

## **FOOD SERVICES MANAGEMENT**

### Food Service Records

#### Records Retention

Instructions for retention of financial records are detailed in State Board of Education regulations. The school board may, in their discretion, retain such records for longer periods.

Individual applications for free and reduced price lunches must be retained for a period of three years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution to the issues raised by the audit.

#### Food Service Reports

Request for reimbursement will be submitted to the state agency by the 15th day of each month in accordance with federal regulations. Other forms and reports required to comply with provisions of the school food service program shall be submitted to the state agency in such detail and at such time as may be requested.

Quarterly reports of the financial position of the school food service program will be submitted to the school board.

Adopted: November 8, 1994

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