

Ohio Child and Adult Care Food Program **ANNUAL INVENTORY REQUIREMENTS**

CACFP sponsors, who prepare any meals or snacks, are required to only record an **ANNUAL INVENTORY** and determine its monetary value. Sponsors that vend all meals and snacks are not required to keep inventory records.

An annual inventory is an itemized listing of unopened food and non-food supplies that are on hand at the end of the fiscal year (September 30). Inventory represents money in the form of previously purchased food and non-food supplies. The dollar value of inventoried items must be included in the determination of the food and non-food costs incurred at the end (September 30) and beginning (October 1) of the fiscal year. When annual inventory procedures are followed, the actual cost of food and non-food supplies used in the fiscal year can be determined.

ANNUAL INVENTORY: To complete annual inventory requirements, an actual count of food and food related non-food items left on hand is only taken at the end of each fiscal year, September 30. Attached are the required annual inventory and monthly food/non-food cost worksheets. Please copy these forms as needed.

Center Name:

Signature:

date:

OHIO CACFP – FOOD INVENTORY RECORD – FORM 1

For required ANNUAL inventory: Record inventory September 30 th each year using this form. Make additional copies as needed.			Date Inventory Recorded:	
			Month_____/Day_____/Year_____	
(A) ITEM	(B) SIZE AND DESCRIPTION (can, bag, case, lb.)	(C) NO. ON HAND	X (D) UNIT COST	= (E) TOTAL COST
Example Green Beans	Example 1lb. can, French Style	Example 6	Example .89	Example \$5.34
Example Cheerios cereal	Example 16 oz. box	Example 5	Example 2.69	Example \$13.45
		TOTAL FOOD (F-1) = \$		

OHIO CACFP – NON-FOOD INVENTORY RECORD – FORM 2

For required ANNUAL inventory: Record inventory September 30 th each year using this form. Make additional copies as needed.			Date Inventory Recorded:	
			Month_____/Day_____/Year_____	
(A) ITEM	(B) SIZE AND DESCRIPTION (can, bag, case, lb.)	(C) NO. ON HAND	X (D) UNIT COST	= (E) TOTAL COST
Example: Paper Cups	Example Solo 8 oz. cups – sleeve(30ct)	Example 6	Example 1.79	Example \$10.74
Example: Dawn dish detergent	Example 12 oz. bottle	Example 2	Example 1.99	Example \$3.98
		TOTAL FOOD (F-2) = \$		