

**February 15, 2010**

**REQUEST FOR PROPOSAL  
Management Services**

**Due Date: 2:00 p.m. Thursday, March 18, 2010**  
**Cherry Marketing Institute**  
**12800 Escanaba Drive**  
**Dewitt, Mi 48820**

**If Mailing: 11:00 a.m. to address listed on page 3.**

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## I. INSTRUCTION TO VENDORS

### Scope

The School Nutrition Association of Michigan (SNAM) is requesting proposals from all interested parties to provide Management services for SNAM for a two (2) year term, with SNAM having the option to extending the agreement for a period of time in one year increments for a period of not more than three (3) additional years. The option is in the sole and exclusive discretion of the SNAM Board. The scope of the work includes, but is not limited to providing; a full range of Management services as described later in this document.

### Proposal Process

1. Proposal must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal. Proposals must be received by mail to address below by 11:00 a.m. or delivery, by 2:00 p.m local time on Thursday, March 18, 2010. You must submit one (1) signed original and two (2) copies of the proposal along with the Signature Page (page 14) and Certificate of Insurances. Any proposal received after the time stipulated will not be considered, but will be rejected and returned unopened to the Vendor. Proposals received by facsimile transmissions or electronic mail will not be considered valid unless also received by mail or delivery by the deadline.
2. Address Proposals to:  
  
Clarkston Community Schools  
Nutrition Department  
6595 Waldon  
Clarkston, MI 48346  
Attn: Janet Allen
3. Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, names of the Providers and the bid amount will be read aloud.
4. The pre-proposal conference will be held at 11:00 a.m. on March 3, 2010, at Cherry Marketing Institute offices at 12800 Escanaba Drive, Dewitt, MI 48820. This conference will be the only pre-proposal meeting held for the benefit of the Providers. Individual pre-proposal meetings will not, under any circumstance, be scheduled for alternate dates or times. All Providers are encouraged to attend the scheduled conference.
5. Before submitting a proposal, each Provider shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Provider from the obligation to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Agreement.

6. Questions concerning this RFP should be submitted in writing and received by 11 a.m. on February 26, 2010. Answers to the questions received by the deadline will be provided in writing at the pre-proposal conference.
7. Please contact Janet Allen at (248) 623-8001 if your company intends to be present at the pre-proposal conference. Please indicate the number of people from your company who will be attending the pre-proposal conference.
8. Since impromptu questions will be permitted at the pre-proposal conference and spontaneous answers provided, Vendors should clearly understand that the only official answer or position of SNAM is the one stated in writing. After the conference, all prospective Vendors that received an RFP will receive answers to the questions and requests for clarification in written form.
9. The agenda for the pre-proposal conference on March 3, 2010 at 11:00 a.m. is as follows:
  - Meeting to be held at Cherry Marketing Institute offices at 12800 Escanaba Drive Dewitt, MI 48820. Questions that were received by Friday, February 26, 2010 at 11a.m. will be answered in writing.
  - Meeting to answer any additional questions and give answers.
10. Telephone inquiries will not be accepted. All questions and requests for clarification made after the pre-proposal meeting must be put in writing and submitted to, Janet Allen, Nutrition Department at 6595 Waldon, Clarkston, MI 48346, no later than March 8, 2010. All interpretations requested will be answered in writing and will be sent to all prospective Providers that received an RFP.
11. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify Janet Allen of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have received this RFP from Janet Allen. The Provider is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
12. Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Provider, shall be included in the proposal.
13. All written responses on behalf of SNAM will become part of this RFP. No allowance will be made after proposals are received for oversight, omission, error or mistake by the Provider.
14. All proposals and any accompanying documents become the property of SNAM and will not be returned.

16. SNAM will not be liable in any way for any costs incurred by Providers in the preparation of their proposals in response to this RFP nor for the presentation of their proposals and/or participation in any discussions or negotiations.
17. Procurement Timetable: The following projected timetable should be used as a working guide for planning purposes. SNAM reserves the right to adjust this timetable as required during the course of the RFP process.

