# SNP Memo #2019-2020-26

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 24, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Semi-Annual Financial Reporting

The purpose of this memo is to notify School Nutrition Administrators of the upcoming deadline to submit the semi-annual financial report within SNPWeb. The semi-annual financial report, detailing financial transactions from July 1 through December 31, is due on January 31 of each year. This report must accurately match the School Food Authority’s (SFA’s) revenues and expenditures for School Year 2019-2020. As a reminder, SFAs participating in the Community Eligibility Provision (CEP) are required to submit monthly financial reports throughout the school year.

To better assist you with completion of the report, the Financial Report Instructions document has been made available in the Financial Management section of SNPWeb Download Forms.

If you have any questions, please contact the school nutrition program specialist assigned to your school division.

SCC/AN/cc