

Financial Reporting in CACFP

By

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**OUR GOAL
is to:**

Submit Accurate
Monthly Financial Reports

Reference to Chapter 5 in your CACFP Administrative Handbook.

- ▣ Two new pages to this chapter.
- ▣ - page 5-4
- ▣ - page 5-22

Go to worksheet handout
activity

Go to Section A, B, and C of the worksheet/handout
 This would show some sample CACFP Annual Budgets

Financial Report

Center-Based Institution Financial Report

A. CACFP Income	
1. Children's and adult participants payment for meals	0.00
2. Supervising adults' payment for meals	0.00
3. Other receipts	0.00
4. Loans received during claim period	0.00
5. Totals (A.1 - A.4)	0.00

B. CACFP Operating Disbursements	
1. Cash disbursed for food	1,876.83
2. Cash disbursed for food service labor and benefits	0.00
3. Cash disbursed for 'other' food service purposes (less than \$5,000 / item)	66.86
4. Cash disbursed for nonexpendable equipment (more than \$5,000 / item)	0.00
5. Food Service space (rental, maintenance)	0.00
6. Totals (B.1 - B.5)	1,943.69

C. CACFP Administrative Disbursements	
1. Administrative CACFP related labor and benefits	0.00
2. CACFP Administrative durable goods (less than \$5,000 per item)	0.00
3. CACFP Administrative equipment (costing \$5,000 or more per item)	0.00
4. Communications	0.00
5. CACFP related training	0.00
6. Other Program costs	0.00
7. Totals (C.1 - C.6)	0.00

D. CACFP Reimbursement	
1. CACFP Reimbursement Received	1,015.88

E. Other	
1. Accounts receivable - reimbursement	0.00
2. Accounts receivable - other	0.00
3. Purchased food inventory at end of month	0.00
4. Total acquisition costs of nonexpendable equipment	0.00
5. Accounts payable - food (unpaid food bills at end of month)	0.00
6. Salaries and salary benefits payable	0.00
7. Accounts payable - other food service expenses	0.00

Items needed to complete your April CNP-50 worksheet

1. Bill's Grocery
2. Sam's Grocery
3. Bertha's Time Log
4. Nellie's Time Log
5. Food Service rental Space
6. Janitorial monthly fees
7. CACFP Income received

Monthly Time Log for CACFP Work

Iowa Child and Adult Care Food Program

Instructions: Complete this form only when needed to report food service or administrative labor to document non-profit food service status. Use for employees who work part of their hours in CACFP and part in other areas.

Monthly Time Log for CACFP Related Work

Center Name _____ Month/Year _____
 Employee Name _____ Job Title _____
 Gross Hourly Wage _____ CACFP Responsibility _____

Day	Describe CACFP Responsibility	Actual Time Spent with CACFP Responsibilities				Total Hours Each Day
		Begin/End Time	Begin/End Time	Begin/End Time	Begin/End Time	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total CACFP hours for the month						*

Multiply the total number of CACFP-related work hours (*) during the month by the gross hourly pay (\$ _____) for the employee. Report the monthly cost on the Center Financial Report. Maintain this documentation in the CACFP monthly file.

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CACFP Monthly Financial Report CNP-48F

Authorized signature and title:			
Phone number of person who completed this report:			
Center Based Institution Financial Report			
A. CACFP Income			
1. Children's and adult participants payment for meals			-
2. Supervising adults' payment for meals			-
3. Other receipts			-
4. Loans received during claim period			-
5. Totals (A.1. - A.4.)			-
B. CACFP Operating Disbursements			
1. Cash disbursed for food			-
2. Cash disbursed for food service labor and benefits			-
3. Cash disbursed for 'other' food service purposes (less than \$5,000 per item)			-
4. Cash disbursed for nonexpendable equipment (costing more than \$5,000 per item)			-
5. Food Service space (rental, maintenance)			-
6. Totals (B.1. - B.5.)			-
C. CACFP Administrative Disbursements			
1. Administrative CACFP related labor and benefits			-
2. CACFP Administrative durable goods (less than \$5,000 per item)			-
3. CACFP Administrative equipment (costing \$5,000 or more per item)			-
4. CACFP related training			-
5. Other Program costs			-
6. Totals (C.1. - C.6.)			-
D. CACFP Reimbursement			
1. CACFP Reimbursement Received			-
Consultant Signature (if due to review)	Date	Phone	

Reporting Expenses and Income

- ❖ Expenses are reported only to show non-profit food service.

REMEMBER: Reimbursement is not paid for reported expenses, but for the number and type of meals claimed each month

- ❖ The Annual Budget may be revised with approval by your consultant.

Reporting Expenses by Category

OPERATING DISBURSEMENTS (Part B)

- ❖ B1. Food
- ❖ B2. Food Service labor and benefits
- ❖ B3. “Other” foodservice < \$5,000 per item
- ❖ B4. Non-expendable Food Service Equipment > \$5,000 per item
- ❖ B5. Food service space

ADMINISTRATIVE DISBURSEMENTS (Part C)

- ❖ C1. Administrative labor and benefits
- ❖ Administrative Supplies

CACFP Reimbursement

CACFP Reimbursement will be reported on Part D of the monthly financial report.

- Report CACFP Reimbursement in the month when it is received (cash reporting).
- Document with a copy of the deposit slip with CACFP check itemized (if paid by warrant) or bank statement showing deposit (if paid by EFT).

Financial Report

Center-Based Institution Financial Report

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3. Purchased food inventory at end of month		0.00
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5. Accounts payable - food (unpaid food bills at end of month)		0.00
6. Salaries and salary benefits payable		0.00

Annual Budget

- ❖ Only categories of expense and income that were approved in the Institution Annual Budget may be reported on the Monthly Center Financial Report
- ❖ Annual budget lines correspond with the monthly center financial report lines.
- ❖ Most centers will not have to complete each line and space in the budget form to show non-profit food service.

CACFP Summary of Financial Documentation Process

- ❑ -collect and save food and non-food receipts
- ❑ -time sheets for operational and admin labor
- ❑ - space percentage for CACFP, rent, maintenance, and utilities
- ❑ - Add any CACFP income information
- ❑ - put this information on the CNP-50 Financial report worksheet
- ❑ - Transfer this data to the CNP-48F monthly report

Updates for 2014-15

New online Application & Claim system (CNP 2000 will be going away)

- ❑ -The new system is Iowa CNP
- ❑ - Financial reporting will be changing somewhat, but basic requirements will stay the same.
- ❑ - Training will be provided when the “Iowa CNP” system goes on line. Anticipate later this FY for implementation.

Updates to Financial Reporting for 2014-15

- ❑ 1. All anticipated costs need to be in the budget and approved before claiming on monthly financial report. No going back and claiming it.
- ❑ 2. A new line item- If current CACFP reimbursement doesn't cover all of your costs, you will have to show where this funding will come from.
- ❑ 3. Disclosing of “less than arms length transactions” on budget and management plans.