Issue Request for Proposal	2/15/2010
Pre-Proposal Meeting	3/03/2010
Final Questions Accepted	3/08/2010
RFP Due Date	3/18/2010 by 2:00 p.m.
Bid Opening	3/18/2010 by 2:00 p.m.
Notice of Awards (Selection)	5/01/2005

Contract execution will occur 1<sup>st</sup> day of August 2010.

18. SNAM reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate.
19. Receipt of proposal materials by SNAM or submission of a proposal to SNAM offers no rights against SNAM nor obligates SNAM in any manner.
20. SNAM reserves the right to waive minor irregularities in proposals. Any such waiver shall not modify any remaining RFP requirements or excuse the Provider from full compliance with the RFP specifications and other contract requirements if the Provider is awarded the contract.

### **Proposal Format:**

Your proposal format should include:

1. Name, address, principle place of business, and telephone number of legal entity with whom the Agreement is to be written.
2. Name, address, and telephone numbers of principle officers (President, Vice President, Treasurer, Chairperson of the Board of Directors, CEO, CFO, etc.)
3. Legal Status of the Provider and year entity was established.
4. Federal employer ID number.
5. Name of primary contact.
6. Proof of insurance coverage submitted on Provider's Certificate of Insurance Form.

7. Letter of Transmittal - (a formal letter from the Provider prepared in standard business format. It should be brief and signed by a person who is authorized to commit the Provider's organization to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP).
8. An Executive Summary - (provides a high-level description of the Provider's ability to meet the requirements of the RFP with pertinent information relative to the firm's background, expertise and qualifications to accomplish all tasks set forth in this RFP).
9. A detailed list of other organizations similar to SNAM that the Provider services or has served (e.g., organizations name, contact, position, address and telephone number of the facility, length of time served, dates served and nature of services provided).
10. Identification of at least three (3) organizational references, including the contact name and telephone number and type of organization.
11. A clear statement indicating the Provider's ability and agreement to begin full operation for SNAM no later than Monday, August 2, 2010 if selected as the successful Provider.
12. Financial statements for two (2) fiscal years of the Provider, including balance sheet, income statement and a statement of cash flow.
13. An officer of the Provider who is legally authorized to obligate the Provider to a contract must sign proposals.

### **Evaluation of Proposals and Award**

1. SNAM, at its sole discretion, shall determine whether particular Providers have the basic qualifications to conduct the desired management services for SNAM. In determining whether a Vendor possess the basic qualifications to operate, SNAM may consider the following: (a) Provider's general reputation for performance and service; (b) Provider's longevity of service (number of years) and previous experience in operation; (d) Provider's financial condition.
2. Proposals will first be examined to eliminate those that are clearly non-responsive to stated requirements.
3. Award shall be made to the most responsible Provider whose proposal is determined to be the most advantageous to SNAM taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between SNAM and the Provider.

4. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
5. SNAM reserves the right to accept or reject in part or in whole any or all proposals submitted.
6. SNAM reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Provider's price contained in the proposal.
7. SNAM reserves the right to negotiate further with the successful vendor. The content of the RFP and the successful Provider's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
8. By submission of proposals pursuant to this RFP, Providers acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
9. A proposal in response to an RFP is an offer to contract with SNAM based upon the terms, conditions, and scope of work and specifications contained in the RFP.
10. If the selected Vendor fails to sign and return the Contract Documents within 10 days following the receipt thereof, SNAM may annul the award. Upon annulment of the award as aforesaid, SNAM may then award the contract to the next highest ranked Provider. SNAM retains the right not to make any subsequent award.
11. All Providers, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and will abide by the terms and conditions thereof.
12. SNAM has the right to use, as SNAM determined to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP, the proposal and the contract.
13. Providers must submit proposals that are complete, thorough and accurate. Brochures and other similar material may be attached to the proposal.
14. All proposals must be valid for 60 days from the proposal submission date.
15. Proposals received after the specified date and time for proposal submission shall not be accepted and will be returned unopened.

