

Attachment D Burden Chart  
 OMB Control # 0584-0067 7 CFR Part 235, State Administrative Expense Funds Regulations

## Recordkeeping

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	G = E-F
				Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hours	Total Difference
SAE	235.7(a)	SA maintains current accounting records of expenditure of SAE funds which adequately identify fund authorizations, obligations, unobligated balances, assets, liabilities, outlay, and income. (Includes funds carried over into subsequent FY.)	FNS-525	83	1	83	2	166	4,316	(4,150)
			FN-777	23	26	598	2	1,196	1,196	-
				67	1	67	2	134	134	-
SAE	235.9(c)(d)	SA procurement and property management standards procedures comply with 2 CFR part 200.		83	1	83	3	249	249	-
SAE	235.11(a)	SA documents expenditures of funds from State sources in any fiscal year for the administration of CNP is not less than that expended or obligated in that fiscal year.	FNS-777	54	4	216	0.25	54	54	-
<b>State Agency Level Total</b>				83	12.614	1,047	1.718	1,799	5,949	(4,150)
						-		-		-
				-	-	-	-	-	-	-
						-		-		-
				-	-	-	-	-	-	-
<b>Total Recordkeeping Burden</b>				83	12.61	1,047	1.72	1,799	5,949	(4,150)

Program Rule	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hours	Total Difference
SAE	83	12.6	1,047	1.7	1,799	5,949	(4,150)
0	-	-	-	-	-	-	-

**Attachment D Burden Chart**  
**OMB Control# 0584-0067 Food and Nutrition Service 7 CFR Part 235, State Administrative Expense Funds Regulations**

hment E SAE Burden Chart				A	B	C = (A*B)	D	E= (C*D)	F	G=E-F			
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute: Public Law 89-642 The Child Nutrition Act of 1966	Due to Program Change	Due to an Adjustment	Total Difference
<b>State Agency Level</b>													
SAE	235.5(b)&(c)	SA submits base SAE Plan (and amendments)		83	0.361	30	8	240	240			(0)	(0)
SAE	235.5(d)	SA submits SAE Funds Reallocation Report annually	FNS-525	23	1	23	2	46	46			-	-
SAE				60	1	60	0.25	15	15			-	-
SAE	235.7(b)	SA submits information reported on SFAs participating in NSLP or CSP		55	1	55	1	55	56			(1)	(1)
						-		-				-	-
						-		-				-	-
						-		-				-	-
						-		-				-	-
		<b>State Agency Level Total</b>		<b>83</b>	<b>2.024</b>	<b>168</b>	<b>2.118</b>	<b>356</b>	<b>357</b>	<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>

Program Rule	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute: Public Law 89-642 The Child Nutrition Act of 1966	Due to Program Change	Due to an Adjustment	Total Difference
SAE	83	2.0	168.0	2.1	355.7	357.0	-	-		(1.3)
0	-	-	-	-	-	-				-
0	-	-	-	-	-	-				-
0	-	-	-	-	-	-				-

SUMMARY OF BURDEN (RECORDKEEPING & REPORTING)	
TOTAL NO. RESPONDENTS	83
AVERAGE NO. RESPONSES PER RESPONDENT	14.638
TOTAL ANNUAL RESPONSES	1,215
AVERAGE HOURS PER RESPONSE	1.773
PROPOSED TOTAL BURDEN HOURS FOR PART 235	2,155
CURRENT OMB INVENTORY FOR PART 235	6,306
DIFFERENCE (NEW BURDEN REQUESTED WITH ADJUSTMENTS)	-4,151

**OMB Control #0584-0067 - Burden Summary - 7 CFR Part 235, State Administrative Expense Funds Regulations  
Form Numbers FNS-525, FNS-777**

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
<b>Recordkeeping</b>					
State Agency Level	83	12.614	1,047	1.718	1,799
Recordkeeping Total	83	12.614	1,047	1.718	1,799
<b>Reporting</b>					
State Agency Level	83	2.024	168	2.118	356
Reporting Total	83	2.024	168	2.118	356
<b>TOTAL BURDEN FOR PART 235</b>	<b>83</b>	<b>14.638</b>	<b>1,215</b>	<b>1.773</b>	<b>2,155</b>

Date	User Initials	Comments
8/11/11	SW	This is a draft of the SAE Burden doc using the redesigned template
8/16/11	BB	Reviewed data and functionality with Susan ...
11/13/15	BB	Initiated renewal collection package
11/19/15	bb	Not every SA submits SAE Plan unless substantive changes or reallocation requested.
11/19/15	bb	# of SAs administering CN programs decreased from 87 to 84 CT, VT, and NV each have one less state agency)
1/22/16	SW	Revise FNS-74 Federal-State Agreement
11/23/18	SW	Revise duration language of FNS-74 and remove 19 hours reporting burden since not annual (less than 9 if any revisions to the FSA)
11/23/18	SW	Remove 6 hours of recordkeeping burden that is already included in the FNS-777 recordkeeping burden
6/26/25	KM	Removed 54 hours of recordkeeping burden when removing the FNS-777 from this collection
1/20/26	KM	Removed 4,153 burden hours by, in recordkeeping, changing the number of reports per recordkeeper to 1 for the FNS-525 and reducing the number of agencies replying to 54 (from 64) in reporting