

**School Foodservice Operations
Self Op Vs Contract Management**

**Administrative Options
Comparative Financial Worksheet**

A bottom- line analysis of present self-op costs as compared to vendor charges

	Current Program Costs	Proposed Costs			
		Vendor A		Vendor B	
		District	Vendor	District	Vendor
Administrative Contract Costs	\$	\$	\$	\$	\$
Vendor Personnel Relocation Costs					
Vendor Personnel Required Conference/Travel					
Vendor Start Up Costs					
Vendor Up-Front Moneys					
Vendor Computer Services					
Vendor On-Site Consultant Payroll Costs					
Vendor On-Site Consultant Benefit Costs					
Vendor Support Costs					
Vendor Insurance Casts					
Vendor Promotional Supply Costs					
Vendor Operational Costs					
TOTAL	\$	\$	\$	\$	\$
Food Items Covered by Contract					
Food Purchasing & Specifications					
Processing of Invoices					
Payment of Invoices					
USDA Commodity Handling Charges					
USDA Commodity Processing Charges					
TOTAL	\$	\$	\$	\$	\$
Personnel and Labor					
Direct Support Costs					
Foodservice Employee Wages					
Vendor Employee Wages					
School District Payroll Taxes					
School District Fringe Benefits & Insurance					
Preparation of School District Payroll					
Processing of School District Payroll					
School District Workers Compensation					

	Current Program Costs	Proposed Costs			
		Vendor A		Vendor B	
		District	Vendor	District	Vendor
Negotiations with Bargaining Unit					
County Health Requirements					
Staff Development					
Conference Travel					
TOTAL	\$	\$	\$	\$	\$
Additional Items					
Smallwares, Original Purchase for Operation					
Smallwares, Replacement during Operation					
Capital Expenses, Original Expenses					
Capital Expenses, Replacement during Operation					
Telephone, local					
Telephone, Long Distance					
Removal of Trash & Garbage from Kitchen					
Removal of Trash & Garbage from Premises					
Products of Public Liability Insurance					
TOTAL	\$	\$	\$	\$	\$
Supplies/Other					
Detergent, Cleaning Supplies, Specifications					
Paper Supplies & Specifications					
Menu Paper and Printing					
Postage					
Taxes/Licenses					
Pest Control					
Laundry					
Uniforms					
Utilities					
Office Supplies					
Security					
TOTAL	\$	\$	\$	\$	\$
Cleaning					
Equipment and Hoods					
Vent from Hoods to Outside					
Floors					
Walls					
Ceiling and Fans					

	Current Program Costs	Proposed Costs			
		Vendor A	Vendor B		
		District	Vendor	District	Vendor
Light Fixtures					
Tables and Chairs					
Rest Rooms					
TOTAL	\$	\$	\$	\$	\$
Energy	\$	\$	\$	\$	\$
Repairs					
Vehicles					
Building Maintenance					
Cafeteria Equipment – large					
TOTAL	\$	\$	\$	\$	\$
Accountability of Federal and State Requirements					
Cash Collection					
Daily meal Sales					
Meal Count					
Menu Production Records					
Meal Applications					
Reimbursement Claims					
Commodity Accountability					
Yearly Program Renewal Requirements					
Federal Review					
Audit Trail for All Program Requirements					
Non-Compliance Fiscal Action					
TOTAL	\$	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$	\$