

The “Milk Audit” feature of My Food Program allows sponsors to conduct a milk audit without needing to print and compare reports.

**To enter a milk audit:**

- Click on “Milk Audit” on the main dashboard.
- Select the following:
  - **Month/Year (required):** the date for the audit.
  - **Calculation Type (required):**
    - Calculated from Attendance: this will take the minimum portion size for milk times the number of participants in each age range and calculate how much milk you should have used.
    - Food Production Amounts: this will take the usage amounts right from your food production records. Ensure that you have entered a food production record for each of the meals with milk so you have accurate amounts.
  - **Audit Type (required):**
    - By Day: this version gives you a running balance by day and meal of how much milk is on hand.
    - By Month: this version gives you a bottom line for the entire month.
- Click “Create Milk Audit” button.
- Under “Manual Increase” enter the Opening Balance:
  - Enter the date.
  - Select “Opening Balance” under Reason.
  - Select Milk Type.
  - Enter Amount and Units: note that the opening balance should be equal to the ending balance from the previous month.
  - Click “Save”.

Any milk purchases entered using our Expense feature will be automatically pulled into the report. Users also have the option to manually increase milk amounts to reflect an opening balance or purchase not entered in our Expense tracker. Users can manually decrease amounts if there is spoilage/waste or additional servings of milk.

Milk Audit By Month		Calculated From Attendance - Feb 2020	
Reason	Fluid Milk Type	Purchase	Usage
Opening Balance	1% Milk	72 Cups	
Purchase <input checked="" type="checkbox"/>	1% Milk	16 Cups	
1% Milk \$	1% Milk	640 Cups	
1% milk \$	1% Milk	320 Cups	
Whole milk \$	Whole Milk	80 Cups	
Whole Milk \$	Whole Milk	160 Cups	
Breakfast	1% Milk		524 Cups
Breakfast	Whole Milk		119 Cups
Lunch	1% Milk		523 Cups
Lunch	Whole Milk		119 Cups
Spoilage/Waste	Whole Milk		1 Cups
Usage Subtotal	1% Milk		1,047 Cups
Usage Subtotal	Whole Milk		239 Cups
Ending Balance	1% Milk	1 Cups	
	Whole Milk	1 Cups	

\$ Expense  Manual Increase