

**OFFICE OF CHIEF OF OPERATIONS**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**August 16, 2018**

**OFFICE OF CHILD NUTRITION**

- G. Action: Approve Statewide Purchasing Program fee structure for School Year 2018-2019

Background and Purpose:

Background: Pursuant to the MDE Board of Education policy Rule 17.8, annual fees for participants in the Statewide Purchasing Program shall be assessed in amounts as necessary to cover the cost of operation for the fiscal year. Any excess fees collected shall be utilized to cover a portion of the cost in the next year. An annual report of the revenue and expenditures shall be made to the State Board of Education, and the Board shall approve the fee structure for each fiscal year.

Purpose: The Statewide Purchasing Program financial statement for school year 2017-2018 indicates a balance sufficient to cover the projected operating expenses and maintain a low fund balance for the program in school year 2018-2019; therefore, the Office of Child Nutrition projects that no fee will be assessed from participating organizations for the current school year.

Recommendation: Approval

Back-up material attached

**Office of Child Nutrition  
Statewide Purchasing Program  
Budget for SY 2018 – 2019**

|                                      | <b>Expense</b> | <b>Revenue</b> |
|--------------------------------------|----------------|----------------|
| Balance brought forward July 1, 2018 |                | \$596,942.75   |
| Salaries - MDE Staff                 | \$208,691.29   |                |
| Travel - MDE Staff                   | \$8,000.00     |                |
| Contractual - PMC, GCR               | \$95,000.00    |                |
| Equipment                            | \$2,500.00     |                |
| Indirect Cost                        | \$15,217.00    |                |
| Other                                | \$0.00         |                |
| Total Projected Expenditures         | \$329,408.29   |                |
| Revenue from fees                    |                | \$0.00         |
| Miscellaneous:                       | \$0.00         |                |
| Low Fund Balance (3 Months)          | \$82,352.07    |                |
| <b>TOTAL</b>                         | \$411,760.36   | \$596,942.75   |
| <b>SURPLUS</b>                       | \$185,182.39   |                |