

Year End Food Inventory Instructions

Year end food inventory must be conducted annually using the Food Inventory Summary Form and the Food Inventory Form.

- **The Food Inventory Form must include three signatures, two people counting the inventory and a third person spot-checking for accuracy.**
- **List the total dollar value of the inventory listed for each cooking site.**
- **Include copies of food bills equaling the total dollar value of the inventory.**
- **Include a copy of a check dated October of the current year using new grant funds.**
- **No carryover is allowed. The COA is basically buying back their inventory with the new fiscal year funds.**
- **If all Title IIC funds were expended for the year send only the Food Inventory Summary Form and note if paid with millage, general funds, etc. No bills or check dated October would be required.**
- **Double check the math and be sure all columns add up correctly.**