

SITE BREAKFAST PROGRAM DAILY WORKSHEET

- Keep daily -

County _____

Month _____ Year _____

Sponsor _____

Site _____

DAY OF MO.	NUMBER OF BREAKFASTS SERVED TO STUDENTS							INSTRUCTIONS
	Paid & Charged #1	Paid & Charged #2	Paid & Charged #3	Needy Free	Needy Reduced Price	Non-Needy Student Workers	Total Breakfasts Served	
1								<p>Enter data daily on this form under the appropriate columns. Sufficient data is required on this form for adequate accountability of the breakfast program.</p> <p>Number of Breakfasts Served to Students Paid breakfasts are those for which money is or will be received and recorded as receipts. Nonpaying breakfasts are those served to non-needy students who would be expected to pay but, by board policy, are served without charge.</p> <p>Total each column the last serving day of the month. These totals are used to complete the monthly site claim for reimbursement.</p> <p>Breakfast Cash Receipts Enter all receipts from the sale of complete breakfasts to students.</p> <p>Enter total cash receipts for all breakfasts and beverages sold to adults. There is no legal provision for providing free meals or credit to adults.</p> <p>Enter receipts from all other food sales including a la carte receipts and extra milk receipts.</p> <p>Receipts from other agencies should be reported in the Labor and Other Costs Report #10.</p>
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