## **Background and General Information**

The School Nutrition Association of Michigan (SNAM), a 501 (c)(6) organization, is a group of dedicated individuals from around the State of Michigan with a membership of around 1600 persons. Our Membership is made of individuals representing all areas of School Food Service, whom share the ideas and beliefs of the importance of child nutrition in the State of Michigan and throughout the world.

### **SNAM ORGANIZATIONAL OBJECTS AND PURPOSES**

**Mission:** To provide resources to advance good nutrition for Michigan's children.

The purpose or purposes for which the corporation is organized are:

1. Promote the optimal health, nutrition and education of all children; support nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
2. Promote high standards for child nutrition and school community nutrition with emphasis on nutritionally adequate meals which are appealing to children.
3. Promote united efforts between school personnel, allied organizations, industry and the public to assure every child an opportunity to receive the benefits of the child nutrition and nutrition education programs.
4. Promote high standards; provide appropriate educational programs, incentives and recognition for professional development of child nutrition personnel.
5. Promote research and development in child nutrition programs.
6. Promote the establishment of a national nutrition policy and legislation which provides optimal nutrition and nutritional education for children.
7. Promote the involvement of students and the school community in child nutrition programs.
8. Promote membership and provide services to members.

## II. SPECIFICATIONS

1. **Description of Services and Support:** Service Provider will take directions from the SNAM Executive Committee and will, in collaboration with the SNAM Executive Committee, establish annual goals and a program of work. The Service Provider will provide the following personnel services and support to SNAM during the term of this Agreement:
  - A. Provide a qualified Executive Director. To provide leadership and administrative support to SNAM, and to direct the support services being provided to SNAM under the terms of the Agreement.
  - B. Provide SNAM with permanent office space to house the personnel providing the services under this Agreement, and the furniture, computer equipment, telephone and fax systems, and general purpose software necessary for personnel to fulfill their responsibilities efficiently and effectively. Provide storage space for SNAM, to store historical records and other items as needed.
  - C. Personnel will be provided to deliver the following services for SNAM:

**Financial Services:** Services include the monitoring of checking accounts, maintenance of payable and receivable accounts, credit card processing services, assistance with budget planning, coordination of IRS returns and annual audit with external CPA, and submission of financial reports as may be required. The Provider will carry employee theft insurance for up to \$50,000 per employee. Accounting principles should include but, not limited to, account reconciliation on a monthly basis. This also includes assistance with monthly reports and any accounting questions. Provider will work with the SNAM Treasurer on investments and other information as requested by the Executive Committee. SNAM payable accounts are established so the co-signatures of two of the Provider's principals are required for all payables and investments.

**Membership Services:** Services include coordinating with School Nutrition Association (SNA) to include, but not limited to, maintenance of member database, printing and distribution of membership labels or lists, and membership reports. Assistance will also be given to SNAM's Membership Committee to develop ways in which to promote growth.

**Publication Services:** Services include:

- Editing, design, layout and print coordination of two (2) magazines and three (3) newsletters.
- Pre-conference brochures, on-site brochures, name badges, exhibitor packets
- One Industry seminar brochure
- Industry Social brochures
- Leadership training brochures
- Leadership directory (web only)
- Industry membership form
- Industry sponsorship letter

\*All of the above will be made available in electronic format.

**Exhibit and Trade Shows:** Services include management of exhibits/trade shows planning and operation, promotion, sale of exhibit space, and financial planning and reporting. Contracting with (pipe and drape) display, electricity, etc.

