

Cafeteria Services Report

School Year \_\_\_\_\_

Please type information:

SCHOOL \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

1. Student Enrolment (September 30<sup>th</sup>) \_\_\_\_\_

2. Cafeteria Operator:  
Commercial Company \_\_\_\_\_

School-Operated \_\_\_\_\_

**ONLY COMPLETE THE FOLLOWING QUESTIONS IF YOU HAVE A SCHOOL-OPERATED CAFETERIA:**

3. Briefly outline the administrative and managerial structure. Please note the number and participation of staff, students, and paid employees.

4. Please attach a menu/price list using the following format:

a) 8 ½ x 11 Punched paper (3 ring)

b) Headings as below

Item	Size	Price
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5. If the “constitution” or “administrative guideline” has been amended, please submit a current copy.

6. a) Attach a profit/loss statement for the last complete school year including PST/GST records.

b) Attach a statement of current reserve fund balance and detail any expenditure from this fund since completion of this report last year.

c) Attach a statement of equity including a record of the distribution of funds generated by cafeteria operations.

Please return this report to the Superintendent of Operations on or Before October 31<sup>st</sup>.

Principal’s Signature \_\_\_\_\_

Date of Report \_\_\_\_\_