



UNITED TOWNSHIP

HIGH SCHOOL DISTRICT 30

To: Board of Education
From: Janice Roome, Comptroller
CC: Dr. Jay Morrow, Superintendent; Scott Ringberg, Food Service Director
Date: July 21, 2025
Re: Permission to write off negative student meal account balances

Background Information

In July 2024, we received a donation to pay off all negative student meal account balances at June 30, 2024. The amount was \$3,639.41. Since implementation of the Community Eligibility Provision under which all students receive free meals, the amount of negative meal balance accounts has remained small.

Administrative Considerations

At June 30, 2025, there were 166 negative meal balance accounts with a total balance of \$321.62. No individual student account exceeds \$5.65. Mr. Ringberg has explained that most of these result from a student taking an extra food item without funds in their account to pay for it.

Options Considered

Since the balances are numerous but small, it is most efficient and cost effective to write them off at the end of each year so the recordkeeping remains manageable.

Fund Source

Education Fund - food service budget

Recommendation

We recommend the Board of Education approve the write off negative student meal account balances at June 30, 2025.