**Meeting and Convention Services:** Services include strategic development and meeting planning with SNAM conference committee or organization officer, meeting set-up and coordination, meeting attendance and participation, pre-registration (data entry, collection of fees, credit card processing), on-site registration services, and collection of fees and/or payment for service vendors. Send representatives to all meetings as requested by the executive committee. Plan room, meal, a/v, and overnight/travel arrangements for all, if requested. Provide staff for on-site conference and trade show support as needed and agreed to by the Executive Committee.

**Certification:** Services include certification processing, certification renewals, CEU updates, certification card mailings, certification renewal billing, certification certificates and yearly CEU statements for the 2010-2011 year only.

**Web Site:** Design, maintenance and updates of the SNAM web site and listserves as needed. Changes will be made within 2 working days for pages currently developed. Provider will work with Communications chair and executive committee on changes and future developments.

3. **Standard for Services:** The Provider will ensure, their employees, shall perform the services in a competent and professional manner in accordance with the usual and customary standards for professional organizations.

4. **Miscellaneous Office Expenses:** The Provider will bill SNAM for miscellaneous office expenses that are not incurred as normal daily business operation. Office expense invoices are due and payable within ten days
5. **Transportation Expenses:** SNAM shall reimburse the Provider for the actual amount of approved expenses incurred by the Provider for air and ground travel, hotel, and miscellaneous travel expenses incurred by employees of the Provider while on SNAM business. Automobile travel reimbursement by SNAM to the Provider shall be at the approved as stated in the SNAM Policy & Procedure Manual. The Executive Committee of SNAM shall approve all employee travel outside the State of Michigan on behalf of SNAM in advance.
6. **Independent Contractor:** In the performance of all services, duties, and obligations under this Agreement, the Provider is at all times acting and performing as an independent contractor providing management services to SNAM. The sole interest and responsibility of SNAM is to assure that the services covered by this agreement are performed in a competent, efficient, and satisfactory manner. The Provider shall have full control and direction over the methods by which it performs such work, duties, and obligations.
7. **Salaries, Benefits, and Employee Taxes:** The Provider shall be responsible for the payment of all expenses related to the employment of their staff, including but not limited to: (1) salary; (2) bonuses; (3) health, disability, life, and any other insurance; (4) retirement programs; and (5) all applicable withholding, employment, and/or other taxes. SNAM shall not be responsible for paying or withholding any amounts for unemployment insurance, disability, FICA, State and Federal income and payroll taxes, or for any other purpose related to personnel employment.
8. **Legal Action Related to Employment:** SNAM shall be held harmless by the Provider in any legal action related to conditions or terms of employment by the Provider brought about by a Provider employee or by any other interested party.
9. **Nondisclosure of Confidential Information:** During the term of this Agreement and at all times thereafter, the Provider shall not impart to anyone any proprietary and confidential information which the Provider may acquire, directly or indirectly, in the course of the Providers engagement by SNAM, except as specifically authorized by SNAM or under compulsion of law. For purposes of this paragraph, all non-public information relating to SNAM that the Provider obtains in performing its obligations under this agreement shall be treated as proprietary and confidential.
10. **Notice:** Any notice to the Provider under this Agreement shall be in writing and shall be delivered by hand or sent to the President of the Provider by registered or certified United States mail at the Provider office address. Any notice to SNAM under this Agreement shall be delivered by hand or sent to the President of SNAM by registered or certified United States mail at the President's address.

