please copy these forms as needed. The following chart summarizes annual inventory procedures.

| CLAIM MONTH | INVENTORY | CALCULATION |
|-------------|--|--|
| September | Record ending fiscal year food and non-food inventory on September 30 | DEDUCT inventory values from September food and non-food purchases and document using the Ending Fiscal Year Food/Non-Food Costs Worksheet. Report total September costs online on the Sponsor Claim Form |
| October | Ending food and non-food inventory values for September automatically become the beginning inventory values for new fiscal year starting October | ADD September ending inventory values to October food and non-food purchases and document using the Beginning Fiscal Year Food/Non-Food Costs Worksheet. Report total October costs online on the Sponsor Claim Form |

OHIO CACFP - FOOD INVENTORY RECORD - FORM 1

| For required ANNUAL in this form. | ired ANNUAL inventory: Record inventory September 30 th each year using | | Date Inventory Recorded: | |
|-----------------------------------|--|-----------------------|--------------------------|------------------------|
| For MONTHLY Inventory | , use this form to record inventory each mon | th. | Month/Day | //Year |
| (A) ITEM | (B) SIZE AND DESCRIPTION (can, bag, case, lb.) | (C) NO. ON HAND | X (D) UNIT COST | = (E) TOTAL COST |
| Example: Grn Beans | Kroger – 1lb. can, French Style | 6 | .89 | \$5.34 |
| | Del Monte – 1 lb. can, cut green | 9 | .83 | \$7.47 |
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| | | TOTAL FOOD (F-1) = \$ | | |

OHIO CACFP - NON-FOOD INVENTORY RECORD - FORM 2

| For required ANNUAL in this form. | or required ANNUAL inventory: Record inventory September 30 th each year using is form. | | | Date Inventory Recorded: | |
|--|--|-----------------------|-----------------------|--------------------------|--|
| For MONTHLY Inventory , use this form to record inventory each month. | | | Month/Day | /Year | |
| (A) ITEM | (B) SIZE AND DESCRIPTION (can, bag, case, lb.) | (C) NO. ON HAND | X (D) UNIT COST | = (E) TOTAL COST | |
| Example: Paper Cups | Solo – sleeve(30ct) 8 oz | 6 | 1.79 | \$10.74 | |
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| | | TOTAL F | TOTAL FOOD (F-2) = \$ | | |

Ending Fiscal Year Food/Non-Food Cost Worksheet

ANNUAL Inventory: Use this form to record September food and non-food purchases minus September ending inventory. **MONTHLY Inventory**: Do not use this form.

| OHIO CACFP | | | | Number gallons of milk | |
|---------------|--|------------------------|----------------------------|------------------------------|--|
| Date | List Purchases | FOOD RECEIPT TOTALS | NON-FOOD RECEIPT TOTALS | purchased on receipt | |
| 9-30-09 | EXAMPLE – KROGERS | \$205.95 | \$69.75 | 5 | |
| | | +\$ | +\$ | | |
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| TOTAL SEPT | EMBER MONTHLY RECEIPTS | =\$* | =\$** | TOTAL GALLONS | |
| | NG INVENTORY TOTALS ON SEPTEMBER 30 | -\$(F-1) | -\$(F-2) | | |
| ACTUAL CO | ST CLAIMED FOR SEPTEMBER | =\$* | =\$** | | |

^{*} Report total on the September online sponsor claim, in Monthly Cost column, line item: food costs.

^{**} Report total on the September online sponsor claim, in Monthly Cost column, line item: non-food.

Beginning Fiscal Year Food/Non-Food Cost Worksheet

For ANNUAL Inventory: Complete this form at the end of October. Add September ending food and non-food inventory values to October purchases. Report total food and non-food costs online in monthly cost column. **MONTHLY Inventory:** Do not use this form.

| MONTHE | ventory: Do not use this form. | - | | |
|---------------|--|---|--|---|
| OHIO CACFP | FOOD/NON FOOD COSTS FOR MONTH: OCTOBER YR: | BEGINNING INVENTORY List Total FOOD inventory (F-1) from September 30 \$ | BEGINNING INVENTORY List Total NON-FOOD inventory (F-2) from September 30 \$ | Number gallons of milk purchased on receipt |
| Date | List Purchases | + FOOD RECEIPT TOTALS | + NON-FOOD RECEIPT TOTALS | |
| 9-30-09 | EXAMPLE – KROGERS | \$205.95 | \$69.75 | 5 |
| | | +\$ | +\$ | |
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| TOP PLUS A | INVENTORY VALUES LISTED AT ILL MONTHLY RECEIPTS EQUAL IST FOR OCTOBER | =\$* | =\$** | Total Gallons |

Report total on the October online sponsor claim, in Monthly Cost column, line item: food costs.

^{**} Report total on the October online sponsor claim, in Monthly Cost column, line item: non-food.