



# Important Announcement: Payment of School Meals

- Please make a procedure of an account transfer for school lunches. –

The public sector accounting of charge for school lunches has started since April 2015 in Funabashi City. Instead of schools, the City of Funabashi collects and manages the charge for school lunches directly. On the other hand, each school collects necessary fees including PTA fee, a reserve for a school excursion, and a fee for teaching materials by themselves (school collections). Therefore, please be sure that two procedures of account transfers (school lunches and school collections) are required for those who are going to join municipal schools in Funabashi.

Regarding the collection of school lunch fees, the payment statement will be provided to every schoolchild through schools. The payment date and amount are specified on it.

We kindly ask you to submit the enclosed account transfer request form to a financial institution after filling out. We would appreciate your understanding and cooperation.

## 1 20 financial institutions are available for an account transfer

It will be convenient for all guardians to use the account of usual checkable deposit for deducting the charge for school meals. Please make sure to go through a procedure because a refund will be transferred to this account when children will be absent from school for long periods of time.

City Bank	Local Bank	Trust Bank	Shinkin/ Credit Union	Others
<ul style="list-style-type: none"> <li>• The Bank of Tokyo-Mitsubishi UFJ</li> <li>• Mizuho Bank</li> <li>• Sumitomo Mitsui Banking Corporation</li> <li>• Resona Bank</li> </ul>	<ul style="list-style-type: none"> <li>• The Chiba Bank</li> <li>• The Chiba Kogyo Bank</li> <li>• The Keiyo Bank</li> <li>• The Tokyo Tomin Bank</li> <li>• The Tokyo Star Bank</li> </ul>	<ul style="list-style-type: none"> <li>• Mitsubishi UFJ Trust and Banking Corporation</li> <li>• Mizuho Trust &amp; Banking</li> <li>• Sumitomo Mitsui Trust Bank</li> </ul>	<ul style="list-style-type: none"> <li>• Chiba Shinkin Bank</li> <li>• Tokyo Bay Shinkin Bank</li> <li>• The Tokyo Higashi Shinkin Bank</li> <li>• Yokohama kogin Credit Union</li> </ul>	<ul style="list-style-type: none"> <li>• Japan Post Bank</li> <li>• Chuo Labour Bank</li> <li>• JA Ichikawa</li> <li>• JA Chiba Tokatsu</li> </ul>

※All branches/ a head office of financial institutes mentioned above are available. You can go through a procedure smoothly when you submit the account transfer request form to the branch you opened your account.

## 2 Please submit the account transfer request form by the deadline below.

Person who needs to submit the account transfer request form	Deadline for submission of the account transfer request form
Persons scheduled to enter the elementary school/ special support school in 2018	Friday, December 29, 2017
Persons scheduled to transfer to the elementary/ junior high/ special support schools in Funabashi	Please make procedures as soon as possible after new school or address is settled.

※The school meal fee will not be paid automatically from your account when the procedure is not complete even after you submit the account transfer request form. Please note that you have to pay it with a payment slip in such a case.

### 3 The payment amount of school lunch

The City of Funabashi kindly requests guardians to pay actual expenses for foodstuffs as the charge for school lunches. Fees for account transfer are borne by the City of Funabashi. The table below shows a unit cost of school lunches expected to be paid by guardians in 2018.

Schools & Grades		Meal charge other than milk	Charge for milk	Charge per meal
Elementary Schools	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	208yen	+53.35yen *(FY2017)	261.35yen
	The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	248yen		301.35yen
Special Support School	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	220yen		273.35yen
	The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	263yen		316.35yen
	Junior and Senior High School	311yen		364.35yen
Junior High School		330yen		

\*The charge for milk may vary every year according to the supply price by Chiba Prefecture School Lunch Foundation.

### 4 The charge of school lunch is debited from your account at the end of month. (If the due date does not fall on a business day, it will be debited on the following business day.)

The schedule of account transfer of each school is as follows. The payment date and amount are announced through the website of the City of Funabashi. The payment amount varies with the number of lunches eaten by individual. Please check your own payment by the payment statement.

