

# Receipts

Child Nutrition Council of Manitoba



**Copy and submit all receipts with your Year-End Report.** Clearly mark all purchases made with Child Nutrition Council of Manitoba (“the Council”) dollars.

## Approved expenditures for Council grant dollars:

- ❑ At least 80 percent of your total annual grant is meant for food and beverage purchases.
- ❑ At most, you may use up to 20 percent of your total annual grant (or \$500, whichever amount is less) for cleaning products, food delivery, small kitchen equipment, and/or supplies such as disposable bowls, spoons, and napkins if required.

## Special one-time purchases:

- ❑ If you have a 1-time purchase (such as a kitchen appliance) that will cost more than 20 percent of your grant (or \$500, whichever amount is less), email a detailed request to [info@childnutritioncouncil.com](mailto:info@childnutritioncouncil.com).
- ❑ Be sure to keep all receipts to submit with your Year-End Report.

### Why does our school need to keep our receipts from grocery purchases? What do you do with them?

Registered dietitians review grocery receipts that schools submit. This gives us an idea of what types of snack, breakfast, or lunch items you purchase for your nutrition program. This helps us learn what type of food the students at your school are able to access. Our dietitians provide feedback and have discussions with program staff/volunteers to see how we can better provide support. The receipts also help us learn new ideas to share with other schools who may have challenges purchasing nutritious food.

Our staff may ask to view your receipts when they come for a site visit, or we may ask you to send your receipts to our office in the mail/by email. Council staff will let you know when and how to submit your receipts. Our goal is for our staff to provide you with an itemized report about your receipts at least every two years.