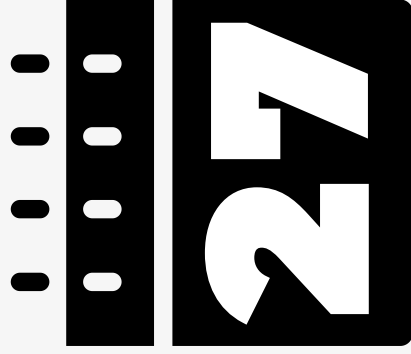


Monthly Reporting



Monthly Inventory Report (MIPR)

- CSFP reports are due two days after final distribution or by the 27th of the month; Whichever comes first
- Send to monthlyreports@unitedfoodbank.org
- All Link2Feed data must be entered correctly and completely prior to turning in MIR

The MIR tracks inventory and will allow United Food Bank to see how much food partner agencies are able to distribute in order to appropriately allocate food quantities to all agencies and ensures agencies are distributing food by following FIFO (lowest box # first).

Site Name: _____
 Agency #: _____
 Reporting Month: _____
 Reporting Year: _____

	AMOUNT	
	Box #	Box #
1.) Total Boxes Delivered/ Leftover from Last Month:		
2.) Total Boxes Signed for by Client in Current Month:		
3.) Total Cheese Delivered/ Leftover from Last Month:		
4.) Total Cheese Signed for by Client in Current Month:		
Remaining Inventory at Month's End		
5.) Number of Boxes on Site:		
6.) Number of Cheese on Site:		
Lost/ Extra Product		
7.) Number of Lost/ Extra Boxes:		
8.) Number of Lost/ Extra Cheese:		

Provide an explanation of any lost or extra product below:

Note: Inventory is defined as Number of Boxes or Number of Cheese
 *You must do a physical count of your remaining inventory of CSFP items at the end of each month.

PRINT NAME _____ Date _____

In order to maintain inventory, this document must be received within 2 days after last distribution for the month

CSFP MONTHLY INVENTORY REPORTING INSTRUCTIONS
 Inventory and Link2Feed statistics reports must be submitted no later than the 27th of the month.

Requested Information	Instructions for Requested Information
1. Total Boxes Delivered/ Leftover from Last Month	Enter the total number of boxes received in the reporting month, along with any boxes leftover from the previous month. When receiving a delivery, physically count all boxes received and ensure that it matches the total number on your invoice.
2. Total Boxes Signed for by Client in Current Month	Total number of boxes that clients signed for. Example, SMFBA delivered 26 boxes for 26 participants. Only 24 clients signed for their boxes. Enter "24" in this space. If no boxes were delivered, but boxes from previous month(s) were signed for, enter "0" in total boxes delivered and "x" number of boxes signed for in this space.
3. Total Cheese Delivered/ Leftover from Last Month	Enter the total number of cheese received in the reporting month, along with any cheese leftover from the previous month. When receiving a delivery, physically count all cheese received and ensure that it matches the total number on your invoice.
4. Total Cheese Signed for by Client in Current Month	Total number of cheese that clients signed for. Example, SMFBA delivered 26 boxes of cheese for 26 participants. Only 24 clients signed for cheese. Enter "24" in this space. This number may exceed total cheese delivered if cheese from previous month(s) are signed for.
5. Number of Boxes on Site	Physically count the number of boxes that your clients did not pick up for the distribution month that just ended. Enter that number here. If any CSFP boxes were received after your distribution, include that number in your count.
6. Number of Cheese on Site	Physically count the number of cheese that your clients did not pick up for the distribution month that just ended. Enter that number here. If any cheese were received after your distribution, include that number in your count.
7. Number of Lost/ Extra Boxes	Report any lost, damaged or extra boxes. An explanation of any lost, damaged or extra boxes must be provided.
8. Number of Lost/ Extra Cheese	Report any lost, damaged or extra cheese. An explanation of any lost, damaged or extra cheese must be provided.
If there was product loss, please describe the situation:	Describe what happened to the box or cheese that was considered a loss.

Note: Inventory is defined as # of Boxes or # of Cheese.
 Please contact your Agency Services Specialist if you have any questions about this form.

Step 1: Include your agency name/number and reporting month/year

Step 2: Complete the current month's distribution table

Step 3: Complete the Remaining Inventory at end of the month table

Step 4: Complete Lost/Extra product table

Step 5: Sign and Date

The image shows a screenshot of the 'ST. MARY'S FOOD BANK COMMODITY SENIOR FOOD PROGRAM (CSFP) DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)' form. The form includes fields for 'Site Name', 'Agency #', 'Reporting Month', and 'Reporting Year'. It features two tables: 'Current Month's Distribution' and 'Remaining Inventory at Month's End', both with columns for 'Box #' and 'AMOUNT'. Below the tables are sections for 'Lost/Extra Product' and a note defining 'Inventory'. At the bottom, there are fields for 'PRINT NAME' and 'Date'. Five black arrows point from the text on the left to the corresponding sections of the form: Step 1 points to the header information; Step 2 points to the 'Current Month's Distribution' table; Step 3 points to the 'Remaining Inventory at Month's End' table; Step 4 points to the 'Lost/Extra Product' section; and Step 5 points to the signature and date fields.