- 11. Copyrights and Patents:** The Provider agrees that any copyright or patent secured in connection with the publication of materials or discoveries made as a result of the services performed under this Agreement shall be the sole property of SNAM.
- 12. Ownership of Records:** SNAM shall retain ownership of both hard copy and computer data files of all SNAM business records and databases developed by the Provider under the terms of this Agreement. The Provider will furnish information annually to the SNAM President on the location and content of SNAM files.
- 13. Assignment:** The Provider may not assign or transfer this agreement, any interest therein or claim hereunder without the prior written approval of both parties.
- 14. Severability:** If any provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed stricken from this Agreement and the remainder of this Agreement shall remain in full force and effect. The parties shall negotiate in good faith to amend the Agreement to replace such stricken provision with a valid and enforceable provision which, as near as possible, accomplishes the original objectives of both parties.
- 15. Governing Law:** This Agreement is a Michigan Contract and shall be governed by the laws of the State of Michigan. In the event of a dispute, each party shall be responsible for their respective attorney fees.
- 16. Indemnification:** Both parties agree to indemnify and hold harmless the other party from and against all liability, loss, damage or expense, including reasonable counsel fees, which either party may incur or sustain by reason of the failure of the other party to fully perform and comply with the terms and conditions of this Agreement.
- 17. Employee Dishonesty Insurance:** Employees who handle SNAM funds, including the Executive Director, will be covered with employee dishonesty insurance up to \$50,000 per individual.
- 18. Amendments:** No change or modification of any part of this Agreement, including any change or modification to this paragraph, shall be valid unless it is in writing and signed by both the Provider and SNAM.
- 19. Default and Termination:** In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, SNAM may notify the Vendor of such default in writing.

Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Provider as the manager or, in the case of notice by the Provider, the President of SNAM or by mailing the same certified or registered mail to the address for the Provider in the proposal, or the address for SNAM President in the case of notice by the Provider.

Failure on the part of SNAM to notify the Provider of default shall not be deemed a waiver by SNAM of SNAM's rights on default of the Provider and notice at a subsequent time will have the same effect as if promptly made.

Upon receipt of notice of default from SNAM, the Provider shall immediately correct such default. In the event the Provider fails to correct the default to the satisfaction of SNAM, SNAM shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Provider of any liability to SNAM for damages sustained by virtue of any default by the Provider.

The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a ninety (90) day notice to the other party.

- 22. Conflict of Interest:** The bidder shall disclose and describe any business, financial, pecuniary or familial relationship existing between the Bidder (or any officer, agent, or employee of the Bidder) and any officer, employee, agent or board member of the School Nutrition Association of Michigan.

**SIGNATURE PAGE**

*This form must be returned, properly executed.  
Please use this page as a cover sheet for your bid proposal.*

In compliance with your request for bid proposals the undersigned proposes to furnish and deliver all labor, services, merchandise or materials in accordance with the accompanying descriptions, bid proposal form, and instructions to Providers.

I affirm this bid proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud; that no member of the SNAM Board, nor any officer is directly or indirectly interested in this bid or in the supplies, materials, work or services to which it relates, or in any portion of the profits thereof; that all prices herein are net and exclusive of all federal, state and municipal sales and excise taxes; that said bidder clearly understands that the School Nutrition Association of Michigan will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions.

-----  
Company: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of above \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_