Type of School	The schedule of account transfer					
Elementary School & Special Support School	The yearly charge of school meals are paid in five installments depending on the number of school meals provided. Funabashi City makes 4 equal payment of the entire amount in units of 1000 yen for the first to the fourth payment and the balance is collected at the last time. e.g.) A child in the lower grade of elementary school: (208yen/meal + 53.35yen/milk) × 180 times = 47,043yen e.g.) A child in the upper grade of elementary school: (248yen/meal + 53.35yen/milk) × 180 times = 54,243yen					
		June	August	October	December	February
	The 1 <sup>st</sup> -3 <sup>rd</sup> Grade of elementary school	10,000	10,000	10,000	10,000	7,043
The 4 <sup>th</sup> -6 <sup>th</sup> Grade of elementary school	11,000	11,000	11,000	11,000	10,243	
Junior High School (Prepayment System)	The charge of school meals is collected based on an application sheet in principle. It is deducted two months before school meals are provided (the end of month). For the charge of milk, total yearly charge is collected at the end of August.					
	February	March	April	May	June	July
	(Charge For April)	(Charge For May)	(Charge For June)	(Charge For July)	(Charge For September)	(Charge For October)
	August	September	October	November	December	January
	(Charge For Milk)	(Charge For November)	(Charge For December)	(Charge For January)	(Charge For February)	(Charge For March)



The payment statement will be provided from your child's school. The yearly payment statement for elementary/ special support school will be provided in the middle of June. Basically it will be provided around the 20<sup>th</sup> of every month at the junior high school.

## 5-1 Sample of the account transfer request form (Ordinary financial institutes)

The account transfer request form is in a three-copy format, so please press hard with a ballpoint pen (an erasable ballpoint pen is not acceptable).

Please write name, address and contactable phone number of a guardian (either father or mother) in the space of the person responsible for paying charge for school meals.

Please write the account for an automatic deduction. Please check there are no mistakes.

Please make sure to put the seal (Inkan) on the second page. Please make sure not to put the seal (Inkan) on characters.

### 船橋市学校給食費預金口座振替依頼書兼自動払込利用申込書

船橋市指定金融機関・船橋市収納代理金融機関・ゆうちょ銀行 御中

平成29年11月 1日

私（納付義務者）は、船橋市が提供する学校給食の食材に対する費用を、学校給食費として船橋市に納めることを了承します。  
 私（納付義務者・口座名義人）は、上記の学校給食費について、預金口座振替（自動払込）の方法で納付することを了承し、裏面記載の契約事項に従って口座振替（自動払込）を依頼します。  
 なお、還付事由が生じた時は、下記（ゆうちょ銀行は通帳記号・番号の振込用）の口座に振り込んでください。

指定口座	金融機関名	本文店名	預金種別	口座番号						
	〇〇銀行	××支店	1. 普通 2. 当座	1	2	3	4	5	6	7
	金融機関コード	支店コード		フナバシ タロウ						
	通帳記号	通帳番号(右詰めで記入)		口座名義人	氏名 船橋 太郎					
納付義務者 (保護者等)	住所	船橋市湊町 2-10-25		取扱店 日付印	払込元口座番号		金融機関届出印			
	氏名	船橋 太郎			00100-8-4980		船橋市会計管理者			
	電話	090 ( 1234 ) 5678			種目 CD 166		契約種別 CD 30			
給食喫食者 (児童生徒等)	所属	船橋小 学校 新1 年 組 番		検印	印鑑照合	係	印	船橋		
	カナ	フナバシ イチロウ						男・女		
	氏名	船橋 一郎								

Please put the same seal (Inkan) registered with the bank on the first page. The automatic deduction will not start if you put the seal different from the registered one.

One form per student is required, e.g. two sets of the transfer request form should be submitted when two children attend schools the Funabashi Municipal schools.

Please write your child's school name, grade, class, and a student number. For persons scheduled to enter the elementary school/ special support school in 2018, please write '新1' in the space for grade and leave space for class/ student number blank.

- ※ Putting the seal (Inkan) is not necessary to correct written errors on a copy (a pink-colored page). Please make sure not to put the seal (Inkan) on characters you write.
- ※ For a transfer student, please submit the account transfer request form after new school or address is settled.

## 5-2 Sample of the account transfer request form (Japan Post Office)

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	金融機関コード	支店コード	1. 普通 2. 当座	
ゆうちょ銀行	通帳記号	通帳番号(右詰めで記入)	カナ	氏名
	1 0 5 8 0 の	1 2 3 4 5 6 7	フナバシ タロウ	船橋 太郎
納付義務者 (保護者等)	住所	船橋市湊町 2-10-25	住所	船橋市湊町 2-10-25
	氏名	船橋 太郎	住所	船橋市湊町 2-10-25
給食喫食者 (児童生徒等)	所属	船橋小 学校 新1 年 組 番	住所	船橋市湊町 2-10-25
	カナ	フナバシ イチロウ	住所	船橋市湊町 2-10-25
	氏名	船橋 一郎	住所	船橋市湊町 2-10-25
			住所	船橋市湊町 2-10-25

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### Inquiry:

The charge for school lunch group,  
Health & Physical Education Section,  
Funabashi Board of Education  
TEL: 047-436-2418



