

UNIFIED SCHOOL DISTRICT #377
ATCHISON COUNTY COMMUNITY SCHOOLS
"Where Success is Measured One Student at a Time"

To: Jennifer Barger, School Finance
Re: Plans and Actions to Reduce Excess Cash Balances in Food Service
Date: Tuesday, December 27, 2016

Dear Jennifer:

This is a supplemental letter of explanation regarding the Plans and Actions to Reduce Excess Cash Balances form, which is included for your review.

Due to our current contract with OPAA Food Service Management, the district has built up an excessive amount of cash reserves in the Food Service Fund. To remedy this situation, the district plans to take the following actions:

1. Purchase a new freezer to replace and elementary freezer that quit working this past month. The district purchased the new freezer at a cost of \$5,795.91 and was installed prior to the holiday break.
2. In coordination with KSDE, the district will develop a new FSMC RFP for the purpose of executing a new contract that directly aligns with KSDE FSMC guidelines. This will resolve the issue of paying for labor bill backs out of our general fund.
3. Use all remaining excess funds to reduce future year excess food service costs. Over the past three years, our district has supplemented the Food Service fund by about \$70,000 each year.

If you have any questions or concerns regarding this memo, please contact me at your earliest convenience.

Respectfully,

Stephen E. Wiseman
Superintendent, USD 377 Schools
Office (913) 833-5050
Email wisemans@usd377.org

Sponsor No.: D0377

Amount of Excess Balance: \$44,308.75

Program Year: 2016

Plans and Actions to Reduce Excess Cash Balances

Expenditure Item	Planned Expenditure	Planned Expenditure Date	Actual Expenditure	Actual Expenditure Date
1. New Freezer			5795.91	Dec 2016
2. Decrease future excess food service expenditures (FY18)	38,512.84	FY2018		
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