

Presented by Holly Greuling, RDN Administration for Community Living

Calculation



At the end of this webinar you will be able to answer the following questions:

- What is the Total Cost Per Meal?
- Why should I want to calculate Total Cost per Meal?
- How do I calculate Total Cost per Meal?
- When should I calculate my Total Cost per Meal?

Important Terms

- Raw Food Cost
 How much it costs to buy the food
 Generally, food cost should be around 30-35%
 Generally calculated per meal
- Labor Cost
- You are paying someone to prepare the food, serve the food, and clean up after the food.
 Staff benefits, to include sick leave, vacation, etc.
 Generally, labor cost should be around 25-35%
 Generally calculated per meal
 Other Cost
- Other Cost
 The cost of plates, cups, napkins, utensils, detergent, hair nets, etc.
 The cost of the electricity, water, maintenance necessary to for the building
 Generally calculated per meal
 Total Cost Per Meal
- - Refers to the total cost of a served meal. The total cost includes all of the above into the calculation.
 It may seem like your total cost per meal is a lot more than necessary, but keep in mind that the total meal cost is more than just the flood itself.

Let us discuss the following situations

Expense:

- Someone left the heater on 80° all weekend while the center was closed.
- The cost of milk has gone up.
- Sally is taking a vacation next week and Cynthia will have to work overtime.
- Participants do not like the green beans and always throw them away instead of eating them.

Which cost is effect by the expense described?

Food Cost
Other Cost
Labor Cost

Which of these costs affect the Total Cost of a Meal?

Listen in on this conversation between two meal providers...



You don't have to do this, to calculate your Total cost per meal!

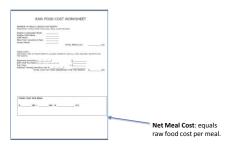


Use This!	
CALCULATING YOUR PROGRAM'S TOTAL COST PER MEAL (WORKSHEET)	
(WORKSHEET)	
Worksheet Overview	
Worksheet Overview	
Raw Food Cost WorksheetLabor Cost Worksheet	
Other Cost Worksheet	
Worksheet Section	
Raw Food Cost	
 Number of meals served for the month Total Inventory Value 	
 Must keep a record of the value of food on hand 	
Suggest keeping a cost per unit right on the product or on the shelf, to ease monthly inventory Test Food Purchases	
Total Food Purchases If food and non food are obtained from the same grocer than put these sects either and or put food ports and or	
then put those costs either under raw food cost or under other cost. Either way is ok, just be sure to always do it that way in the future.	
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RAW FOOD COST	WORKSHEET		
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Food Cost:	TOOLOGO. TOO TOO TOO TOO TOO TOO TOO TOO TOO TO		
Beginning Inventory: Last month's closing inventory.	renework and its 1925 feathers with the content of the Total		
Total purchases: add all food receipts for the	FOOD-COST PER MEM.		
month . Closing Inventory: what the value of your			
inventory is on the last day of the month.			

When receiving items, either write the unit cost on the can, or the shelf. This will ease end of the month inventory.

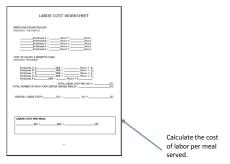
RAW FOOD COST WORKSHEET



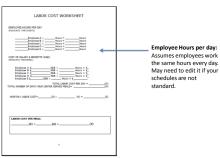
Worksheet Section

- · Labor Cost Per Day
 - Employee Hours per day
 - Assumes that employees are working every day.
 - Might have to average month's worth of information and then figure it out by day.
 - Cost of Salary and Benefits
 - · Record benefits and salary for each employee.
 - Net Labor Cost
 - Calculates the labor cost per meal.