Are you a small business?    Yes \_\_\_\_\_                      No \_\_\_\_\_

## School Nutrition Association of Michigan

### Profit & Loss Budget vs. Actual

August 2008 through July 2009

	<u>Aug '08 - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
15000 · Statewide Training	7,413.00		
50014 · Payment Late Fee (Invoice)	17.00		
90011 · Miscellaneous Income	897.70	1,100.00	81.61%
25011 · Donations	889.99	9,750.00	9.13%
50011 · Investment Income	1,277.02	500.00	255.4%
50012 · Credit Card Processing Fees	22.00	0.00	100.0%
10001 · 50/50 Raffle	638.00	700.00	91.14%
20001 · Advertising	26,063.75	20,000.00	130.32%
30001 · Certification Fees	1,845.00	2,000.00	92.25%
40001 · Course Fees	53,438.00	52,625.00	101.55%
50001 · Emporium Sales	220.00	1,500.00	14.67%
60001 · Grants	20,510.00	24,907.00	82.35%
70001 · Membership Dues			
71001 · SNA Membership Dues	8,504.00	3,000.00	283.47%
72001 · SNAM Membership Dues	25,174.00	19,000.00	132.5%
73001 · Industry Membership Dues	11,100.00	13,000.00	85.39%
<b>Total 70001 · Membership Dues</b>	<u>44,778.00</u>	<u>35,000.00</u>	<u>127.94%</u>
80001 · Registrations			
81001 · SNAM Members	38,934.00	47,500.00	81.97%
82001 · Other	301.00	0.00	100.0%
83001 · Non-members	4,479.00	2,500.00	179.16%
84001 · Industry	5,480.00	7,875.00	69.59%
<b>Total 80001 · Registrations</b>	<u>49,194.00</u>	<u>57,875.00</u>	<u>85.0%</u>
90001 · Sponsorship	29,485.83	25,275.00	116.66%
10000 · Trade Show Booths			
10100 · Electrical Services-Trade Show	2,000.00	0.00	100.0%
10200 · Kitchen Use for Trade Show	1,200.00	0.00	100.0%
10000 · Trade Show Booths - Other	50,900.00	79,200.00	64.27%
<b>Total 10000 · Trade Show Booths</b>	<u>54,100.00</u>	<u>79,200.00</u>	<u>68.31%</u>
11000 · Silent Auction	658.00	600.00	109.67%
12000 · Extra Meal Tickets	553.00	1,000.00	55.3%
13000 · Fundraising for Charity	165.00	0.00	100.0%
<b>Total Income</b>	<u>292,165.29</u>	<u>312,032.00</u>	<u>93.63%</u>
<b>Gross Profit</b>	292,165.29	312,032.00	93.63%
<b>Expense</b>			
56005 · Transfers Out	2,000.00		
25000 · Audio/Visual	3,150.45	5,500.00	57.28%
26000 · Bank Fees			
26100 · Bank Charges	183.04	1,000.00	18.3%
26200 · Credit Card Processing Fees	2,713.83	500.00	542.77%
<b>Total 26000 · Bank Fees</b>	<u>2,896.87</u>	<u>1,500.00</u>	<u>193.13%</u>
28000 · Emporium Inventory	0.00	1,000.00	0.0%

**School Nutrition Association of Michigan**  
**Profit & Loss Budget vs. Actual**  
August 2008 through July 2009

	<u>Aug '08 - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
29000 · Entertainment/Performance	3.94	1,800.00	0.22%
30000 · Equipment Rental	9,069.11	13,693.00	66.23%
31000 · Flowers/Decorations	243.24	500.00	48.65%
32000 · Gifts/Awards	7,956.81	1,600.00	497.3%
33000 · Lodging	6,740.25	13,402.00	50.29%
34000 · Management Commission	8,692.19	9,500.00	91.5%
35000 · Management Fee			
35100 · ETC - Management	93,120.00	93,120.00	100.0%
35200 · ETC - SWT Management	18,287.76	19,288.00	94.81%
35300 · GISD - SWT Management	5,516.64	5,516.68	100.0%
35000 · Management Fee - Other	1,000.00	0.00	100.0%
<b>Total 35000 · Management Fee</b>	<b>117,924.40</b>	<b>117,924.68</b>	<b>100.0%</b>
36000 · Meals	10,767.85	21,297.00	50.56%
37000 · Mileage Reimbursement	11,369.16	12,427.00	91.49%
39000 · Postage	7,676.31	9,927.00	77.33%
40000 · Printing	14,820.93	26,410.00	56.12%
41000 · Refunds	4,907.00	130.00	3,774.62%
42000 · Room Rental	7,520.00	150.00	5,013.33%
43000 · ServSafe Materials	-30.00	0.00	100.0%
44000 · Stipend	17,170.00	15,000.00	114.47%
45000 · Supplies	3,033.28	1,125.00	269.63%
46000 · SWT Manuals	21,980.98	22,596.32	97.28%
47000 · Telephone	2,087.08	2,000.00	104.35%
48000 · Transportation	2,513.18	5,400.00	46.54%
49000 · Website Server Fees	665.00	540.00	123.15%
50000 · Speaker/Presenter	-2,550.00	1,700.00	-150.0%
51000 · Insurance	1,537.50	940.00	163.56%
52000 · Accounting			
52100 · Federal Income Tax	238.00	1,000.00	23.8%
52000 · Accounting - Other	5,354.00	0.00	100.0%
<b>Total 52000 · Accounting</b>	<b>5,592.00</b>	<b>1,000.00</b>	<b>559.2%</b>
53000 · SNA Membership Dues	9,513.00	3,000.00	317.1%
53500 · Membership Dues - Miscellaneous	170.00	25.00	680.0%
54000 · SNA Conference Registrations	1,795.00	3,100.00	57.9%
55000 · Scholarships	140.54	1,500.00	9.37%
<b>Total Expense</b>	<b>279,356.07</b>	<b>294,687.00</b>	<b>94.8%</b>
<b>Net Income</b>	<b>12,809.22</b>	<b>17,345.00</b>	<b>73.85%</b>

