



# Income and Expenditure Report

## Part 1

### Please state your School Meals Programme

School meals reference number:

Income and Expenditure Report for the 2016/2017 School Year.

## Part 2

### Income

School Meals Allocation for the 2016/2017 School Year:

€ , .

Income from any other source:

(Please state source & amount)

€ , .

Total Income:

€ , .

## Part 3

### Expenditure (per month)

Food items to be listed only

September:

€ , .

October:

€ , .

November:

€ , .

December:

€ , .

January:

€ , .

February:

€ , .

March:

€ , .

April:

€ , .

May:

€ , .

June:

€ , .

Additional months to be used only by organisations operating outside the standard school term.

July:

€ , .

August:

€ , .

## Part 4

### Total Expenditure

Total expenditure:

€ , .

Surplus/Deficit entering the 2017/2018 School Year:

€ , .

## Please Note

Please forward receipts for food items purchased in March 2017 along with this form. The Treasurer must witness the signature of the person who completed Part 5.

### Part 5

### Please complete this declaration

Name and address of  
School / Organisation:

Name:

Position held:

Organisation Number:

### Declaration (this must be signed by the person named in Part 5)

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department and that I may be prosecuted. I declare that I am operating within the criteria of the scheme and I undertake to immediately advise the Department of any change in circumstances which may affect the school's/organisation's entitlement.

Signature (not block letters)

Position held by me

Date:

Witness: Treasurer signature (not block letters)

Date:

**Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.**

**This completed Income and Expenditure Report should be sent to:**

#### School Meals Programme

Department of Social Protection  
College Road  
Sligo

If you have any questions, please contact School Meals Section at the address above or telephone: 071 91 38625 or 071 91 38638.

#### Data Protection Statement

**The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.**

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.