CSFP
COMMUNITY SENIOR FOOD PROGRAM (CSFP)
DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)

ST. MARY'S FOOD BANK
COMMUNITY SENIOR FOOD PROGRAM (CSFP)
DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)

Site Name: _____ Reporting Month: _____
Agency #: _____ Reporting Year: _____

	Box #	Box #	Box #
Current Month's Distribution			
1.) Total Boxes Delivered/ Leftover from Last Month:			
2.) Total Boxes Signed for by Client in Current Month:			
Remaining Inventory at Month's End			
3.) Total Cheese Delivered/ Leftover from Last Month:			
4.) Total Cheese Signed for Client in Current Month:			
Lost/ Extra Product			
5.) Number of Boxes on Site:			
6.) Number of Cheese on Site:			
7.) Number of Lost/ Extra Boxes:			
8.) Number of Lost/ Extra Cheese:			

Provide an explanation of any lost or extra product below:

Note: Inventory is defined as Number of Boxes or Number of Cheese
*You must do a physical count of your remaining inventory of CSFP items at the end of each month.

PRINT NAME _____ Date _____

In order to maintain Inventory, this document must be received within 2 days after last distribution for the month

Report Steps

	Current Month's Distribution			AMOUNT		
	Box #	Box #	Box #	Box #	Box #	Box #
1.) Total Boxes Delivered/ Leftover from Last Month:						
2.) Total Boxes Signed for by Client in Current Month:						
3.) Total Cheese Delivered/ Leftover from Last Month:						
4.) Total Cheese Signed for by Client in Current Month:						

- By box number enter all boxes that were distributed in the current reporting month on line 2.
- Count the physical inventory for the cheese loaves that were delivered/leftover and note on line 3.
- Write in all cheese distributed in reporting month on line 4.

Report Steps

Remaining Inventory at Month's End				
Box #	Box #	Box #	Box #	Box #
5.) Number of Boxes on Site:				
6.) Number of Cheese on Site:				

- Looking at the remaining end of month inventory, write all the box numbers that remain in your inventory:
 - Count the physical inventory of each individual box number and record on line 5
 - Count the physical inventory of the remaining cheese loaves on site and record on line 6

Report Steps

Lost/ Extra Product		Box #	Box #	Box #	Box #
7.) Number of Lost/ Extra Boxes:					
8.) Number of Lost/ Extra Cheese:					

Provide an explanation of any lost or extra product below:

- If any boxes were lost/extra, record by the box number:
 - Count the number of each box number that was lost / extra and record on line 7 (+/-).
 - If any cheese is lost/extra record on line 8 (+/-).
- Provide an explanation as to why there were any losses or extra product.

	AMOUNT		
	Box # 146	Box # 147	Box # 148
Current Month's Distribution			
1.) Total Boxes Delivered/ Leflover from Last Month:	10	90	20
2.) Total Boxes Signed for by Client in Current Month:	10	80	0
3.) Total Cheese Delivered/ Leflover from Last Month: 60 - 25 L/O			
4.) Total Cheese Signed for by Client in Current Month: 80			
Remaining Inventory at Month's End			
Box # 147	Box # 148	Box #	Box #
5.) Number of Boxes on Site:	10	20	
6.) Number of Cheese on Site:	5		
Lost/ Extra Product			
7.) Number of Lost/ Extra Boxes:	Box #	Box #	Box #
8.) Number of Lost/ Extra Cheese:			

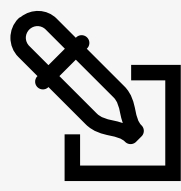
Provide an explanation of any lost or extra product below:

Make notes if any lost or extra boxes/cheese recored on lines 7 or 8.

Note: Inventory is defined as Number of Boxes or Number of Cheese
 *You must do a physical count of your remaining inventory of CSFP items at the end of each month.

Awesome John **9/27/2021**
 PRINT NAME Date

In order to maintain inventory, this document must be received within 2 days after last distribution for the month



Example

This is how your completed report will look.
 Total boxes given out (line 2) and total cheese given out (line 4) should match your link2feed statistics report.

For the reporting month:

All inventory carried over from previous month + received in current month - distributed to clients = ending inventory.

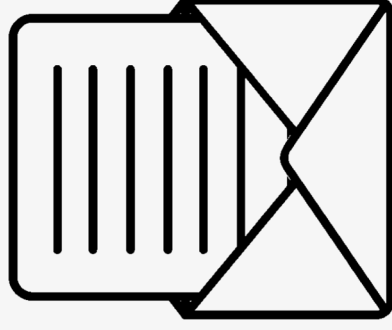
Physical count and Link2Feed numbers should support each other.

Double Check MIR to Link2Feed
Statistic Report



Email to

monthlyreports@unitedfoodbank.org



On Delivery Day

- Compare delivery with invoice--mark any inconsistencies and notify Karen Scoggins
- Sign and date the invoice
- Store CSFP separate from other food and label with CSFP and the date

After Last Distribution of the Month

- Fill out MIR using delivery invoices and **physically counting** remaining inventory
- Email report to monthlyreports@unitedfoodbank.org by the 27th of the month

Monthly Checklist