**School Nutrition Association of Michigan**  
**Profit & Loss Budget vs. Actual**  
**August 2007 through July 2008**

	Aug '07 - Jul 08	Budget	% of Budget
<b>Income</b>			
90011 · Miscellaneous Income	288.96	0.00	100.0%
25011 · Donations	800.00	0.00	100.0%
50011 · Investment Income	853.48	2,500.00	34.1%
75011 · Petty Cash Returned from Event	0.00	0.00	0.0%
10001 · 50/50 Raffle	611.00	1,000.00	61.1%
20001 · Advertising	19,577.75	20,000.00	97.9%
30001 · Certification Fees	3,295.00	2,000.00	164.8%
40001 · Course Fees	52,541.00	65,000.00	80.8%
50001 · Emporium Sales	1,242.00	400.00	310.5%
60001 · Grants	10,000.00	10,000.00	100.0%
70001 · Membership Dues			
71001 · SNA Membership Dues	5,034.00	7,000.00	71.9%
72001 · SNAM Membership Dues	22,315.50	29,000.00	77.0%
73001 · Industry Membership Dues	13,675.00	18,750.00	72.9%
70001 · Membership Dues - Other	0.00	0.00	0.0%
<b>Total 70001 · Membership Dues</b>	<b>41,024.50</b>	<b>54,750.00</b>	<b>74.9%</b>
80001 · Registrations			
81001 · SNAM Members	47,315.00	50,125.00	94.4%
82001 · Other	510.00	0.00	100.0%
83001 · Non-members	2,175.00	2,000.00	108.8%
84001 · Industry	4,550.00	8,500.00	53.5%
80001 · Registrations - Other	2,400.00	0.00	100.0%
<b>Total 80001 · Registrations</b>	<b>56,950.00</b>	<b>60,625.00</b>	<b>93.9%</b>
90001 · Sponsorship	27,330.46	22,500.00	121.5%
10000 · Trade Show Booths			
10100 · Electrical Services-Trade Show	2,850.00	0.00	100.0%
10200 · Kitchen Use for Trade Show	2,100.00	0.00	100.0%
10000 · Trade Show Booths - Other	101,337.50	90,000.00	112.6%
<b>Total 10000 · Trade Show Booths</b>	<b>106,287.50</b>	<b>90,000.00</b>	<b>118.1%</b>
11000 · Silent Auction	965.00	600.00	160.8%
12000 · Extra Meal Tickets	812.26	600.00	135.4%
13000 · Fundraising for Charity	505.00	0.00	100.0%
<b>Total Income</b>	<b>323,083.91</b>	<b>329,975.00</b>	<b>97.9%</b>
<b>Expense</b>			
25000 · Audio/Visual	8,772.13	6,500.00	135.0%
26000 · Bank Fees			
26100 · Bank Charges	3,111.61	1,500.00	207.4%
26200 · Credit Card Processing Fees	356.82	500.00	71.4%
26300 · Returned Checks	0.00	100.00	0.0%
26000 · Bank Fees - Other	0.00	0.00	0.0%
<b>Total 26000 · Bank Fees</b>	<b>3,468.43</b>	<b>2,100.00</b>	<b>165.2%</b>
27000 · Curriculum Development			
27100 · General Development	0.00	2,500.00	0.0%
27200 · Media Replacement	0.00	1,000.00	0.0%
27300 · Other Curriculum	0.00	2,000.00	0.0%
27000 · Curriculum Development - Other	0.00	0.00	0.0%
<b>Total 27000 · Curriculum Development</b>	<b>0.00</b>	<b>5,500.00</b>	<b>0.0%</b>
28000 · Emporium Inventory	1,084.35	100.00	1,084.4%
29000 · Entertainment/Performance	300.00	2,500.00	12.0%
30000 · Equipment Rental	5,990.00	2,100.00	285.2%
31000 · Flowers/Decorations	55.75	300.00	18.6%
32000 · Gifts/Awards	5,348.07	4,680.00	114.3%
33000 · Lodging	11,032.14	16,550.00	66.7%
34000 · Management Commission	11,163.03	11,000.00	101.5%
35000 · Management Fee			
35100 · ETC - Management	97,626.36	97,000.00	100.6%
35200 · ETC - SWT Management	17,760.00	18,761.00	94.7%
35300 · GISD - SWT Management	5,364.00	5,364.00	100.0%
35000 · Management Fee - Other	0.00	0.00	0.0%
<b>Total 35000 · Management Fee</b>	<b>120,750.36</b>	<b>121,125.00</b>	<b>99.7%</b>