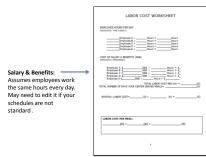
LABOR COST WORKSHEET



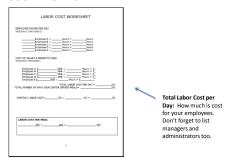
LABOR COST WORKSHEET



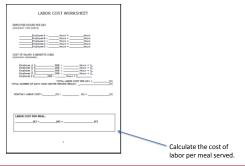
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LABOR COST WORKSHEET



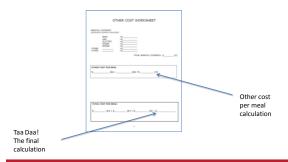
Worksheet Section

- · Other Cost Per Day
 - Daily Expenses
 - Monthly cost associated with having a facility
 - Might want to list non food products here, or under food expenses (but not both)
 - Total Daily Expenses per month
 - If bills are exactly on a monthly cycle then just start with most recent bill (ex. If electric bill's cycle starts on the 15th of the month, then start with a given month, and follow the cycle)

OTHER COST WORKSHEET



OTHER COST WORKSHEET



When to Calculate Total Cost Per Meal

- When you anticipate you will not have enough money to serve everyone!
- When you want to figure out how you can improve your budget.
- When you want to explain how your program's budget works to others, such as participants, program sponsors or Flders
- When you need to charge guests for a meal.
- When you want to offer your meals to paying customers.

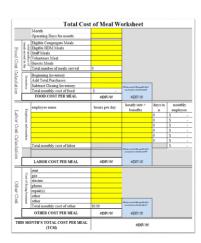
Be an informed program manager!

Know your Total Cost Per Meal Per Month!



Total Cost of Meal Calculation

EXCEL VERSION



Complete only the yellow highlighted sections. The form automatically completes the rest of the document.

Net Meal Cost (or total cost of meal)





Labor Cost





Other Cost



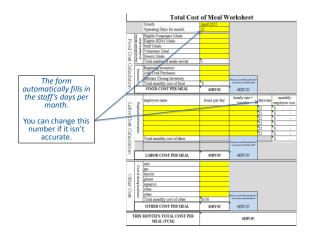


Total Cost Per Month Total Cost of Meal Worksheet Type in month Total monthly cost of other OTHER COST PER MEAL

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| Type in total number of Operating Days that month
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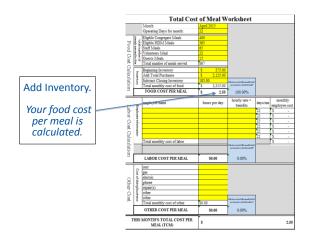
Total Cost of Meal Worksheet

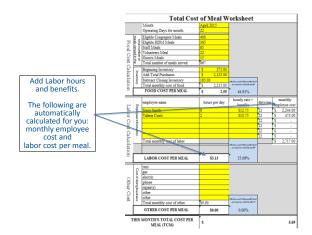


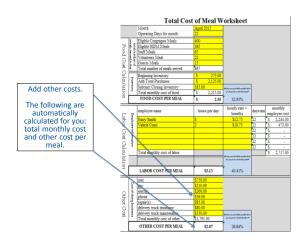
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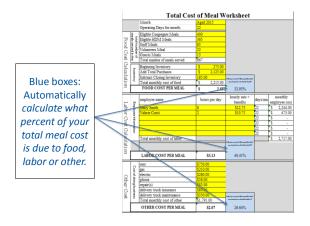
Total Cost of Meal Worksheet

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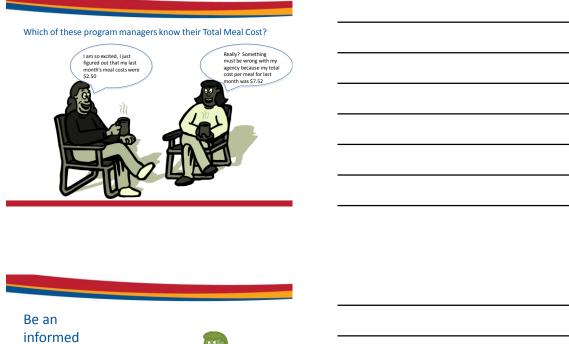


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Total Cost of Meal Worksheet

When to Calculate Total Cost Per Meal

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- When you need to charge guests for a meal.
- When you want to be an informed manager.



Know your Total Cost Per Meal Per Month!

program manager!



Thank you for your active participation!

For more information about ACL
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