

# Receipts

Itemized program receipts are to be submitted at the end of each school year with your Year End Report.



## How to Submit Program Receipts

- Clearly mark all purchases made with Child Nutrition Council of Manitoba dollars.
- Itemized store receipts are required (supplementary documents such as transaction statements or credit statements can be submitted for additional clarification).
- Ensure receipts can be read after photocopying. For example: avoid submitting cut off or blurred sections and ensure text can be read (not too light).
- All receipts should include clear naming of products purchased. For example *2% white milk*, not *dairy product* or *oranges*, not *produce*.
  - It may be possible to work with your distributor to get a more detailed list of products purchased.
  - Additional information can be added manually to receipts to help describe the product.

## 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:

- Under special circumstances programs may request approval to use their grant to purchase equipment such as a kitchen appliance. Please contact us at [info@childnutritioncouncil.com](mailto:info@childnutritioncouncil.com) for more information.
- Once approved, be sure to keep all receipts to submit with your Year-End Report.

### Why Submitting Itemized Receipts is Required

Registered dietitians review all receipts that are submitted. 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.