

Managing Food Budget Audit

Yes	No	Standard	Notes/Action
		Production Sheets are prepared for each meal	
		Production Sheets include needs for all delivery/service areas	
		Overs/unders are recorded for each meal for each delivery/service area	
		Over/under information is used to adjust forecast for next menu cycle	
		Standardized recipes (written) are in place for all products cooked on site	
		Standardized recipes are used for all meal preparation	
		Purchase specifications are in place for each menu item	
		Purchase specifications are followed	
		Purchasing reflects maximum compliance with SRA agreement	
		Storage areas are organized to facilitate ease for ordering and for staff to locate products needed for production	
		Portion size meets regulatory standards	
		Portion size is not excessive for resident preference	
		Menu is costed when written/revised	
		Menu cost is within budget parameters	

Completed by: _____ Date: _____