**School Nutrition Association of Michigan**  
**Profit & Loss Budget vs. Actual**  
**August 2007 through July 2008**

	Aug '07 - Jul 08	Budget	% of Budget
36000 - Meals	28,255.65	37,575.00	75.2%
37000 - Mileage Reimbursement	11,688.26	11,200.00	104.4%
38000 - On-Site Labor	0.00	150.00	0.0%
39000 - Postage	10,281.93	10,784.00	95.3%
40000 - Printing	25,298.42	33,140.00	76.3%
41000 - Refunds	3,170.00	2,000.00	158.5%
42000 - Room Rental	4,240.00	4,150.00	102.2%
43000 - ServSafe Materials	0.00	4,500.00	0.0%
44000 - Stipends	12,690.00	12,000.00	105.8%
45000 - Supplies	2,277.33	3,625.00	62.8%
46000 - SWT Manuals	17,563.77	4,000.00	439.1%
47000 - Telephone	2,039.94	2,000.00	102.0%
48000 - Transportation	3,590.79	3,735.45	96.1%
49000 - Website Server Fees	195.00	200.00	97.5%
50000 - Speaker/Presenter	6,200.00	6,500.00	95.4%
51000 - Insurance	1,535.00	1,810.00	84.8%
52000 - Accounting			
52100 - Federal Income Tax	0.00	1,000.00	0.0%
52000 - Accounting - Other	1,245.00	500.00	249.0%
<b>Total 52000 - Accounting</b>	<b>1,245.00</b>	<b>1,500.00</b>	<b>83.0%</b>
53000 - SNA Membership Dues	6,733.00	7,000.00	96.2%
53500 - Membership Dues - Miscellaneous	398.00	0.00	100.0%
54000 - SNA Conference Registrations	1,895.00	2,710.00	69.9%
55000 - Scholarships	0.00	0.00	0.0%
65601 - Payroll Expenses	0.00	0.00	0.0%
<b>Total Expense</b>	<b>307,261.35</b>	<b>321,034.45</b>	<b>95.7%</b>
<b>Net Income</b>	<b>15,822.56</b>	<b>8,940.55</b>	<b>177.0%</b>