



# Income and Expenditure Report

Please state your School Meals Programme Reference Number:

    –      

Income and Expenditure Report for School Year

    /    

## Income

School Meals Allocation for     /     : €    ,     .

Income from any other source:  
(Please state source & amount)

€    ,     .

Total Income:

€    ,     .

## Expenditure (per month)

Food items to be listed only

September: €    ,     .

October: €    ,     .

November: €    ,     .

December: €    ,     .

January: €    ,     .

February: €    ,     .

March: €    ,     .

April: €    ,     .

May: €    ,     .

June: €    ,     .

Additional months to be used only by organisations operating outside the standard school term.

July: €    ,     .

August: €    ,     .

## Total Expenditure

Total expenditure: €    ,     .

Surplus/Deficit entering     /     academic year €    ,     .

## Please Note

Please also forward 1 month's receipts along with this expenditure sheet.  
The choice of the month is at the discretion of the applicant.

Please complete this declaration

Name of School / Organisation:

Organisation Number:

I declare that all the information given in this Income and Expenditure Report is true and complete to the best of my knowledge.

Title: (insert an 'X' or specify) Mr.  Mrs.  Ms.  Other

Date:        
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Signature (not block letters)

**This completed Income and Expenditure Report should be sent to:**

School Meals Programme  
Department of Social Protection  
College Road  
Sligo

If you have any questions, please contact School Meals Section at the address above or telephone:  
071 91 38625 or 071 91 38638

### Data Protection and Freedom of Information

**We, the Department of Social Protection, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies according to the law.**

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.