Instructions for Completing the Monthly Food Report

Line 1   Enter the opening inventory amount in column D, column E is a formula - do not modify the formula.

Line 2   Enter the value of _**food actually received**_ for the month in column D, column E is a formula - do not modify the formula.
             Note: This is not the amount recorded in FMIS for the month. The FMIS amount includes items that were received in the prior mont

Line 3   Enter any amounts for items that were transferred to other agencies. Column E is a formula - do not modify the formula.

Line 4   If you cannot accurately determine employee food used, divide total appropriation for aobj 9200 by 12; enter that figure in
             column D. Column E is a formula - do not modify the formula.

Line 5   Enter any amounts for items that were written off as spoiled. Column E is a formula - do not modify the formula.

Line 6   **This line is calculated by a formula. No entry necessary.**

Line 7   Enter your closing inventory amount in column D, column E is a formula - do not modify the formula.

Line 8   **This line is calculated by a formula. No entry necessary.**

Line 9   Enter the opening inventory amount in column D, column E is a formula - do not modify the formula.

Line 10   Richard West will provide this information by the 20th of each month. If no information is provided, enter 0. Column E is a
             formula - do not modify the formula.

Line 11   Enter any amounts for donable items that were transferred out. Column E is a formula - do not modify the formula.

Line 12   Enter any amounts for donable items that were written off as spoiled. Column E is a formula - do not modify the formula.

Line 13   **This line is calculated by a formula. No entry necessary.**

Line 14   Enter your closing donable inventory amount in column D, column E is a formula - do not modify the formula.

Line 15   **This line is calculated by a formula. No entry necessary.**

Line 16   Enter the budgeted inmate population (ADP) in column D.   Column E is a formula - do not modify the formula.

Line 17   Enter the actual inmate population (ADP) into the Inmate Population table on the top of the report (example-July is entered in cell G

Line 18   **This line is calculated by a formula. No entry necessary.**

Line 19   **This line is calculated by a formula. No entry necessary.**

Line 20   **This line is calculated by a formula. No entry necessary.**

Line 21   **This line is calculated by a formula. No entry necessary.**

Line 22   Enter the budgeted daily cost per inmate in column D.   This amount can be found in the approved Budget Request.
             Column E is a formula - do not modify the formula.

Line 23   **This line is calculated by a formula. No entry necessary.**

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES
MONTHLY FOOD SERVICE REPORT - FISCAL YEAR 2013
INSTITUTION:

			JULY	Year to Date
		DAYS:	31	31
INMATE FOOD USED:				
1	Opening Inventory			$0
2	Food Received			$0
3	Transfers out-State Agencies			$0
4	Transfers out-Employee Food			$0
5	Food Lost-Spoilage			$0
6	Food Available		$0	$0
7	Closing Food Inventory			$0
8	Food Used		$0	$0
DONABLE FOOD USED:				
9	Opening Inventory			$0
10	Food Received			$0
11	Transfers out			$0
12	Food Lost-Spoilage			$0
13	Food Available		$0	$0
14	Closing Donable Food Inventory			$0
15	Donable Food Used		$0	$0
INMATE POPULATION:				
16	Budgeted			0
17	Actual		0	0
INMATE'S ACTUAL FOOD COSTS:				
18	Purchased Daily Per Inmate Cost		#DIV/0!	#DIV/0!
19	Donable Daily Per Inmate Cost		#DIV/0!	#DIV/0!
20	**Total Daily Cost Per Inmate**		**#DIV/0!**	**#DIV/0!**
21	Cost Per Day - All Inmates		#DIV/0!	#DIV/0!
INMATE'S FOOD BUDGET:				
22	**Budgeted Daily Cost Per Inmate**			**$0.00**
FOOD INVENTORY:				
23	Inventory Days - Current Inventory		#DIV/0!	#DIV/0!

Signature:_____   **Date:**_____