

# Special Milk Camp Worksheet

4/5/2013

## I. Sponsors must keep an actual monthly count of half pint milks served to children or use the following procedure:

a	Beginning milk inventory (# of milks on hand first day of camp - convert gallons to half pints by using the calculation in section II)	<input type="text"/>	half pints
b	+ Receipt of purchased milk (add the total # of milks purchased during the month)	<input type="text"/>	
c	+ Inventory adjustments (i.e., donated milk)	<input type="text"/>	
d	- Inventory adjustments (i.e., expired milk)	<input type="text"/>	
e	= <b>Total Milk Available</b>	<input type="text"/>	
f	- Actual count of adult consumed milk (if unknown, please calculate the percentage using the below worksheet)	<input type="text"/>	
g	- Special purpose milk (i.e. milk used for cooking)	<input type="text"/>	
h	- Ending milk inventory (# of milks on hand at end of month)	<input type="text"/>	
i	= <b>Milk served to children</b>	<input type="text"/>	

## II. Complete the below worksheet only if the actual number of milks consumed by adults is unknown.

Day of Month	Column A Total Children Attending	Column B Total Adults Attending	Column C Total Persons Attending
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total:	<b>A</b>	<b>B</b>	<b>C</b>

**Instructions for computing average adult milks consumed:**

Total in Column B

÷

Total in Column C

=

Percentage of

adults

x

Total milk available

(from row e above)

=

Average adult milk consumed

**(Enter this number in row f above. Do not use fractions or decimals.)**

---

**Formula to convert gallons to half pints:**

Total number of gallons

x 16

=

Total number of half pints

## III. Additional information to complete Site and Sponsor Claims in the CNPWeb:

- To compute average daily attendance for #8 on Site Claim, take the total from Column A above and divide by the number of days in operation for the month (#7 on the Site Claim).
- To compute average cost per half pint of milk for #10 on Sponsor Claim, take the total dollar amount spent on half pints milk only and divide by the total number of half pints purchased.

## Special Milk Camp Worksheet Instructions

**Section I-Sponsors must keep an actual monthly count of half pint milks served to children or use the following procedure:**

- Row a Fill in beginning inventory of milk - this figure is the number of milks on hand on the first day of camp (convert gallons to half pints by using the calculation in section II)
- Row b Add the number of milks purchased during the month from receipts or invoices.
- Row c Add any donated milks.
- Row d Subtract any milks returned to the vendor or store.
- Row e Calculate Row a through Row d to determine the **Total Milk Available**.
- Row f Subtract the actual count of adult milk consumed\*.  
\*If unknown, calculate the percentage using the below worksheet.
- Row g Subtract milk used for special purposes such as milk used in cooking.
- Row h Subtract the number of milks on hand at the end of the month.
- Row i Calculate Row i by subtracting any figures entered on **Row e through Row h** from the **Total Milk Available** to determine **Milk Served to Children**.

**Section II- Complete this section if the actual number of milks consumed by adults is unknown.**

- Column A Record the number of children in attendance each day.
- Column B Record the number of adults in attendance each day.
- Column C Add Column A and Column B to record the total of children and adults each day in Column C.
- Totals At the bottom of each column, add all the numbers in the column to get the total number of **children (Column A), adults (Column B), and adults and children (persons, Column C)**.

**To compute average adult milk consumption:**

Take the total from **Column B** and divide by the total from **Column C** to determine **Percentage of Adults**. Multiply the **Percentage of Adults** by the **Total Milk Available** (row e above) to determine **Average Adult Milk Consumed**.

**Formula to convert gallons to half pints**

Take the **Total Number of Gallons** and multiply by 16 to determine the **Total Number of Half Pints**.

**Section III- this section explains how to compute average daily attendance and average cost of milk per half pint. This is additional information to complete site and sponsor claims in the CNPWeb.**

**Average daily attendance for #8 on the Site Claim**

Take the total from Column A and divide by the number of days in operation for the month (#7 on the Site Claim).

**Average cost per half pint for # 10 on the Sponsor Claim**

Example (Half Pints) = Take the total dollar amount spent on half pints of milk and divide by the total number of half pints purchased.

Example (Gallons) = Take the total dollar amount spent on gallons of milk and divide by the total number of half pints purchased.

Example: 10 gallons X \$3.00 each = \$30; 10 gallons X 16 = 160 half pints  
 $\$30/160 = .1875$  per half pint

# Special Milk Camp Worksheet Example

4/5/2013

## I. Sponsors must keep an actual monthly count of half pint milks served to children or use the following procedure:

a	Beginning milk inventory (# of milks on hand first day of camp - convert gallons to half pints by using the calculation in section II)	50 half pints
b	+ Receipt of purchased milk (add the total # of milks purchased during the month)	2000
c	+ Inventory adjustments (i.e., donated milk)	0
d	- Inventory adjustments (i.e., expired milk)	50 expired
e	= <b>Total Milk Available</b>	<b>2000</b>
f	- Actual count of adult consumed milk (if unknown, please calculate the percentage using the below worksheet)	1000
g	- Special purpose milk (i.e. milk used for cooking)	50
h	- Ending milk inventory (# of milks on hand at end of month)	25
i	= <b>Milk served to children</b>	<b>925</b>

## II. Complete the below worksheet only if the actual number of milks consumed by adults is unknown.

Day of Month	Column A Total Children Attending	Column B Total Adults Attending	Column C Total Persons Attending	Instructions for computing average adult milks consumed:
1	25	25	50	
2	25	25	50	<div> <p>Total in Column B <u>775</u></p> <p>÷</p> <p>Total in Column C <u>1550</u></p> <p>=</p> <p>Percentage of <u>0.50</u></p> <p>adults</p> <p>x</p> <p>Total milk available <u>2000</u></p> <p>(from row e above)</p> <p>=</p> <p>Average adult milk consumed <u>1000</u></p> <p><b>(Enter this number in row f above.</b></p> <p><b>Do not use fractions or decimals.)</b></p> </div>
3	25	25	50	
4	25	25	50	
5	25	25	50	
6	25	25	50	
7	25	25	50	
8	25	25	50	
9	25	25	50	
10	25	25	50	
11	25	25	50	
12	25	25	50	
13	25	25	50	
14	25	25	50	
15	25	25	50	
16	25	25	50	
17	25	25	50	
18	25	25	50	
19	25	25	50	
20	25	25	50	
21	25	25	50	
22	25	25	50	
23	25	25	50	
24	25	25	50	
25	25	25	50	
26	25	25	50	
27	25	25	50	
28	25	25	50	
29	25	25	50	
30	25	25	50	
31	25	25	50	
Total:	775	775	1550	<div> <p><b>Formula to convert gallons to half pints:</b></p> <p>Total number of gallons <u>125</u></p> <p>x 16</p> <p>=</p> <p>Total number of half pints <u>2000</u></p> </div>

## III. Additional information to complete Site and Sponsor Claims in the CNPWeb:

- To compute average daily attendance for #8 on Site Claim, take the total from Column A above and divide by the number of days in operation for the month (#7 on the Site Claim).
- To compute average cost per half pint of milk for #10 on Sponsor Claim, take the total dollar amount spent on half pints milk only and divide by the total number of half pints purchased.