

Nutrition Services Donation Procedures For Outstanding Lunch Balances

Nutrition Services recognizes that there may be occasions where community members or outside agencies not associated with the National School Breakfast or Lunch Program may want to make a donation with the purposes of funding meals for students. Guardians may also wish to donate funds from their student's meal account upon graduation or transfer from Adams 12 Five Star Schools. Regardless of their source, donations will be accepted and applied to meal account debt on an annual basis.

The following standard practices are to be utilized when handling donation requests.

Definitions

- MEAL ACCOUNTS - Point Of Sale accounts maintained for purchases in the lunchroom.
- INACTIVE ACCOUNT - Meal account belonging to a student no longer enrolled in an Adams 12 school.
- ACCOUNT BALANCE - The dollar amount of funds in a meal account.
- DELINQUENT DEBTS - Meal accounts with a negative balance belonging to a currently enrolled student.
- REMITTANCE ADVICE - District form to be completed for accounting purposes.
- TRANSFER OF EXPENDITURE - District form to be completed for accounting purposes.
- DONATION ACCOUNT - District fund 781-28-601-00-31000-1920000 maintained to hold donated funds until application to meal account debt.

RECEIPT OF DONATIONS FROM COMMUNITY:

Donations made on behalf of an individual or organization not associated with the National School Breakfast or Lunch Program will be handled as follows:

- Nutrition Specialist will accept cash/check donation made out to Adams 12 Nutrition Services and provide a signed donation letter to the donor as proof of receipt.
- Nutrition Specialist will prepare, copy, file, and submit Remittance Advice to Finance department for deposit into account 781-28-601-00-31000-1920000.
- All donations are anonymous.

RECEIPT OF DONATIONS FROM INACTIVE ACCOUNT BALANCES:

Per [Nutrition Services Inactive Account Refunds Standard Practice](#), guardians of students deemed inactive with funds remaining in their meal account will have the option to donate the funds. Donations from inactive accounts will be handled as follows:

- Nutrition POS Tech will adjust meal account to a zero dollar balance and document within the POS system the request to apply to donations. Documentation will include the guardian name and date of donation.
- All donations are anonymous.
- Nutrition POS Tech will forward the amount donated and account information to Nutrition Specialist.

- Nutrition Specialist will prepare Transfer Of Expenditure to debit prepaid account 781-21-***-00-00000-7481006 and credit donation account 781-28-601-00-31000-1920000. Transfer of Expenditure will be submitted to the Director Of Nutrition for approval before being submitted to Financial Services.

APPLICATION OF RECEIVED DONATIONS:

Donations will be applied to delinquent meal accounts on the last business day of June per [Nutrition Services Meal Charge Standard Practice](#). The donation account balance will be handled as follows:

- Finance will provide Nutrition POS Tech with the total dollar amount of donation fund.
- Meal accounts of students receiving Free meal benefits will be adjusted to a \$0 balance in order of highest delinquent debt to lowest.
- If donation funds remain, meal accounts of students receiving Reduced meal benefits will be adjusted to a \$0 balance in order of highest delinquent debt to lowest.
- If donation funds remain, meal accounts of students not eligible for Free or Reduced meal benefits will be adjusted to a \$0 balance in order of highest delinquent debt to lowest.
- If the donation account fund reaches \$0 before all delinquent debts are cleared, the remaining delinquent debts will roll over to the next school year, and efforts to collect from the household will continue.

Single payer donation with specific school-wide intent may be handled on a case by case basis to determine the application of funds.