

# Skyward Nutrition Services Year End

## Last Day Secondary School – June 1, 2018

We recommend you make parents aware  
payments on the last day of school will only be accepted up to 12:00 noon.

Clerks **must** come into Nutrition Services Office for Year-end, June 1, 2018.

Please plan sufficient time to complete the following steps:

- Please check with your school office to be sure someone will be available to sign checks the last day of school.
- No lunch account payments can be made after 12:00 noon** (no exceptions). All payments and purchases must be in Skyward by noon. **Advise office to inform parents trying to make payment to please use eFunds after 12:00 noon.**
- Breakfast served only (if you are a breakfast school)
- Run **Total Inactive Account Deficit Report** and **Total Account Deficit Report for 9<sup>th</sup> or 12<sup>th</sup> grade** and take a copy of these reports to your school office so the check can be prepared.
  - After uncollectable deficit total check is issued, school clerk must apply payment to the active 9<sup>th</sup> or 12<sup>th</sup> grade deficits and inactive student deficit accounts so account balance is zero.
  - Lunch clerks run the following reports:
    - Refunds (even if report shows no activity)
    - Adjustments (even if report shows no activity)
    - Payment Total Report
    - Total Inactive Account Deficit Report
    - Total Active Account Deficit Report
    - Total Active Account Deficit Report for 9th grade (if middle school) with deficit amounts
    - Total Active Account Deficit Report for 12th grade (if high school) with deficit amounts
- 12:30 ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- Take all of the following to **Nutrition Services by 1:30 p.m.**
  - All above listed reports
  - Bring to Nutrition Services:** Copy of check written to Nutrition Services for the uncollectable deficit totals at your school. (Uncollectable Deficits = Total Inactive Account Deficits + Total Active 9<sup>th</sup> or 12<sup>th</sup> grade deficits depending on the level of school you are in) and **the check for all of June lunch payments received at your school**
  - Please sign the Close Out Sheet at Nutrition Services office**

If you have any questions, please call Lori Nichols at Nutrition Services 801-567-8767