

Illinois State Board of Education
Child and Adult Care Food Program

ANNUAL FINANCIAL REPORT INSTRUCTIONS

To complete the Child and Adult Care Food Program Annual Financial Report, please follow the steps below:

Step 1—Go to the Illinois State Board of Education website at <http://www.isbe.net/nutrition>, click on the IWAS (ISBE Web Application Security) link encircled below and log in.



Step 2—Click on System Listing



Step 3—Click on Child Nutrition - ACES

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Jesse Ruiz, Board Chair Christopher A. Koch, State Superintendent

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

Categories - Click to Expand/Collapse Tree Authorization

- Claims
 - Child Nutrition - ACES**
- Grants

Authorized

Step 4—Click on Application and Claims

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Child Nutrition ACES
Application and Claim Entry System

- Application and Claims**
- Upload Batch Files
- Claims Analysis
- Nutrition Programs Calendar
- DCFS Data
- IDHS Data
- CAC Home Site Lookup
- Administration
- Direct Certification
- Close Window

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Step 5—Select Application; select Sponsor; select CACC; select Program Year 2011; click on Search ---- **Be sure to select Program Year 2011.**

Illinois State Board of Education
Child Nutrition ACES
Application and Claim Entry System

FAQ

Application / Claim Search

Search Type:
Application

Application / Claim Type:
 Sponsor Site

Search Criteria:
[Empty Input Field]

Agreement Number:
[Empty Input Field]

Program Type:
CACC

Program Year:
2011

Application / Claim Status:
All

[SEARCH](#) [MENU](#)

Step 6—Select the drop down box under Links and click on Annual Financial Report

Illinois State Board of Education
Child Nutrition ACES
Application and Claim Entry System

FAQ

Application / Claim Search

Search Type:
Application

Application / Claim Type:
 Sponsor Site

Search Criteria:
[Empty Input Field]

Agreement Number:
[Empty Input Field]

| Agreement Number | Sponsor Name | App Status | Links |
|------------------|--------------|------------|---|
| [Redacted] | [Redacted] | Approved | Select a Link... Sponsor Application View Sites Annual Budget Annual Financial Report Management Plan View Non-Pricing Agreement Print Site Applications View Sponsor Claims Document Archive |

Outstanding Issues Exist

Outstanding Issues

▲ Claims (0)

Step 7—Complete lines 3, 5a-5d and 6-11 of the Annual Financial Report, as applicable. Do not input commas or decimals, and round figures to the nearest dollar amount. The system will pre-fill lines 1-2 with the CACFP reimbursement figures. Lines 4, 5e, 12 and 13 will be automatically calculated once you click the Save Draft button or the Submit Data to ISBE button.

| Child Nutrition ACES Application and Claim Entry System | | | |
|--|--------------|------------|------------------|
| Agreement Number | Sponsor Name | App Status | Links |
| [REDACTED] | [REDACTED] | Approved | Select a Link... |

**Child and Adult Care Food Program
Annual Financial Report 2011**

INSTRUCTIONS: Please complete and submit the form electronically to the Illinois State Board of Education by clicking on the 'Submit Data to ISBE' button at the bottom of the page. After submitting the information, the AFR will indicate at the top in red the date and time submission was complete. All entries are to be rounded to the nearest dollar. Lines 1 and 2 will be prefilled from ISBE. Lines 4, 5e, 12, and 13 are not enterable, but will be calculated and displayed once the 'Save Draft' or the 'Submit Data to ISBE' button is clicked.

Agreement Number: [REDACTED]
 Sponsor Name: [REDACTED]
 Reporting Period: [REDACTED]

Revenue Source

| | | |
|----|---|------------|
| 1. | CACFP Meal Reimbursement | 658292.01 |
| 2. | CACFP Cash in Lieu of Commodities | 34902.55 |
| 3. | Other Food Service Revenue Received (Food prepared but sold to other centers or sold as adult meals) | [REDACTED] |
| 4. | Total Revenue | 693195 |

Expenditures

| | | |
|-----|----------------------------------|------------|
| 5. | Administrative Costs | |
| 5a. | Administrative Labor | [REDACTED] |
| 5b. | Monitoring/Training | [REDACTED] |
| 5c. | Administrative Supplies | [REDACTED] |
| 5d. | Administrative Other | [REDACTED] |
| 5e. | Total Administrative Costs | 0 |
| 6. | Food Service Labor | [REDACTED] |
| 7. | Purchased Vended Meals | [REDACTED] |
| 8. | Food Costs | [REDACTED] |
| 9. | Allowable Nonfood Costs | [REDACTED] |
| 10. | Overhead Costs | [REDACTED] |
| 11. | Other costs (specify) [REDACTED] | [REDACTED] |
| 12. | Total Expenditures | 0 |

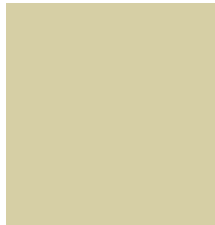
Revenue Over/Under Expenditures

| | | |
|-----|----------------------------|--------|
| 13. | Current Year Profit/(Loss) | 693195 |
|-----|----------------------------|--------|

15% Administrative Cap

14. Your organization has met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs. Since you meet this requirement it is

Step 8—Once you have entered all information, submit the report electronically to the Illinois State Board of Education by clicking the Submit Data to ISBE button.



15b. Your organization could not use CACFP funds to pay for the

15c. Can you ensure this agency that CACFP funds were not used to pay for the Yes
 No

For assistance, please call 1-800-545-7892.

If you have questions regarding the AFR, please call Paula Williams at 800-545-7892. If you have IWAS or ACES questions, please call the technology helpdesk at 217-558-3600.